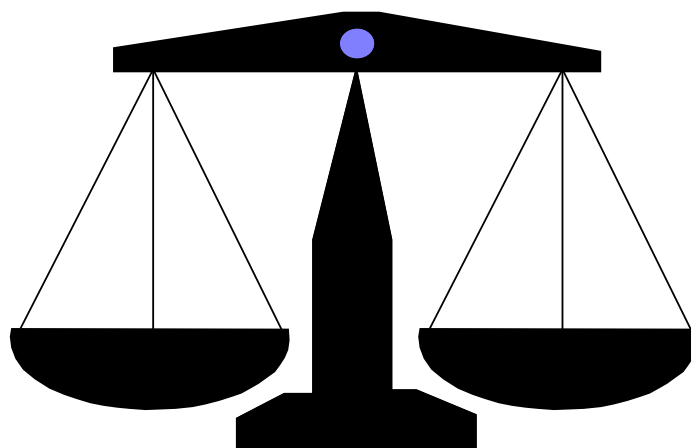


**THE SUPERIOR COURT OF  
WASHINGTON  
IN AND FOR  
BENTON AND FRANKLIN COUNTIES**



**LOCAL RULES**

**JUDGES:**

**HONORABLE DAVID L. PETERSEN  
HONORABLE JOSEPH M. BURROWES  
HONORABLE DIANA N. RUFF  
HONORABLE NORMA RODRIGUEZ  
HONORABLE SAMUEL P. SWANBERG  
HONORABLE JACQUELINE I. STAM  
HONORABLE JACQUELINE J. SHEA-BROWN**

**Effective September 1, 2022**

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## **LOCAL ADMINISTRATIVE RULE**

### **Local Administrative Rule 4 MORE THAN ONE JUDGE IN SUPERIOR COURT DISTRICT**

**Reapplication for Order.** When an order has been applied for and refused in whole or in part or has been granted conditionally and the condition has not been performed, the same application for an order must not be presented to another judge without advising the second judge of the fact that the order was previously refused or conditioned.

*[Adopted Effective September 1, 2018]*

### **Local Administrative Rule 5 DISTRIBUTION OF COURT RECORDS BY CLERKS [RESERVED]**

*[Adopted Effective September 1, 2018]*

## **LOCAL GENERAL RULES**

### **Local General Rule 2 ADMINISTRATIVE PRESIDING JUDGE AND ASSISTANT ADMINISTRATIVE PRESIDING JUDGE**

#### **(a) Election, Term, Vacancies, and Removal.**

(1) *Election.* The administrative presiding judge and assistant administrative presiding judge shall be elected by a majority vote of the judges. Said elections shall occur at the Fall Judicial Retreat in even numbered years to be effective in the following odd numbered years.

(2) *Term.* The administrative presiding judge and assistant administrative presiding judge shall each serve for a term of two years. The terms of the presiding judge and assistant presiding judge shall commence January 1<sup>st</sup> following the election through December 31<sup>st</sup> of the second year of the term.

#### **(3) Vacancies.**

(A) *Administrative Presiding Judge.* In the event of a vacancy in the office of the administrative presiding judge prior to the completion of the two-year term of the administrative presiding judge, the assistant administrative presiding judge shall serve as administrative presiding judge for the remainder of the un-expired term.

(B) *Assistant Administrative Presiding Judge.* In the event of a vacancy in the office of the assistant administrative presiding judge prior to the completion of the two year term of the assistant administrative presiding judge, a new assistant administrative presiding judge shall be elected pursuant to subsection (1) above at the next regularly scheduled judge's meeting. The newly elected assistant administrative presiding judge shall serve for the remainder of the un-expired term.

(4) *Removal.* The administrative presiding judge and assistant administrative presiding judge may be removed by a majority vote of the judges after noting the issue on the agenda for the next regularly scheduled judge’s meeting.

(5) *Executive Committee.* The Judges of the Superior Court, sitting as a whole as an executive committee, shall advise and assist the administrative presiding judge in the administration of the court.

(6) *Liaison Judges.* Individual judges may be assigned responsibility for certain management areas and court functions. The responsibility of the assigned judge is to act as a liaison between the court and others concerned about matters that fall within the management area or court function. The assigned judge shall keep the administrative presiding judge and executive committee informed about the management area or court function and shall make such reports as are necessary to the executive committee at the regularly scheduled judges meetings. The court administrator shall maintain the list of the liaison assignments that shall be available, upon request, to the public.

(7) *Court Administrator.* The court administrator shall, under the direction of the executive committee, supervise the administration of the court.

*[Adopted Effective April 9, 2002; Amended Effective September 1, 2010; September 1, 2020]*

### **Local General Rule 3 FILES AND “PAPERLESS COURT” [RESCINDED]**

*[Adopted Effective January 16, 2018; Rescinded Effective April 23, 2020]*

### **Local General Rule 4 TORRENS ACT PETITIONS (Chapter 65.12 RCW) [RESCINDED]**

*[Adopted Effective December 19, 2019; March 13, 2020; June 5, 2020, Adopted as Permanent Rule Effective September 1, 2020; Rescinded Effective September 1, 2022]*

### **Local General Rule 5 ELECTRONIC SIGNATURES AND FILING**

1. A judge, commissioner, party, witness, law enforcement officer, or attorney may sign a court order, judgment, notification, or other document with a digital or electronic signature. For purposes of this Order, “electronic signature” means a digital signature as described in Supreme Court Order No. 25700-B-596 (July 16, 2019), GR 30. and as defined in RCW 1.80.010. The judicial officer shall use a computer or device that requires the use of their Benton County username and password when utilizing an electronic signature.
2. Third Party Signatures authorized. “Third Party Signature” means a handwritten signature made by an authorized third party where the signatory conveys his or her

permission to the third party to sign a document on his or her behalf in person, telephonically, by facsimile, email, or other, similar electronic means of communication providing evidence of transmission, and that permission is reflected on the signature page by the third party.

3. As authorized by Supreme Court Order No. 25700-B-596 (July 16, 2019) Benton County Superior court waives GR 30(d) requiring: (1) the issuance of a user ID and password to electronically file documents with the court or clerk; (2) that a party who has filed electronically or has provided the clerk with their email address must give consent to accept electronic transmissions from the court.
4. All judicial officers electronic signatures must be protected so that it cannot be electronically copied.
5. 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.

*[Adopted Effective September 1, 2022]*

#### **Local General Rule 16 COURTROOM PHOTOGRAPHY AND RECORDING**

(a) Video and audio recording and still photography are allowed in the courtroom during and between sessions only if permission has first been expressly granted by the judge.

*[Adopted Effective September 1, 2016]*

#### **Local General Rule 17 FILING OF FACSIMILE TRANSMISSIONS AND OTHER COPIES**

(a)(1) Reserved.

(a)(2) Except where expressly prohibited by GR 17, a document transmitted by facsimile or any other electronic means, or a copy of a document produced by other means, shall be acceptable for filing with the Clerk of the Court and shall constitute an original for all court purposes. The person responsible for the filing of the document(s) is no longer required to attach an affidavit or declaration pursuant to GR 17(2). Nothing herein prevents a party from challenging the authenticity of any document deemed an original under this rule.

*[Adopted Effective September 1, 2017, Amended Effective September 1, 2018; September 1, 2020]*

**Local General Rule 35**  
**AUTHORIZED TRANSCRIPTIONISTS**

(a) This rule only applies to transcripts of court proceedings, and does not apply to transcriptions of other matters, such as statements.

(b) Official court transcripts may be completed and filed by (1) an official court reporter employed by the court or other certified court reporter; or (2) a court employee with job responsibilities to transcribe a report of proceedings; or (3) an authorized transcriptionist who has been approved by the Benton and Franklin Counties Superior Court hereunder.

(c) The minimum qualification to become an authorized transcriptionist is (1) certification as a court reporter; (2) certification by AAERT (American Association of Electronic Reporters and Transcribers); or (3) proof of one year of supervised mentorship with a certified court reporter or an authorized transcriptionist.

(d) Those wishing to become authorized transcriptionists must complete and submit, with all supporting documents, a transcriptionist Application, which can be obtained from Court Administration or at [Transcriptionists - Benton County WA](#).

(e) Authorizations granted under this rule shall remain in effect until withdrawn by the Court. Authorized transcriptionists shall have the affirmative duty to advise the Court immediately if they no longer meet the minimum qualifications set forth above, or if any information in their Transcriptionist Application or supporting documents is no longer accurate.

(f) A list of authorized transcriptionists can be found at [Transcriptionists - Benton County WA](#).

*[Adopted Effective September 1, 2016, September 1, 2022]*

**LOCAL CIVIL RULES**

**Local Civil Rule 4**  
**CIVIL CASE SCHEDULE**

**(a) Case schedule.** Except as otherwise provided in these rules or ordered by the Court, when an initial pleading is filed and a new case file is opened, Court Administration or Superior Court Clerk will prepare and file a scheduling order (referred to in these rules as a “Case Schedule”) and will provide one copy to the party filing the initial pleading.

**(b) Effective Date.** This rule shall apply to all cases filed on or after January 1, 2001 except as provided below.

**(c) Cases Not Governed by a Civil Case Schedule.** A party may request a Case Schedule from the Court by filing a motion for the Civil Understen Docket. Any motion should address the timeframe and/or deadlines needed for the Case Schedule. Upon entry, a copy of the order is to be provided to the Civil Case Manager, who shall provide the parties with the pre-approved trial dates. The Civil Case Manager shall then issue a Case Schedule in accordance with the selected trial date and the Court’s ruling. Unless otherwise ordered by the Court, the following cases will not be issued a Case Schedule on filing:

- (1) Change of name;
- (2) Proceedings under RCW title 26.
- (3) Paternity

- (4) Harassment (RCW chapter 10.14);
- (5) Proceedings under RCW title 13;
- (6) Unlawful detainer;
- (7) Foreign judgment;
- (8) Abstract or transcript of judgment;
- (9) Petition for Writ of Habeas Corpus, Mandamus, Restitution, or Review, or any other Writ;
- (10) Civil commitment;
- (11) Proceedings under RCW chapter 10.77;
- (12) Proceedings under RCW chapter 70.96A;
- (13) Proceedings for isolation and quarantine;
- (14) Injunction;
- (15) Guardianship/Petitions under TEDRA;
- (16) Probate;
- (17) Proceedings under RCW chapter 36.70C;
- (18) Tax Warrants;
- (19) Emancipation of Minor;
- (20) Defacto Parenting;
- (21) Minor Settlements;
- (22) Condemnations;
- (23) Petitions for Transfers of Structured Settlements under RCW 19.205;
- (24) Tax Foreclosures; and
- (25) Actions brought under the Public Records Act, RCW Chapter 42.56.
- (26) Torrens Act Petitions, RCW 65.12.

**(d) Service of Case Schedule on Other Parties.**

(1) The party filing the initial pleading shall promptly provide a copy of the Case Schedule to all other parties by (a) serving a copy of the Case Schedule on the other parties along with the initial pleading, or (b) serving the Case Schedule on the other parties within 10 days after the later filing of the initial pleading or service of any response to the initial pleading, whether that response is a notice of appearance, an answer, or a CR 12 motion.

(2) A party who joins an additional party in an action shall serve the additional party with the current Case Schedule together with the first pleading served on the additional party.

**(e) Amendment of Case Schedule.** The Court, on motion of a party, on stipulation of all parties, or on its own initiative, may modify the Case Schedule for good cause. The Court shall freely grant a motion to amend the case schedule when justice so requires. The motion of a party or the stipulation of all parties, shall only be made after the moving party or parties have conferred with, and obtained approval from, the Civil Case Manager for the proposed modification of the Case Schedule, and shall include the following language: “*The Civil Case Manager has been contacted and has pre-approved the proposed modification of the Case Schedule on \_\_\_\_, 20\_\_.*” Motions or stipulations presented without this language shall be denied. Parties are to either enter their stipulation or file their motion within one week of receiving pre-approved dates from the Civil Case Manager. Pre-approved dates provided by the Civil Case Manager will only be held for one week. Parties may not amend a Case Schedule by stipulation without pre-approval of the Court. Upon entry, a copy of the order shall be provided to the Civil Case Manager within 3 days. If a Case Schedule is modified on the Court’s own motion, the Civil Case Manager in Court Administration will prepare and file the Amended Case

Schedule and promptly email or mail it to all parties. If a trial is continued after the Pretrial Management Conference, the parties will complete a Certificate of Trial Readiness, file with the Superior Court Clerk's Office and provide copy to the Civil Case Manager in Court Administration.

**(f) Form of Case Schedule.**

(1) *Case Schedule.* A Case Schedule for each type of case, which will set the time period between filing and trial and the scheduled events and deadlines for that type of case, will be established by the Court by General Order, based upon relevant factors, including statutory priorities, resources available to the Court, case filings, and the interests of justice.

(2) *Form.* A Case Schedule will be in generally the following form:

SUPERIOR COURT OF THE STATE OF WASHINGTON  
IN AND FOR BENTON AND FRANKLIN COUNTIES

|              |   |                                  |
|--------------|---|----------------------------------|
|              | ) |                                  |
|              | ) | Case No.                         |
| Plaintiff(s) | ) |                                  |
|              | ) | <b>CIVIL CASE SCHEDULE ORDER</b> |
| V.           | ) | <b>(ORSCS)</b>                   |
|              | ) |                                  |
|              | ) |                                  |
| Defendant(s) | ) |                                  |

I. SCHEDULE

|                                                                                                                                                                                                                                       | DUE DATE         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| 1. Plaintiff's Disclosure of Lay and Expert Witnesses.....                                                                                                                                                                            | 4 Months         |
| 2. Defendant's Disclosure of Lay and Expert Witnesses .....                                                                                                                                                                           | 6 Months         |
| 3. Last Date for Filing Statement of Arbitrability .....                                                                                                                                                                              | 6 ½Months        |
| 4. Disclosure of Plaintiff's Rebuttal Witnesses.....                                                                                                                                                                                  | 6 ½ Months       |
| 5. Disclosure of Defendant's Rebuttal Witnesses .....                                                                                                                                                                                 | 7 Months         |
| 5. Discovery Completed .....                                                                                                                                                                                                          | 9 ½ Months       |
| 7. Last Date for Filing Jury Demand.....                                                                                                                                                                                              | 10 Months        |
| 8. Settlement Position Statements filed by all parties .....                                                                                                                                                                          | 10 Months        |
| 9. Last Date for Hearing Dispositive Pretrial Motions.....                                                                                                                                                                            | 10 ½ Months      |
| 10. Settlement Conference .....                                                                                                                                                                                                       | 11 Months        |
| *Check the Civil Conference Docket, posted 1 week prior to the scheduled Settlement Conference date <a href="#">Schedules and Calendars - Benton County WA</a> to see what time your Settlement Conference is set for.                |                  |
| 11. Last Date for Filing and Serving Trial Management Report .....                                                                                                                                                                    | 11 ½ Months      |
| 12. Pretrial Management Conference.....                                                                                                                                                                                               | 11 ½ Months      |
| *Check the Civil Conference Docket, posted 1 week prior to scheduled Pretrial Management Conference date: <a href="#">Schedules and Calendars - Benton County WA</a> to see what time your Pretrial Management Conference is set for. |                  |
| 13. Trial Memoranda and Motions in Limine to be filed... ..                                                                                                                                                                           | 2 Weeks to Trial |
| 14. Trial Date and Motions in Limine.....                                                                                                                                                                                             | 12 Months        |
| *Check the court's Daily Schedule after 5:00pm the day before your                                                                                                                                                                    |                  |

scheduled trial date: [Schedules and Calendars - Benton County WA](#) to see if your trial is scheduled to proceed.

**\* PLEASE SEE ATTACHED FOR DETAILS REGARDING ITEMS 1-14**

## II. ORDER

IT IS ORDERED that all parties comply with the foregoing schedule.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Judge

## CASE SCHEDULE ORDER ATTACHMENT AND NOTICE

**Please review your Case Schedule Order and note the following:**

\*You will not receive any further notice of your Court Hearings. Please see below for direction.

|                             |                                                                                                                                                                                                                                                                                                                                                                  |
|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Schedule Item:<br>*10 & *12 | <b>Settlement and Pre-Trial Conferences: Please check the Civil Conference Docket, posted 1 week prior to the scheduled Settlement and/ or Pre-Trial Conference date, at the administration website:</b><br><a href="#">Benton &amp; Franklin Counties Superior Court - Benton County WA</a> to see at what time your Settlement or Pre-Trial Conference is set. |
| Schedule Item:<br>*14       | <b>Trial Date: Check the court's Daily Schedule after 5:00pm the day before your scheduled trial date: <a href="#">Benton &amp; Franklin Counties Superior Court - Benton County WA</a> to see if your trial is scheduled to proceed.</b>                                                                                                                        |

### NOTICE TO PLAINTIFF:

The plaintiff may serve a copy of the Case Schedule Order on the defendant(s) along with the summons and complaint. Otherwise, the plaintiff shall serve the Case Schedule Order on the defendant(s) within ten (10) days after the latter of: (1) the filing of the summons and complaint or (2) service of the defendant's first response to the complaint, whether that response is a Notice of Appearance, an Answer, or a CR 12 Motion.

### NOTICE TO BOTH PARTIES:

For Stipulated continuances of the trial date, parties and/or counsel must comply with LCR 40(c) to include that: Stipulated Orders Continuing Trial must be: (1) pre-approved by the Civil Case Manager and (2) state that the Civil Case Manager has approved the continuance. An extra copy of the proposed order continuing trial must be provided to the Civil Case Manager at the time pre-approval is requested.

**(g) Monitoring.** At such times as, the Presiding Judge may direct, Court Administration will monitor cases to determine compliance with these rules.

**(h) Witness Disclosure; Enforcement; Sanctions.**

(1) *Disclosure of Possible Lay and Expert Witnesses.*

(A) Disclosure of Primary Witnesses. Each party shall, no later than the date for disclosure designated in the Case Schedule, disclose all persons with relevant factual or expert knowledge whom the party believes are reasonably likely to be called at trial.

(B) Disclosure of Rebuttal Witnesses. Each party shall, no later than the date for disclosure designated in the Case Schedule, disclose all persons whose knowledge did not appear relevant until the primary witnesses were disclosed and whom the party reserves the option to call as witnesses at trial.

(C) Scope of disclosure. Disclosure of witnesses under this rule shall include the following information:

- i. All witnesses. Name, address, and phone number.
- ii. Lay witnesses. A brief description of the anticipated subject matter of the witness' testimony.
- iii. Experts. A summary of the expert's opinions and the basis therefor and a brief description of the expert's qualifications.

(D) Exclusion of Testimony. Any person not disclosed in compliance with this rule may not be called to testify at trial, unless the Court orders otherwise for good cause and subject to such conditions as justice requires, including the payment of terms.

(E) Discovery Not Limited. This rule does not modify a party's responsibility under court rules to respond to or seasonably supplement responses to discovery or otherwise to comply with discovery before the deadlines set by this rule.

(2) If the Court finds that an attorney or party has failed to comply with the Case Schedule, failed to provide all of the information required in witness disclosures or disclosed witnesses that are not reasonably likely to be called at trial or has failed to disclose witnesses and has no reasonable excuse, the Court may order the attorney or party to pay monetary sanctions to the Court, or terms to any other party who has incurred expense as a result of the failure to comply, or both; in addition, the Court may impose such other sanctions as justice requires.

(3) As used with respect to the Case Schedule, "terms" means costs, attorney fees, and other expenses incurred or to be incurred as a result of the failure to comply; the term "monetary sanctions" means a financial penalty payable to the Court; the term "other sanctions" includes but is not limited to the exclusion of evidence.

(4) Except for good cause shown, trials in all civil cases subject to LCR 4 shall trail for one day. That is, trials of cases in Benton County will be called on Mondays, but the parties must be prepared to begin trial on the next day (Tuesday). Similarly, trials of case in Franklin County will be called on Wednesdays, but the parties must be prepared to begin trial on the next day (Thursday).

*[Adopted Effective September 1, 2000; Amended Effective September 1, 2001; September 1, 2003; September 1, 2004; September 1, 2005; September 1, 2006; September 1, 2007; September 1, 2009; September 1, 2010; September 1, 2011; September 1, 2013; September 2, 2014; September 1, 2015; September 1, 2016; September 1, 2017; September 1, 2018; September 1, 2020; September 1, 2021; September 1, 2022]*

**Local Civil Rule 4.1**  
**CANCELLATION OR CONFIRMATION OF STATUS CONFERENCE**  
**[RESCINDED]**

*[Adopted Effective September 1, 2000; Amended Effective September 1, 2001; September 1, 2009; September 1, 2011; September 1, 2017; September 1, 2018; Rescinded Effective September 1, 2021]*

**Local Civil Rule 5**  
**BRIEFS, PROPOSED ORDERS, AND ELECTRONIC SERVICE**

**(a) Electronic Service.** The Court and Clerk may transmit to all attorneys orders, notices and other documents electronically, via e-mail or other process. Unless an attorney provides a different e-mail address, the Court and Clerk will send documents to the electronic mailbox address shown on the Washington State Bar Association online Attorney Directory. The Court or Clerk may electronically transmit notices, orders, or other documents to a party who has filed electronically 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. Parties are reminded that, pursuant to CR5(b)(7), a party may serve pleadings electronically on another party only with the consent of the other party. An optional form Agreement to Accept Electronic Notification is available on the Court's website.

**(b) Briefs.** All motions, brief, declarations, affidavits, and other supporting written documentation pertaining to trials, summary judgments motions, lower court appeals and appeals from decisions of administrative agencies (except the record transferred by the agency) and any other motions, and other documents submitted for hearings, such as trial management reports, proposed findings of fact and conclusions of law and judgments, motions and sentencing position statements in criminal matters, and guardian ad litem reports (including criminal and domestic relations), shall be served and filed in the cause.

**(c) Bench Copies.** Unless a party does not have access to a computer or the internet, bench copies of all such documents, as well as settlement positions statement in civil and domestic cases, shall be submitted electronically via the internet at [Submit Bench Copies - Benton County WA](#) or <http://motion.co.franklin.wa.us/>. Parties without access to a computer and the internet shall deliver bench copies to Court Administration at the Benton County Justice Center. Except for motions for summary judgment and over-ten motions, all bench copies must be submitted not later than noon on the date the reply is due. Litigants are encouraged to upload to eMotion earlier. Bench copies for motions for summary judgment and over-ten motions shall be submitted no later than the time and date for confirming the motion under LCR 56(c)(2)(B). No bench copies, except settlement position statements and "Read First" pleadings required under LCR 94.07W, shall be submitted to the Court unless a copy has been served upon or mailed to opposing counsel or party if unrepresented if they are entitled to notice by law. Settlement position statements should be uploaded under seal.

Bench copies submitted electronically are deleted from the system forty-five days after the associated hearing. Bench copies submitted on paper are destroyed five (5) court days after the

associated hearing unless counsel requests copies be returned, with return postage arranged, or unless Court Administration is advised of the new hearing date. When hearings are continued, the parties shall amend the hearing date associated with all bench copies submitted electronically.

If a party fails to submit bench copies as set forth above the Court may continue the hearing, impose terms and enter other orders as may be appropriate.

Bench copies of the following documents should not be electronically submitted: Notices of hearings, notes for dockets, transmittal letters, proposed statements of defendant on plea of guilty, proposed judgments and sentences and proofs of service (unless service is at issue), and briefs and supporting materials in uncontested summary judgment motions in state paternity cases need not be submitted.

**(d) Proposed Orders.** The moving party and any party opposing the motion shall prepare a proposed order which shall be uploaded to eMotion and emailed to Court Administration at the time of filing and serving the motion or response as follows: A WORD version of the proposed order shall be emailed to Court Administration at [courtadmin@co.benton.wa.us](mailto:courtadmin@co.benton.wa.us). All opposing attorneys and/or, as applicable, all unrepresented litigants shall be copied on any email message sent to Court Administration. The proposed order, labeled as such, shall be filed with the clerk and an original order shall be presented at the hearing.

**(e) Process for Presenting Orders when an Order is not signed at a Hearing.** If an order is not signed at the hearing on a matter, entry of the order shall be as follows:

(1) *Submission.* Within seven (7) days after the decisions rendered, the prevailing party shall send a proposed order to the opposing counsel and/or unrepresented party. If the prevailing party fails to submit proposed order in a timely manner, the other party may do so, and shall send it to the opposing counsel and/or unrepresented party.

(2) *Objections.* If the party who did not initially prepare the proposed order objects to it, that party shall, within five (5) days after receipt of the same, deliver to the other party a pleading outlining the objections, and proposed substitute order. Upon receipt of same, the party who initially prepared the proposed order shall send the initial order, the substitute order and the pleading outlining the objections to the judge, file the documents with the clerk, and give notice of that action to the other party. The judge may enter an order as proposed or as modified by the judge or set the matter for hearing.

(3) *Entry of Order.* If there are no objections received within the five (5) day period aforesaid, the party who initially prepared the order shall send it to the judge who shall forthwith sign the initial proposed order, forward it to the Clerk for filing, and cause conformed copies to be sent to all counsel and/or unrepresented parties.

*[Adopted Effective April 1, 1986; Amended Effective September 1, 2000; September 1, 2001; September 1, 2002; September 1, 2003; September 1, 2005; September 1, 2007; September 1, 2009; September 1, 2011; September 1, 2012; September 2, 2014; September 1, 2015; September 1, 2016; September 1, 2017; September 1, 2018; September 1, 2021; September 1, 2022]*

**Local Civil Rule 7**  
**PLEADINGS ALLOWED; FORM OF MOTIONS**

**(b) Motions and Other Papers.**

**(1) *Memorandum of Authorities and Affidavits Required.***

(A) Moving Party/Parties. The moving party shall serve and file, with his or her motion a brief written statement of the motion and a brief memorandum containing reasons and citations of the authorities on which he or she relies. If the motion requires the consideration of facts not appearing of record, he or she shall also serve and file copies of all affidavits and photographic or other documentary evidence he or she intends to present in support of the motion. If the motion relies on facts in documents of record, the motion shall identify the document(s) and the date of filing of each document so identified. The motion shall be contained in a separate document from the Note for Motion Docket addressed in subsection (7)(A) hereinbelow. Bench copies shall be submitted as provided in LCR 5.

(B) Opposing Party/Parties. Each party opposing the motion shall at least by noon, one (1) day prior to the argument, serve upon counsel for the moving party and upon counsel for all other parties, if the parties are represented, or upon all other parties if proceeding pro se, file with the Clerk a memorandum containing reasons and citations of the authorities upon which he or she relies, together with all affidavits and photographic or other documentary evidence he or she intends to present in opposition of the motion. If the opposition relies on facts in documents of record, the memorandum shall identify the document(s) and the date of filing of each document so identified. Bench copies shall be submitted as provided in LCR 5.

(2) *Necessary Provision in Pleadings Relating to Supplemental Proceedings and Show Cause Hearings for Contempt.* In all supplemental proceedings wherein an order is to be issued requiring the personal attendance of a party to be examined in open court, and in orders to show cause for contempt, the order must include the following words in capital letters:

YOUR FAILURE TO APPEAR AS ABOVE SET FORTH AT THE TIME,  
DATE, AND PLACE THEREOF WILL CAUSE THE COURT TO ISSUE A  
BENCH WARRANT FOR YOUR APPREHENSION AND CONFINEMENT IN  
JAIL UNTIL SUCH TIME AS THE MATTER CAN BE HEARD OR UNTIL  
BAIL IS POSTED.

No bench warrant will be issued in such cases for the apprehension of the cited person if such language has been omitted.

(3) *Counsel Fees.* Appointed counsel submitting motions for fixing or payment of fees and counsel requesting that the Court fix fees in any other case (except for temporary fees in domestic relation cases) should itemize their time, services rendered, or other detailed basis for the fees requested and attach a copy thereof to the motion.

(4) *Action Required by Clerk.* All documents filed with the Clerk, other than a note for the motion or trial dockets (see LCR 40) which require any action (other than filing) by the Clerk shall contain a motion in the caption specifying the nature of the document the words: "CLERK'S ACTION REQUIRED."

(5) *Motion to Shorten Time.* All motions to shorten time must be in writing and supported by declaration or affidavit that (a) states exigent circumstances or other compelling reasons why the matter must be heard on shortened time and (b) demonstrates due diligence in the manner and

method by which notice, or attempted notice, was provided to all other parties regarding the presentation of the motion to shorten time. If the moving party, after showing due diligence, has been unable to notify all parties of the motion to shorten time, it is within the judicial officer's discretion to proceed with the motion to shorten time. All motions to shorten time must be presented on the ex parte docket no less than 48 hours before the date and time of the relevant docket/special set/trial. The judicial officer shall indicate on the order shortening time the minimum amount of notice to be provided the responding party, which, barring extraordinary circumstances as set forth in the declaration or affidavit supporting the motion, shall not be less than 48 hours. The paper court file, if available, must be presented along with the motion to shorten time, declaration or affidavit, and the proposed order to the judicial officer considering the request.

(6) *Document Format.* Documents prepared for a judge's signature must contain at least two (2) lines of text on the signature page.

(7) *Hearing of Motion Calendar.*

(A) *Note for Motion Docket.* Any attorney desiring to bring any issue of law on for Hearing shall file with the Clerk and serve on all opposing counsel, not later than ten calendar days prior to the day on which the attorney desires it to be heard, a note for the motion docket which shall contain the title of the court, the cause number, a brief title of the cause, the date when the same shall be heard, the words "Note for Motion Docket," the name or names of each attorney involved in the matter, the nature of the motion, and by whom made. It shall be subscribed by the attorney filing the same and shall bear the designation of whom the attorney represents. The foregoing provisions shall not prohibit the hearing of written and/or oral emergency motions at the discretion of the Court on any docket.

(B) *Over 10 Minutes for Hearing.* If the moving party expects the motion to take more than ten (10) minutes to argue by all sides collectively, the movant shall designate on the note for motion docket that the matter is "over 10 minutes."

(C) *Confirmation of Summary Judgment and Over-Ten-Minute Hearings.* The moving party shall confirm with the clerk that summary judgment and over-ten-minute hearings will be heard on the date set during the following time periods:

- i. Summary judgment and over-ten-minute hearings shall be confirmed in Benton County no sooner than Monday at 8:00 am and no later than Tuesday noon of the week in which the motion is noted for hearing.
- ii. Summary judgment and over-ten-minute hearings shall be confirmed in Franklin County no sooner than Tuesday at 8:30 am and no later than Thursday noon of the week preceding the week in which the motion is noted for hearing. Confirmations may be by telephone, or by e-mail to the addresses stated below in LCR 7 (b)(7)(F).
- iii. The clerk shall not allow more than a total of three (3) summary judgment and three (3) over-ten-minute hearings to be confirmed for any one date. The maximum for such motions may be changed by resolution of the judges.

(D) *Removal of Motion.* If the note for motion docket, the motion and supporting factual materials and memorandum are not served, mailed, and filed as detailed in LCR 7, the Court may strike the same from the calendar.

(E) *Service of Notice.* The motion will not be heard unless there is on file proof of service of notice upon the attorney for the opposing party, or the opposing party if proceeding pro se, or there is an admission of service by opposing counsel or the opposing party if proceeding pro se.

(F) Continuance or Striking of Noted Motions by Parties. A matter noted on the motion docket may be continued pursuant to the following:

- i. The moving party may strike or continue a motion at any time without cause with adequate notice to the opposing parties. Sanctions may be imposed if the opposing party's appearance at the hearing could have been avoided through due diligence of the moving party.
- ii. Upon a showing of cause, the Court, in its discretion, may grant the non-moving party's request for a continuance.
- iii. The party striking any matter may give notice to the non-moving parties by any means reasonably likely to provide actual notice. The clerk may be notified either by written notice or by e-mail notification. Notice to the Franklin County Clerk may be emailed to the following address: [civilclerk@co.franklin.wa.us](mailto:civilclerk@co.franklin.wa.us) for civil cases; and [domesticclerk@co.franklin.wa.us](mailto:domesticclerk@co.franklin.wa.us) for domestic cases. Notice to the Benton County Clerk may be emailed to the following address: [clerk@co.benton.wa.us](mailto:clerk@co.benton.wa.us).
- iv. If the matter is stricken and the moving party desires a hearing, a new note for motion docket must be filed with the Clerk in accordance with section (A), above. Except for matters continued in open court, a new note for docket is required for motions that are continued.

(G) Calling Docket – Priority for Pro Bono Counsel. The causes on the civil docket for each motion day will be called in order, and the moving party, if no one appears in opposition, may take the order moved for upon proper proof of notice, unless the Court shall deem it unauthorized. In order to encourage participation in pro bono legal representation, all motions, where one or both parties are represented by pro bono counsel, shall, at the request of the pro bono attorney be given priority on the docket. Such priority shall be given without any reference as to the reason why. All parties are to appear in person.

(H) Continuances by Court. Any motion or hearing may be continued by the Court to a subsequent motion day or set down by the Court for hearing at another specified time, and the Court may alter the order of hearing as may be necessary to expedite the business of court.

(I) Frivolous Motions. Upon hearing any motion, if the Court is of the opinion that such motion is frivolous, or upon granting a continuance of any matter, terms may be imposed by the Court against the party filing such motion, or against the party at whose instance such continuance is granted.

(J) Ex Parte – Notice to Opposing Counsel. Ex parte orders shall not be requested without proper notice to counsel for the opposing party, if counsel has appeared, whether formally or informally. Where both parties are appearing pro se, the Court may in its discretion require notice to the opposing party. This rule applies to temporary restraining orders in domestic relations cases as well as all other types of matters, but does not apply to orders to show cause in domestic matters (*See Rule 65.*) or to domestic violence protection orders and other civil (non-domestic) protection orders.

(K) Decisions Without Oral Argument. Upon agreement of the parties, or at the Court's discretion, a motion may be determined without oral argument. Matters may be noted for decision without oral argument only on the dates and times established for regular calendars. The moving party shall certify in the note for docket that every party has consented to determination without oral argument.

(L) **Discovery Motions.** The Court will not entertain any Motion or objection with respect to Rules 26, 27, 30, 31, 33, 34, 35 or 36, Civil Rules for Superior Court unless it affirmatively appears that counsel have met and conferred with respect thereto. Counsel for the moving or objecting party shall arrange such a conference. If the Court finds that counsel for any party, upon whom a Motion for an objection with respect to matters covered by such rules is served, willfully refused to meet and confer, or having met, willfully refused or fails to confer in good faith, the Court may take appropriate action to encourage future good faith compliance. In the event of an emergency, the Court will entertain Motion objections which would otherwise be governed by the above rule.

(M) **Argument Limitations.** Argument on the civil docket shall be limited to thirty (30) minutes per case.

*[Adopted Effective April 1, 1986; Amended Effective August 1, 1990; September 1, 2002; September 1, 2009; September 1, 2011; September 1, 2013; September 2, 2014; September 1, 2015; September 1, 2016; September 1, 2017; September 1, 2018; September 1, 2020; September 1, 2021; September 1, 2022]*

## **Local Civil Rule 16 PRE-TRIAL PROCEDURE**

**(a) Settlement Conferences.** In all cases governed by a Case Schedule pursuant to LCR 4, the Court shall schedule a settlement conference.

(1) *Preparation for Conference.*

(A) No later than the date set forth on the civil case schedule order, all parties shall prepare a position statement which shall be submitted to the Court as set forth in LCR 5(c). No fax copies will be accepted by the court. Position statements shall not be filed in the court file. No party shall be required to provide a copy of the position statement to any other party. The position statement shall include the following:

- i. A brief non-argumentative summary of the case.
- ii. A statement of whether liability is admitted, and if not, the plaintiff's theory or theories of liability and the defendant's theory or theories on non-liability.
- iii. A list of all items of special damages claimed by the plaintiff and a statement of whether any or all of those are admitted by the defendant.
- iv. An explanation of the general damages, including a summary of the nature and extent of any claimed disability or impairment.
- v. A statement of what settlement offers have been made thus far, if any.
- vi. The position statement is to be a summary only. It is not to include a copy of any exhibits, medical reports, expert witness reports, etc. Generally, the length of the summary will be 1 - 5 pages. The summary should take the form of a letter that begins with a reference to the name of the case and the cause number. It should not be in the form of a pleading.

(2) *Parties to Be Available.*

(A) The parties and counsel shall attend the settlement conference except on prior order of the Court upon good cause shown or notification of settlement has been given to Court Administration, under LCR 40(b)(5).

(B) *Representative of Insurer and Guardians ad Litem.* Parties whose defense is provided by a liability insurance company need not personally attend the settlement conference, but a representative of the insurer of said parties shall be available by telephone or in person with sufficient authority to bind the insurer to a settlement. Guardians ad Litem shall be available by telephone or appear in person.

(3) *Private Mediation.* Regardless of whether mediation is court-ordered, parties may seek an order allowing them to opt out of the settlement conference by filing a stipulation and order with Court Administration. The request must include a letter from a mediator and signed on behalf of all parties that the case has been mediated or that mediation has been scheduled to occur on or before the date of the settlement conference.

(4) *Proceedings Privileged.* Proceedings of said settlement conference shall in all respects be privileged and not reported or recorded. No party shall be bound unless a settlement is reached. When a settlement has been reached, the Judge may in his/her discretion order the settlement agreement in whole, or, in case of a partial agreement, then the terms thereof, to be reported or recorded.

(5) *Continuances.* Continuances of settlement conferences may be authorized only by the Court on timely application.

(6) *Pretrial Power of Court.* If the case is not settled at a settlement conference, the Judge may nevertheless make such orders as are appropriate in a pretrial conference under LCR 16.

(7) *Judge disqualified for trial.* A Judge presiding over a settlement conference shall be disqualified from acting as the trial Judge in that matter, as well as any subsequent summary judgment motions, unless all parties agree otherwise in writing.

**(b) Pretrial Conference/Trial Exhibits.** In cases that are governed by a Case Schedule pursuant to LR 4, the Court shall schedule a Pretrial Conference, which shall be attended by the lead trial attorney of each party who is represented by an attorney and by each party who is not represented by an attorney. The parties must jointly prepare a Trial Management Report.

**(c) Trial Management Report.** In cases governed by a Civil Case Schedule Order pursuant to LCR 4, the parties must jointly prepare a Trial Management Report. The plaintiff shall prepare an initial report and serve it upon all opposing parties no later than two weeks prior to the date it is due under the Civil Case Schedule Order. The Report shall be filed with the Court, with a copy served on the court administrator. The Report shall contain:

- i. Nature and brief, non-argumentative summary of the case;
- ii. List of issues that are not in dispute;
- iii. List of issues that are disputed;
- iv. Index of exhibits (excluding rebuttal or impeachment exhibits);
- v. List of plaintiff's requests for Washington Pattern Jury Instructions;
- vi. List of defendant's requests for Washington Pattern Jury Instructions;
- vii. List of names of all lay and expert witnesses, excluding rebuttal witnesses;
- viii. Suggestions by either party for shortening the trial.

**(d) Parties to Confer in Completing Report.** The attorneys for all parties in the case shall confer in completing the Trial Management Report. If any party fails to cooperate in completing the report, any other party may file and serve the report and note the refusal to cooperate.

**(e) Sanctions.** On motion or on its own, the court may issue any just orders, including those set forth herein:



Pursuant to LCR 16, this Trial Management Report must be filed and served in all cases governed by a Civil Case Schedule. Failure to file and serve this report or to appear at the Pretrial Conference may result in the imposition of monetary sanctions, dismissal of the case, or entry of a default judgment. Failure to fully disclose all items required on this report may result in exclusion or restriction on use of evidence at trial. This is a joint report, requiring counsel to meet, confer and attempt to resolve differences in the matters addressed in this report. A copy of this report must be provided to the assigned judge

**A. MEETING:** The parties, by their attorneys, met at \_\_\_\_\_  
(address)

on \_\_\_\_\_ and could not settle the case and are prepared to proceed to trial.

**B. NATURE OF CASE** (Provide a joint, brief, non-argumentative description of the case suitable for reading to the jury panel):

**C. TOTAL NUMBER OF TRIAL DAYS** (total of plaintiff's and defendant's case):  
\_\_\_\_\_

**D. LIST OF ISSUES WHICH ARE NOT IN DISPUTE:**

**E. LIST OF EACH ISSUE THAT IS DISPUTED** (Issues not identified here may not be raised at trial without leave of the Court):

**F. EXHIBITS** (Trial counsel shall meet with the trial court clerk at the Pre-Trial Conference, to submit all proposed trial exhibits, and to index said exhibits numerically, listing first for each party those for which admissibility has been stipulated to by the parties. Unless ordered otherwise, exhibit numbers 1 through 99 are allocated to the plaintiff(s) and exhibit numbers 100 and above are allocated to the defendant(s)):

Counsel met on \_\_\_\_\_, \_\_\_\_\_, conferred and reviewed a list of all exhibits that will be offered at trial. Any exhibit which is not on said list of exhibits will not be considered except by leave of the court.

**G. INDEX OF EXHIBITS** (The index shall indicate: (1) the exhibit number, (2) by whom offered, (3) a brief description, (4) whether the parties have stipulated to admissibility, and if not, (5) the legal grounds for the objection(s). Rebuttal or impeachable exhibits need not be listed): List first those exhibits for which admissibility has been stipulated to by the parties.

| EXHIBIT<br>NUMBER | DESCRIPTION | STIPULATION<br>AS TO<br>ADMISSIBILITY | OBJECTION /<br>GROUNDS<br>(CITE ER) |
|-------------------|-------------|---------------------------------------|-------------------------------------|
|-------------------|-------------|---------------------------------------|-------------------------------------|

**H. LIST OF PLAINTIFF'S REQUESTS FOR WASHINGTON PATTERN JURY INSTRUCTIONS** (If special and not WPI/WPIC or pattern instructions including bracketed material, attach a copy):

**I. LIST OF DEFENDANT’S REQUESTS FOR WASHINGTON PATTERN JURY INSTRUCTIONS** (If special and not WPI/WPIC or pattern instructions including bracketed material, attach a copy):

**J. LIST OF NAMES AND SCHEDULE OF ALL LAY AND EXPERT WITNESSES** (Describe type of witness (lay, treating, expert) and party calling witness. Please estimate all necessary time for presentation of all direct and cross examination. Rebuttal witnesses need not be listed):

| NAME | PARTY | ESTIMATED DATE AND<br>TIME FOR<br>WITNESS TESTIMONY |
|------|-------|-----------------------------------------------------|
|------|-------|-----------------------------------------------------|

I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

|                     |                     |
|---------------------|---------------------|
| Signed: _____       | Signed: _____       |
| Dated: _____        | Dated: _____        |
| WSBA #: _____       | WSBA #: _____       |
| Phone Number: _____ | Phone Number: _____ |
| Attorney For: _____ | Attorney For: _____ |

*[Adopted Effective April 1, 1986; Amended Effective September 1, 2000; September 1, 2002; September 1, 2003; September 1, 2007; September 1, 2009; September 1, 2011; September 1, 2012; September 1, 2013; September 2, 2014; September 1, 2015; September 1, 2016; September 1, 2017; September 1, 2018; September 1, 2020; September 1, 2021]*

### **Local Civil Rule 40 ASSIGNMENT OF CASES**

**(a) Notice of Trial - Note of Issue**

(1) *Of Fact - Note for Trial Docket – Cases Not Subject to Civil Case Schedule Order.*

(A) Any party desiring to bring any issue of fact to trial, except for cases governed by LCR 4 and LCR 94.04W, shall file with the Clerk, deliver a copy to Court Administration and serve upon the other parties or their attorneys a "Notice of Trial Setting and Certificate of Readiness," in the form maintained by Court Administration, which shall contain the title for the court, a brief title of the case, the case number, the nature of the case, whether jury or non-jury, whether there has been a 12-person jury demand, whether a 6-person jury would be acceptable, estimated trial time, the name, address, e-mail and telephone number of each attorney assigned to the case, whether there should be a pre-trial conference, preferential trial dates or times, and anything further that would assist the Court in setting a trial date, and shall be subscribed by the attorney filing the same.

(B) An attorney noting a case for trial thereby certifies that the case is at issue, that there has been a reasonable opportunity for discovery, that discovery will be complete by the trial date,

that necessary witnesses will be available, and that to his/her knowledge, no other parties will be served with a summons and no further pleadings will be filed prior to trial.

(C) The attorney noting the case for trial shall confer with all other counsel prior to noting the case for trial setting to determine if there is any objection to setting. If there is no objection, the attorney shall so certify on the notice of setting. If there is objection and the setting attorney believes the objections to readiness are not justified, the attorney shall so indicate on the setting notice and the matter shall be noted on the civil motion docket to argue the matter of trial setting.

(D) In the event all parties agree the case is ready for trial or will be ready for trial by a specific date, but have objections to particular dates, they shall notify Court Administration of unavailable dates within five (5) days after receiving the notice of trial setting.

**(b) Methods.**

(1) *Court Administration to Assign Dates.* Court Administration shall assign trial dates under the supervision of the Presiding Judge who shall be in direct charge of the trial calendar. To the extent practical, cases shall be set chronologically according to noting date, except for cases having statutory preference.

(2) *Jury and Non-jury Trials.* Upon the serving and filing of a "Notice of Trial Setting and Certificate of Readiness," Court Administration shall forthwith assign a specific trial date and notify the Clerk and counsel of the date assigned.

(3) *Advancing Trial Dates.* Any case assigned a specific date may, at the discretion of the Presiding Judge, be advanced to an earlier date or may be reset if the court calendar permits. Notice shall be given at least five (5) days prior to the new trial date assigned.

(4) *One Day Trailing.* Except for good cause shown, all non-domestic civil cases shall trail for one day. That is, trials of cases in Benton County will be called on Mondays, but the parties must be prepared to begin trial on the next day (Tuesday). Similarly, trials of cases in Franklin County will be called on Wednesdays, but the parties must be prepared to begin trial on the next day (Thursday). Parties and counsel must check the court's Daily Schedule after 5:00pm on the court day prior to the scheduled trial date. If a case is not on the Daily Schedule, then the parties must again check the Daily Schedule on the next court day, after 5:00pm.

(5) *Notification of Settlement.* Notification of the settlement of a case set for trial shall be immediately given to Court Administration or, if unable to contact Court Administration, to the Clerk. Any circumstance preventing any case from going to trial as scheduled, immediately upon becoming known to counsel, shall be communicated to Court Administration. Failure to comply with this rule may result in the assessment of terms including the expense of a jury panel.

**(c) Stipulated Continuances.** No trial setting shall be continued by stipulation of counsel or pro se without good cause and without approval of the Ex Parte Judge or Court Administration within twenty (20) days of the date set for trial. More than twenty (20) days before trial, stipulations for continuance will normally be honored unless the Court concludes a continuance is unwarranted. All stipulations to continue must be supported by an affidavit setting forth the reasons for the continuance and submitted to Court Administration for review by the Ex Parte Judge. Stipulated orders continuing trial must be: (1) pre-approved by the Civil Case Manager and (2) include the following language: "*The Civil Case Manager has been contacted and pre-approved the stipulated continuance of trial on \_\_\_\_, 20\_\_.*" Parties are to enter their stipulation within one week of receiving pre-approved trial dates from the Civil Case Manager. Pre-approved trial dates provided by the Civil Case Manager will only be held for one week. An extra copy of the proposed order continuing trial must be provided to the Civil Case Manager at

the time pre-approval is requested. Upon entry, a copy of the order shall be provided to the Civil Case Manager within 3 days.

**(d) Change of Judge.**

**(1) Notice of Judicial Disqualification.**

(A) Under RCW 4.12.050, the motion and the affidavit must be filed with the clerk, and a copy delivered to Court Administration and to all other parties. If the party has not filed another motion and affidavit, and the motion and affidavit meet the requirements of RCW 4.12.050, the designated judge shall recuse himself or herself, without further order.

(B) Requests for Recusal. A party requesting the recusal of a judge may do so by motion and affidavit filed with the Clerk and a copy delivered to Court Administration and to all other parties. The matter shall be heard on the record by the judge against whom the request is made.

(2) *Disqualification - Court Commissioner.* Disqualifications of a Court Commissioner for change of Court Commissioner will not be recognized. The remedy of a party is for a motion for revision under RCW 2.24.050.

**(e) Pre-Assignment of Judge.** Judges will be pre-assigned to cases only by court order, for good cause, and will be assigned in order from the list maintained by Court Administration.

**(f) Writ of Habeas Corpus Relating to Custody of Minor Children.** Applications for Writs of Habeas Corpus relating to custody of minor children shall be presented to and returnable to the presiding judge of the Superior Court for Benton and Franklin Counties on court days between the hours of 8:30 a.m. to noon and 1:00 to 4:00 p.m.

*[Adopted Effective April 1, 1986; Amended Effective September 1, 1998; September 1, 2000; September 1, 2002; September 1, 2003; September 1, 2004; September 1, 2008; September 1, 2010; September 1, 2011; September 1, 2012; September 2, 2014; September 1, 2016; September 1, 2017; September 1, 2018; September 1, 2020; September 1, 2021; September 1, 2022.]*

## **Local Civil Rule 42 CONSOLIDATION; SEPARATE TRIALS**

**(a) Consolidated Cases for Trial.** When two or more cases are consolidated for trial only, all documents shall be submitted with an original for each file so consolidated. Consolidated cases shall be presumed to be consolidated for trial only, unless otherwise indicated.

*[Adopted Effective August 1, 1990; Amended Effective September 1, 2007]*

## **Local Civil Rule 47 JURORS**

**(a) Voir Dire.** The trial judge may examine the prospective juror touching their qualification to act as fair and impartial jurors in the case before him or her; provided that thereafter the trial judge shall give leave to respective counsel to ask the jurors such supplementary questions as may be deemed by the trial judge proper and necessary. The voir dire examination of prospective jurors shall, as nearly as possible, be limited to those matters

having a reasonably direct bearing on prejudice or qualifications and shall not be used by opposing counsel as a means of arguing or trying their case on voir dire. The “struck method” of voir dire examination is allowed. That is, the parties may direct questions to individual jurors or to the panel or to portions thereof, in the discretion of the examiner.

**(e) Challenge.**

(1) *Peremptory Challenges.* All peremptory challenges allowed by law shall be exercised in the following manner:

(A) The bailiff will deliver to counsel for the plaintiff and counsel for the defendant, in turn, a prepared form upon which each counsel shall endorse the name of the challenged juror in the space designated, or his acceptance of the jury as constituted. The bailiff will then exhibit this form after each challenge to the opposing counsel, and the Court. After all challenges have been exhausted, the Court will excuse those jurors who have been challenged and will seat the jury as finally selected.

(B) A waiver by a party indicates an acceptance by that party of all jurors seated up to that point.

(C) The purpose of this rule is to preserve the secrecy of peremptory challenges and all parties and their counsel shall conduct themselves to that end. This procedure may be modified if appropriate.

**(k) Selection of Jurors.** The Benton County Superior Court and the Franklin County Superior Court shall employ a properly programmed electronic data processing system or device to make random selection of jurors as required by RCW 2.36.063. It is determined that fair and random selection may be achieved without division of the county into three (3) or more jury districts. At least annually, a master jury list shall be selected by an unrestricted random sample in accordance with RCW 2.36.055.

**(l) Jury Questionnaires.** Subject to the limited access provisions of GR 31(f), original jury questionnaires completed by all prospective jurors shall be filed by the court clerk.

*[Adopted Effective April 1, 1986; Amended Effective September 1, 2011; September 1, 2018; September 1, 2020]*

## **Local Civil Rule 48**

### **JURIES OF LESS THAN TWELVE**

**(a) Stipulation: Procedure.** The parties may stipulate that the jury shall consist of any number of persons less than twelve (12) but not less than three (3). Counsel shall call the stipulation to the attention of the Presiding Judge when the case is called for trial. The stipulation, if in writing, shall be filed in the cause; if oral, it shall be noted by the clerk in the minutes of the trial.

**(b) Challenges Not Affected.** The stipulation shall not affect the number of challenges, nor the manner of making them, unless the parties expressly agree otherwise. (See RCW 4.44.120, et seq.)

*[Adopted Effective April 1, 1986]*

**Local Civil Rule 51**  
**INSTRUCTIONS TO JURY AND DELIBERATION**

**(a) Proposed.**

(1) *Instructions Required of Plaintiff.* Plaintiff's counsel shall prepare and present to the Court a cover instruction containing the title and file number of proceedings, the name of the attorney for each party properly designated, and appropriate blank space where the name of the judge hearing the case can be inserted, and entitled "Instructions of the Court."

(2) *Instructions in the Alternative.* Instructions, the form of which is dependent upon rulings of the Court, may be submitted in the alternative and counsel shall have the right to withdraw those instructions made unnecessary or inappropriate by reason of said rulings at any time prior to the submission of the Court's instructions to the jury.

**(b) Submission.**

(1) *Distribution.* Sets of proposed instructions shall be prepared and distributed as follows:

(A) Original, which shall be assembled and numbered and contain citations, shall be filed with the clerk;

(B) One copy, which shall be assembled, numbered and contain citations, shall be provided to counsel for each other party;

(C) One copy, which shall be assembled and numbered, shall be retained by the counsel preparing them;

(D) One copy, which shall be assembled, numbered and contain citations, shall be provided to the trial judge;

(E) One copy, without numbers or citations, shall be provided to the trial judge.

(F) Citations, as required by the rule, shall include applicable WPI or WPIC numbers and shall appear on the bottom of the proposed instructions.

(2) *Time for Serving Instructions.* Unless requested earlier by the trial judge, all instructions, shall be submitted at the beginning of the first day of trial. Upon request of the trial judge to all counsel and made not more than seven (7) days before the date of trial, counsel shall prepare and deliver to the trial judge and to other counsel, not less than three (3) days before the day on which the case is set for trial, the required number of copies of proposed instructions insofar as counsel may then be able to determine them.

**(c) Verdict Forms.** Each verdict form shall be headed with title and cause number of the proceeding. This shall also apply to special interrogatories. A date line shall be typed above the line for the foreman.

**(d) Published Instructions.**

(1) *Request.* The Court has not adopted a local rule to allow instructions appearing in the Washington Pattern Instructions (WPI or WPIC) to be requested by reference to the published number.

(2) *Modified Instructions.* Whenever a Washington Pattern Instruction (WPI or WPIC) is modified by the addition of, the deletion of, or the modification of certain language, the party proposing the instruction must cite the instruction as follows: "WPI or WPIC No. Modified."

**(e) Disregarding Requests.** The trial court may disregard any proposed instruction not proposed or submitted in accordance with this rule.

**(f) Civil and Criminal.** This rule applies to instructions for civil and criminal cases.

**(g) Duties Relating to Return of Verdict.** Attorneys awaiting a verdict shall keep the clerk and bailiff advised of where they may be reached by phone. Attorneys desiring to be

present for the verdict shall be at the courthouse within fifteen (15) minutes of the time they are called. In a criminal case, at least one attorney for each party and the prosecuting attorney or deputy prosecuting attorney shall be present for the receipt of the verdict, unless excused by the Court. The defense attorney is responsible for advising the defendant to be present for the verdict unless defendant is in custody.

*[Adopted Effective April 1, 1986; Amended Effective September 1, 2003; September 1, 2005; September 1, 2009; September 1, 2011; September 1, 2020]*

## **Local Civil Rule 52**

### **FINDINGS OF FACT AND CONCLUSIONS OF LAW**

Unless the presiding judicial officer directs that entry of Findings of Fact and Conclusions of Law are to be handled differently, the Findings, Conclusions and Judgment shall be entered in the following manner:

**(a) Submission.** Within fifteen (15) days after the decisions rendered, the prevailing party shall submit Findings of Fact and Conclusions of Law and shall deliver the same together with the Proposed Judgment to the opposing counsel. If the prevailing party fails to submit proposed findings in a timely manner, the other party may do so, and shall thereupon note the matter for presentment, giving the prevailing party at least seven (7) business days notice of the hearing.

**(b) Objections.** A non-prevailing party objecting to the Findings, Conclusions or Judgment shall, within fifteen (15) days after receipt of the same, deliver to proposing counsel two (2) copies of the objections thereto in writing, and the proposed substitutions. Upon receipt of the objections, the proposing attorney shall mail the proposed Findings, Conclusions and proposed Judgment together with one (1) copy of the objections and the proposed substitutions received from opposing counsel to the trial judge.

(1) If there are no objections received within the fifteen (15) day period aforesaid, counsel may forward the submittal to the judge who shall, within ten (10) days thereafter, either (a) sign the proposed Findings of Fact, Conclusions of Law and Judgment and forward to the Clerk for filing with conformed copies to all counsel, or (b) return the Findings of Fact, Conclusions of Law and Judgment, if deficient, to all counsel noting the Court's requested changes or additions thereto.

(2) If objections are made, the Court shall arrange for a chamber conference to settle the issues as soon as practicable.

**(c) Intent.** It is the intent of this rule that Findings of Fact, Conclusions of Law and Judgment will be settled and filed as soon as possible, and that such matters shall not be noted on the Motion Docket; provided however, that if the Findings of Fact, Conclusions of Law and Judgment are not settled within sixty (60) days after the Court's oral or written decision, either party may note entry of the Findings of Fact, Conclusions of Law and Judgment on the Motion Docket.

**(d) Application.** This rule only applies to the entry of Findings of Fact and Conclusions of Law when the same are required under CR 52, and does not apply to entry of orders or judgments unless Findings of Fact and Conclusions of Law are required.

[Adopted Effective April 1, 1986; Amended Effective September 1, 2011; September 2, 2014]

**Local Civil Rule 53.2**  
**COURT COMMISSIONERS**

**(e) Revision by the Court.**

(1) *Motion Content and Service Deadlines.* A party seeking revision of a Court Commissioner's ruling shall within ten (10) days of entry of the written order, file and serve a Motion for Revision. The motion must set forth specific grounds for each claimed error and argument and legal authorities in support thereof. The motion shall be accompanied by a copy of the order for which revision is sought, along with copies of all papers which were before the Commissioner in support, or in opposition in the original proceedings. A copy of the motion and all supporting documents shall be provided to all other parties to the proceedings and to Court Administration at e-mail: [Reconsideration-Revision@co.benton.wa.us](mailto:Reconsideration-Revision@co.benton.wa.us), who shall refer the motion to the appropriate Judge for consideration. The responding party shall have five (5) working days from the receipt of the motion to file a written response with the Clerk and provide copies to all other parties and to Court Administration at e-mail: [Reconsideration-Revision@co.benton.wa.us](mailto:Reconsideration-Revision@co.benton.wa.us).

(2) *Transcript Required.* When seeking revision of a ruling of the Court Commissioner which was based on testimony, such testimony must be transcribed and attached to the motion. If the transcript is not timely available, the moving party must set forth arrangements which have been made to secure the transcript.

(3) *Review is De Novo.* Review of the Commissioner's order shall be de novo based on the pleadings and transcript submitted and without oral argument unless requested by the reviewing Judge.

(4) *Scope of Motion.* The Judge may deny the motion, revise any order or judgment which is related to the issue raised by the motion for revision or remand to the Commissioner for further proceedings. The Judge may not consider evidence or issues which were not before the Commissioner or not raised by the motion for revision. The Judge may consider a request for attorney fees by either party for the revision proceedings.

(5) *Effect of Commissioner's Order.* The Court Commissioner's written order shall remain effective unless and until revised by the Judge or unless stayed by the Judge pending proceedings related to the motion for revision.

[Adopted September 1, 2003; September 1, 2021]

**Local Civil Rule 56**  
**SUMMARY JUDGMENT**

**(c) Motion and Proceedings.**

(1) *Briefs.* Briefs, or statements of points and authorities, shall be mandatory with respect to all motions for summary judgment. The original is to be filed with the Superior Court Clerk. Bench copies shall be submitted in accordance with LCR 5 (which is no later than the time and date for confirming the motion under LCR 56(c)(2)(B)), below.

(2) *Continuance and Confirmation.* In the event a motion for summary judgment or

partial summary judgment is noted, and the non-moving party believes that a continuance is warranted, the non-moving party shall file a motion for a continuance, supporting the same with sworn pleadings. Said motion shall be heard at least one week before the scheduled date of the summary judgment hearing.

(A) In the event the moving party unreasonably refuses to continue the case or the opposing party unreasonably is not prepared for the hearing, terms may be assessed.

(B) The moving party shall confirm with the clerk that the motion will be heard on the date set during the time periods set forth in LCR 7(b). However, the clerk shall not allow more than three (3) summary judgment hearings and three (3) over-ten-minute hearings to be confirmed for any one date. The maximum for such motions may be changed by resolution of the judges. A moving party contacting the clerk to confirm a summary judgment for a date for which the maximum number of summary judgments and over-ten-minute hearings have previously been confirmed may continue the hearing to the next reasonably available setting and provide notice of the continuance to the other parties in the action and shall re-confirm the continued setting in accordance with the above rules. Twenty-eight (28) days notice is not required for setting a new hearing hereunder. The new hearing date may be after the last date specified for filing dispositive motions in the Civil Case Schedule Order, but in no event less than fourteen (14) days before trial.

(3) *Motion - Contents of.* The moving party shall specify with particularity the documentary evidence, including depositions, on which the motion is based.

(4) *Continuance After Confirmation.* Once confirmed, no summary judgment hearing shall be continued without permission of the presiding Judge, and the moving party must appear at the docket.

*[Adopted Effective April 1, 1986; Amended Effective September 1, 1998; September 1, 2003; September 1, 2006; September 1, 2009; September 1, 2011; September 1, 2013; September 2, 2014; September 1, 2017; September 1, 2020]*

## **Local Civil Rule 58**

### **ENTRY OF JUDGMENT**

#### **(a) When.**

(1) *Judgments and Orders to be Filed Forthwith.* Any order, judgment or decree which has been signed by the Court shall not be taken from the courthouse but must be filed forthwith by the attorney obtaining it with the Clerk's Office or with the clerk in the courtroom. If signed outside the courthouse, the attorney procuring the order shall mail it to the appropriate clerk the same day, or file it by the next judicial day.

(2) *Settlement.* Upon settlement of any action a judgment of dismissal shall be entered forthwith.

#### **(b) Effective Time**

(1) *Effective on Filing in Clerk's Office.* Judgments, orders and decrees shall be effective from the time of filing in the Clerk's Office, unless filed in accordance with CR 5(e).

(2) *Not to be Entered Until Signed.* The clerk will enter no judgment or decree until the same has been signed by the judge.

*[Adopted Effective April 1, 1986; Amended Effective September 1, 2015]*

**Local Civil Rule 59**  
**NEW TRIAL, RECONSIDERATION, AND AMENDMENT OF JUDGMENTS**

**(b) Time for Motion.**

(1) Motions for a new trial, reconsideration or for judgment NOV shall not be noted for hearing at the time the motion and supporting documents are filed. See CR 59(b).

(2) Motions for a new trial, reconsideration or for judgment NOV shall be accompanied by supporting documents to include; a statement of points and authorities, any other relevant documents and a proposed order.

**(c) Time for Serving Affidavits.**

(1) On the same day the motion for a new trial, reconsideration or for judgment NOV and supporting documents are filed or are sent by mail to be filed, the motion and supporting documents, including a proposed order, shall be served, or caused to be served, on (1) opposing counsel or the opposing party if not represented at the time of filing of the motion, and (2) the appropriate judicial officer via Court Administration at e-mail: [Reconsideration-Revision@co.benton.wa.us](mailto:Reconsideration-Revision@co.benton.wa.us). The proposed order shall be in WORD format. Proof of service shall be timely filed with the clerk's office.

(2) The opposing party has 10 days after service to file and serve opposing documents to include: a statement of points and authorities, and other relevant documents and a proposed order, on (i) opposing counsel or the opposing party if not represented at the time of filing of the motion and (ii) the appropriate judicial officer via Court Administration at email: [Reconsideration-Revision@co.benton.wa.us](mailto:Reconsideration-Revision@co.benton.wa.us). Proof of service shall be timely filed with the court clerk's office. The proposed order shall be in WORD format. The 10-day period may be extended an additional 10 days for a total of 20 days either by the court for good cause or by the parties' written stipulation.

**(e) Hearing on Motion.**

(3) The judicial officer may (i) grant or deny the motion; or (ii) remand for further action by the commissioner; or (iii) call for oral argument. If the judicial officer calls for oral argument, the parties will be notified by Court Administration of the need to schedule a special set hearing and will work with the Administrative Assistant to schedule the special set hearing; when the date and time of the special set hearing are known, the moving party shall file a note for special set hearing with the court clerk's office, serve the same on opposing counsel or the opposing party (if unrepresented) and provide a copy of the same by e-mail to the Administrative Assistant.

*[Adopted Effective April 1, 1986; Amended Effective September 1, 2015; September 1, 2020; September 1, 2021]*

**Local Civil Rule 60**  
**UNLAWFUL DETAINER ORDER ON MOTION TO STAY WRIT**

**(a)** Parties seeking to stay the enforcement of writ of restitution and for approval

of a payment plan under RCW 59.18.410(3) and RCW 43.31.605(1) shall use the form order set forth below.

IN THE SUPERIOR COURT OF THE STATE OF WASHINGTON  
IN AND FOR THE COUNTY OF BENTON

|                                                                               |                                                                                                                                                                                                                                                                             |
|-------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>_____,<br/>Plaintiff(s),<br/><br/>vs.<br/><br/>_____,<br/>Defendant(s)</p> | <p>Case No.: _____</p> <p>ORDER FOR JUDICIAL DISCRETION REVIEW<br/>– STAYING ENFORCEMENT OF WRIT OF<br/>RESTITUTION AND FOR PAYMENT PLAN<br/>UNDER TENANCY RCW 59.18.410(3) AND<br/>RCW 43.31.605(1)</p> <p>CLERK ACTION REQUIRED – REVIEW<br/>HEARING _____ AT 1:30 PM</p> |
|-------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

This matter having come on regularly for hearing this date upon the Motion of the Plaintiff(s) for an Order for Writ of Restitution and for a Judgment be entered as prayed for in said Complaint, and where the Court has been requested to grant discretionary reinstatement under 59.18.410(3) staying a writ of restitution upon a showing of good cause and on such terms that this Court deems fair and just for both parties.

Additionally, the Defendant(s) have moved this Court to find that they are low-income, limited resources, or experiencing hardship (under RCW 59.18.410(3)(e)(i)) and this Court has considered the Landlord Mitigation Program established under RCW 43.31.605(1)(c) in this motion.

The Court finds that the Defendant(s) as follows:

Applies Does not apply

- |                          |                                                                                                     |
|--------------------------|-----------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> low-income;                                                                |
| <input type="checkbox"/> | <input type="checkbox"/> limited resources;                                                         |
| <input type="checkbox"/> | <input type="checkbox"/> experiencing hardship (under 59.18.410 (3) (e)(i));                        |
| <input type="checkbox"/> | <input type="checkbox"/> eligible for the Landlord Mitigation Program (under RCW 43.31.605 (1)(c)). |

The Court has reviewed the statutory factors for discretionary reinstatement and finds as follows:

Applies Does not apply

- |                          |                          |                                                                                                                                            |
|--------------------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | The tenant's willful or intentional default or intentional failure to pay rent;                                                            |
| <input type="checkbox"/> | <input type="checkbox"/> | Whether nonpayment of the rent was caused by exigent circumstances that were beyond the tenant's control and that are not likely to recur; |
| <input type="checkbox"/> | <input type="checkbox"/> | The tenant's ability to timely pay the judgment;                                                                                           |
| <input type="checkbox"/> | <input type="checkbox"/> | The tenant's payment history;                                                                                                              |
| <input type="checkbox"/> | <input type="checkbox"/> | Whether the tenant is otherwise in substantial compliance with the rental agreement;                                                       |
| <input type="checkbox"/> | <input type="checkbox"/> | Hardship on the tenant if evicted; and                                                                                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | Conduct related to other notices served within the last six months.                                                                        |

After making the findings above and after consideration of the evidence of the statutory factors in RCW 59.18.410(3)(a), the Court finds that the tenant has shown good cause to stay the writ of restitution upon the fair and just terms below:

It is now therefore ORDERED that:

1. The period for which the Court grants judicial discretion and stays the writ of restitution shall be \_\_\_\_\_ days (cannot exceed 90 days).
2. The entire judgment balance of \$ \_\_\_\_\_ (which includes rent, late fees, court costs and attorney fees) must be paid within 90 days.
3. First payment of \$ \_\_\_\_\_ is due on \_\_\_\_\_ (date) by 5:00 p.m. Payment is to be made payable to \_\_\_\_\_.  
\_\_\_\_\_. First payment must include a full month rent payment within five (5) court days.
4. Second payment of \$ \_\_\_\_\_ is due on \_\_\_\_\_ (date) by 5:00 p.m. Payment is to be made to \_\_\_\_\_.  
\_\_\_\_\_.
5. Final payment of \$ \_\_\_\_\_ is due on \_\_\_\_\_ (date) by 5:00 p.m. Payment is to be made payable to \_\_\_\_\_.
6. The Tenant shall remain current with on-going rental payments as they become due for the duration of this payment plan.
7. Other provisions:

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IT IS FURTHER ORDERED that a Discretionary Review hearing be set for the \_\_\_\_\_ (day) of \_\_\_\_\_ (month), 20\_\_, at 1:30 pm or as soon thereafter as the matter can be heard.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

*[Adopted Effective September 1, 2020]*

**Local Civil Rule 64  
SEIZURE OF PERSON OR PROPERTY**

All bench warrants issued in a civil proceeding shall be valid for one year from the date of issuance, unless quashed earlier. All such warrants issued in a civil proceeding shall contain substantially the following language: This warrant shall expire at the end of one year from the date of issuance.

*[Adopted Effective August 1, 1990; Amended Effective September 1, 2003]*

**Local Civil Rule 65  
INJUNCTIONS**

**(b) Temporary Restraining Order; Hearing: Duration.** The party applying for an emergency order which would require or forbid the doing of some act, if a public body is involved, or if the opponent's counsel is known, shall notify the opponent or opposing counsel and shall request opponent's presence at the presentation of the order, unless good cause to the contrary is shown. If the opponent does not appear, the judge shall require a full showing with respect to the notice given.

Presentation of all applications for temporary restraining orders (except in domestic relation cases) shall be presented on the ex parte docket.

*[Adopted Effective April 1, 1986; Amended Effective September 1, 2018, September 1, 2021]*

**Local Civil Rule 77  
SUPERIOR COURTS AND JUDICIAL OFFICERS**

**(d) Court Hours.** Court will be in session, unless otherwise ordered, on all judicial days except Saturdays and Sundays. Court hours will be from 8:00 a.m. to 4:30 p.m., except the Court shall be closed for lunch from 12:00 noon to 1:00 p.m. The hours of operation for both the Benton and Franklin County Clerks of the Court can be found on their respective websites. Counsel shall be present in court at 8:30 a.m. on the first day of a jury trial. In criminal cases, defense counsel shall have the defendant in court at 8:30 a.m. the first day of trial unless the defendant is in custody.

- (1) The Court Administration office shall be open 8:00 a.m. to 4:00 p.m., except the office shall be closed for lunch from 12:00 noon to 1:00 p.m.

[Adopted Effective April 1, 1986; Amended Effective September 1, 1998; September 1, 2003; September 1, 2004; September 1, 2005; September 1, 2009; September 1, 2011; September 1, 2018; September 1, 2021; September 1, 2022]

**Local Civil Rule 79**  
**BOOKS AND RECORDS KEPT BY THE CLERK**

**(d) Other Books and Records of Clerk.**

(1) *Withdrawal of Paper Files from Clerk's Office.* Files generally shall remain in the Clerk's offices. The Clerk or employees thereof may take files to courtrooms or to judicial officers. Judicial officers, court reporters and court administration staff may check files out. Attorneys may also review paper court files, with convenient and appropriate areas for such review designated by the Clerk.

(2) *Exhibits*

(A) Temporary Withdrawal. Exhibits may be withdrawn temporarily from the clerk's office only by:

(i) The judge having the cause under consideration;

(ii) Official court reporters for use in connection with their duties, without court order; and,

(iii) An attorney of record, upon court order.

(B) Videotaped Depositions. Videotaped depositions published in open court shall be treated as court exhibits, with the same retention standards. A party who wishes to make a published videotaped deposition part of the court file must submit a certified transcript of the deposition.

(3) *Return of Contraband Exhibits.* When contraband, alcoholic beverages, tobacco products or controlled substances are being held by the clerk of the court as part of the records and files in any criminal case, and all proceedings in the case have been completed, the court may order the clerk to deliver such contraband or substances to an authorized representative of the law enforcement agency initiating the prosecution for disposition according to law.

(4) *Return of Exhibits and Unopened Depositions.* When a civil case is finally concluded, and upon stipulation of the parties or court order, the clerk of the court may return all exhibits and unopened depositions, or destroy the same.

(5) *Disposition of Exhibits.* After final disposition of a civil cause, the Court after hearing, may order the clerk to destroy or otherwise dispose of physical evidence which cannot, because of bulk or weight, be retained in the case file provided that all parties of record are given thirty (30) days written notice of any such hearing.

(6) *Return of Administrative Records.* When a case for review of an administrative record is finally completed, the clerk shall return the administrative record to the officer or agency certifying the same to the court.

(7) *Verbatim Record of Proceedings.* A verbatim report of proceedings shall not be withdrawn from the clerk's office except by court order.

(8) *Transcripts.* A request for a copy of a transcript prepared by a court reporter in the possession of the clerk of the court, shall be referred to the court reporter that prepared said transcript.

(9) *Electronic Recording of Proceedings.* The court clerks shall maintain custody of electronic recordings created in any civil or criminal proceedings.

(10) *Video Recording of Proceedings.* The court clerks shall maintain custody of video recordings offered and/or admitted as evidence in any civil or criminal proceedings.

*[Adopted Effective April 1, 1986; Amended Effective September 1, 2002; September 1, 2007; September 2, 2014; September 1, 2018; September 1, 2020; September 1, 2022]*

## **Local Civil Rule 81 APPLICABILITY IN GENERAL**

### **(a) To What Proceedings Applicable.**

(1) *Generally.* In general, procedure in this Court shall be in accordance with pertinent Washington Court Rules as heretofore or hereafter adopted by the Supreme Court of Washington. These local rules are intended only to supplement those rules and are numbered, insofar as possible, to conform to the CR numbering system. The Rules shall also apply to criminal cases insofar as they are applicable.

(2) *Suspension of Rules.* The Court may modify or suspend any of these Rules in any given case, upon good cause being shown therefore, or upon the Court's own motion.

*[Adopted Effective April 1, 1986; Amended Effective September 1, 2003]*

## **DOMESTIC RELATIONS [RE-FORMATTED]**

### **General Rules**

#### **Local Civil Rule 94.04W**

*[Adopted effective April 1, 1986; Amended effective September 1, 1998; September 1, 1999; September 1, 2001; September 1, 2003; September 1, 2005; September 1, 2007; September 1, 2009; September 1, 2010; September 1, 2011; September 1, 2013; September 2, 2014; September 1, 2016; September 1, 2017; September 1, 2018; September 1, 2019; Re-Formatted Effective September 1, 2020]*

#### **Local Civil Rule 94.05W**

#### **MANDATORY PARENTING SEMINARS**

*[Adopted Effective January 1, 1997; Amended Effective September 1, 1999; September 1, 2018; September 1, 2019; Re-Formatted Effective September 1, 2020]*

#### **Local Civil Rule 94.06W**

#### **MANDATORY MEDIATION OF CHILD PLACEMENT AND VISITATION ISSUES**

*[Adopted Effective September 1, 1998; Amended effective September 1, 2008; September 1, 2011; September 1, 2013; September 2, 2014; September 1, 2015; September 1, 2016; September 1, 2018; September 1, 2019; Re-Formatted Effective September 1, 2020]*

**Local Civil Rule 94.07W**  
**DOMESTIC RELATIONS MOTIONS**

*[Adopted Effective September 1, 2007; Amended Effective September 1, 2013; September 2, 2014; September 1, 2015; September 1, 2017; September 1, 2018; September 1, 2019; Re-Formatted Effective September 1, 2020]*

**FAMILY LAW**  
**94.04W**

**These rules herein supersede civil rules unless stated otherwise herein.**

**A. GENERAL RULES**

**I. Family Court.**

- a. *Judicial Officers.* Each of the judges and court commissioners of the Benton and Franklin Counties Judicial District are designated as Judges of the Family Court and Commissioners of the Family Court.

**II. Effective Date.** This rule shall apply to all cases pending or filed on or after September 1, 2022. .

**III. Update of Address.** Each party must update his/her address with the County clerk's office immediately upon a change of address. If a party moved due to domestic violence or the threat of domestic violence, that party must provide the Court with an address where he/she will receive mail. The change of address must also be mailed or otherwise provided to the opposing party within 72 hours of the address change.

**IV. Issues Regarding Venue/Jurisdiction.**

- a. *Expedited Hearing.* If venue or jurisdiction is an issue, either party may apply to the Court for an expedited hearing on this issue, which shall be heard promptly prior to a hearing on the merits.
- b. *Hearing Requirement.* If a Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA) hearing is required, both parties shall complete and file a UCCJEA information form. The parties must also provide a copy to the Administrative Assistant in Court Administration. **See Appendix #1 - UCCJEA Form.**

**V. Automatic Temporary Restraining Order.**

- a. *Form of Automatic Temporary Restraining Order.* **See Appendix #2 - Automatic Temporary Restraining Order.**
- b. *Effective Date of Automatic Temporary Restraining Order.* The petitioner is subject to the order from the time of its entry upon filing of the summons and petition. The petitioner shall cause a copy of the Automatic Temporary Restraining Order to be served on the respondent(s). The respondent is subject to the order from the time that it is served. The order shall remain in effect until

further order of the court.

- c. *Required in all Domestic Matters.* The Clerk of the Court shall issue an Automatic Temporary Restraining Order in all domestic matters except child support actions.

## **B. DOMESTIC CASE SCHEDULING**

- I. **Domestic Case Scheduling Order.** Except as otherwise provided in these rules or ordered by the Court, when an initial pleading is filed and a new case file is opened, the Domestic Case Manager will prepare a domestic case schedule and the Superior Court Clerk will file the Domestic Case Scheduling Order and will provide one copy to the party filing the initial pleading.
  - a. *Waiver of Domestic Case Scheduling Order.* The Court may order that the Domestic Case Scheduling Order be waived in Petitions to Modify Child Support, upon motion by either party.
  - b. *Service of Domestic Case Scheduling on Other Parties.* The party filing the initial pleading shall promptly provide a copy of the Domestic Case Scheduling Order to all other parties by (a) causing a copy of the Domestic Case Scheduling Order to be served on the other parties along with the initial pleading, or (b) causing the Domestic Case Scheduling Order to be served on the other parties within 10 days after the later filing of the initial pleading or service of any response to the initial pleading, whether that response is a notice of appearance or an answer.
  - c. *Amendment of Domestic Case Scheduling Order.* The Court, either on motion of a party or on its own initiative, may modify the Domestic Case Scheduling Order for good cause. The Court shall freely grant a motion to amend the Domestic Case Scheduling Order when justice so requires. The motion of a party or the stipulation of all parties shall only be made after the moving party or parties have conferred with, and obtained approval from the Domestic Case Manager for the proposed modification of the Case Schedule, and shall include the following language: “*The Domestic Case Manager has been contacted and has pre-approved the proposed modification of the Case Schedule on \_\_\_, 20\_\_.*” Motions or stipulations presented without this language shall be denied. Parties are to either enter their stipulation or file their motion within one (1) week of receiving the pre-approved dates from the Domestic Case Manager. Pre-approved dates provided by the Domestic Case Manager will only be held for one week. Parties may not amend a Case Schedule by stipulation without pre-approval of the court. Upon entry, a copy of the order shall be provided to the Domestic Case Manager within three (3) days. If a Domestic Case Scheduling Order is modified on the Court’s own motion, the Domestic Case Manager will prepare and file with the Clerk of the Court the Amended Domestic Case Scheduling Order and promptly provide a copy to all parties. Parties may not amend a Domestic Case

Scheduling Order by stipulation without approval of the Court. In order to continue a settlement conference and/or trial, counsel/pro se party:

- i. shall first contact the opposing counsel/pro se party to determine if they are in agreement with the continuance;
  - ii. and regardless of whether the opposing counsel/pro se party is in agreement, shall then contact the Superior Court Administration - Domestic Case Manager to determine available dates; and
  - iii. once the available dates are identified by the Domestic Case Manager, shall then file and serve the motion and declaration for continuance and note the motion on the Domestic Relations docket. The Court will not entertain a motion to amend the Domestic Case Scheduling Order for purposes of new settlement conference and trial dates unless Court Administration has issued potential date(s) to the moving party.
- d. *Form of Domestic Case Scheduling Order.*
- i. A Domestic Case Scheduling Order will be in generally the following form: **See Appendix #3 - Domestic Case Scheduling Order. Court Appearances are noted in bold on the Scheduling Order.**
- e. *Disclosure pursuant to the Domestic Case Scheduling Order.* The parties shall file and serve the opposing party with a copy of their Financial Declaration, together with the following documents, by the disclosure deadline in their Domestic Case Scheduling Order:
- i. Child Support Worksheets;
  - ii. Tax returns and W-2 statements for the past two calendar years;
  - iii. Partnership and corporate tax returns, if any, for the past two calendar years, to include all schedules and attachments; and
  - iv. Wage stubs for the past six months or since January 1 of the calendar year, whichever period is greater.

## II. Mandatory Parenting Seminars

- a. *Applicable Cases.* This rule shall apply to all cases filed after January 1, 1997 under Chapter 26.09, Chapter 26.10, or Chapter 26.26 RCW which require a parenting plan or residential plan for minor children; including dissolutions, legal separations, major modifications, paternity actions in which paternity has been established, and non-parental custody actions.
- b. *Mandatory Attendance.* In all cases governed by this rule, all parties shall complete a parenting seminar approved by the court. Standards for parenting seminars shall be established by the court and providers approved by the court. A list of approved providers may be located at [Parenting Seminars - Benton County WA](#).
- c. *Timing.* Parties required by this rule to participate in a parenting seminar shall complete an approved parenting seminar within 60 days of service of a petition or motion initiating the action which is subject to this rule. In the case of paternity actions initiated by the prosecuting attorney's office, the parenting seminar shall be required only when paternity is established or acknowledged and a parenting plan is requested. The class will be completed prior to entry of a permanent

- parenting or residential plan.
- d. *Fees.* Each party attending a seminar shall pay a fee charged by the approved provider and sanctioned by the court. The court may waive the fee for indigent parties.
  - e. *Special Consideration/Waiver.*
    - i. In no case shall opposing parties be required to attend a seminar together.
    - ii. If the court determines that attendance at a seminar is not in the children's best interest, pursuant to Chapter 26.12 RCW, the court shall either:
      - 1.waive the requirement of completion of the seminar; or
      - 2.allow participation in an alternative parenting seminar if available.
    - iii. The court may waive a party's attendance or extend the time required for attendance at a seminar for good cause shown.

**III. Failure to Comply.** Willful refusal to participate in a parenting seminar or willful delay in completion of a court ordered parenting seminar by any party will constitute contempt of court and may result in sanctions, including, but not limited to, imposition of monetary terms, striking of pleadings, or denial of affirmative relief to a party not in compliance with this rule. The Court may limit the non-complying parent's visitation.

**IV. Declaration of Financial Documents.**

- a. *Declaration of Financial Documents Given to Opposing Party.* By the deadline per the Domestic Case Scheduling Order, each party and/or their attorney shall file and provide to the other party/attorney a Declaration of Financial Documents Given to Opposing Party in the form provided below: **See Appendix #4 - Declaration of Financial Documents Given to Opposing Party.**
- b. *Failure to File Declaration of Financial Documents Given to Opposing Party.* Failure to file and give to the opposing party or their attorney the Declaration of Financial Documents may subject the non-complying party and/or their attorney to sanctions or other equitable relief the Court deems necessary. A party/attorney may motion the court for relief from sanctions; the motion is subject to the same process and timeframes as detailed in **Para. C-IV** hereinabove and shall be noted for hearing.

**C. FAMILY LAW MOTIONS AND HEARINGS**

**I. Motions for Immediate Orders.**

- a. *Irreparable Injury.* Immediate (or emergency) orders in family law matters which restrain one party from the family home or from contact with the other party or children shall not be entered unless the Court finds (and the order provides) that irreparable injury could result if the order is not entered.
- b. *Present Danger to Child.* Immediate (or emergency) orders in family law matters that request changing the custody of minor child(ren) shall not be entered unless the Court finds a clear showing of present danger to a child (children) and/or that the custodial person will, unless custody change is immediate, remove the said child (children) from the State of Washington.

**II. Family Law Motions.** Family Law motions shall be scheduled on the Family Law/domestic relations dockets in Benton and Franklin Counties in accordance with the docket schedule approved by the Superior Court judges. Docket days and times are available through the Superior Court Administration Office or the respective county Superior Court Clerk's office.

**III. Orders to Show Cause Notice.** No notice is required to the other party when simply obtaining an Order to Show Cause to set a motion hearing and there are no actual orders being taken in the Order beyond setting the motion hearing itself. This rule does not affect service of process rules.

**IV. Benton County and Franklin County Family Court Motions.**

- a. *Timelines for Filing Motions.* The moving party shall no later than twenty-one (21) calendar days prior to hearing date, file with the clerk and serve on the opposing party/counsel the motion, note for motion and all supporting documents. The opposing party's strict response must be filed and served no later than noon, eleven (11) calendar days prior to the hearing. Documents filed in strict reply to the response must be filed and served not later than 3:00 p.m., five (5) calendar days prior to the hearing. The Court will not consider any issues raised for the first time in the strict reply document. Matters which have been previously noted in conformance with this rule, may be re-noted, confirmed and served on the opposing party upon seven (7) court days' notice.
- b. *Confirmation/Strike Process.* All domestic motions must be confirmed by the moving party by 5:00 p.m., five (5) calendar days prior to the court hearing or the motion will be stricken or continued at the court's discretion. The parties must upload to eMotion the documents they will rely upon at the hearing. Parties who do not have access to eMotion must provide hard copies to Court Administration and the opposing party, not later than 5:00PM, five (5) calendar days prior to the court hearing. Failure to do so may result in the matter being stricken and/or sanctions or fees being assessed. The moving party shall confirm the motion by completing and filing on eMotion a "READ FIRST" document not later than 5:00pm five (5) calendar days prior to the hearing, as follows: **See Appendix #5 - READ FIRST**
  - i. Confirmation will not be effective unless this procedure is used. All cases that are confirmed will be either argued or an agreed order shall be entered. All cases that are not confirmed will be either stricken or continued, at the Court's discretion.
  - ii. If the moving party fails to appear after confirming the motion, the court may strike the motion, deny the motion, impose terms, and/or order any other relief the court deems appropriate. If the responding party fails to appear, the court may grant the relief requested.
- c. *Which Docket do I set my Hearing on? Franklin County Cases.*
  - i. Franklin County family law motions requiring more than ten minutes for argument shall be noted as such on the Read First confirmation.
  - ii. Franklin County relocation motions shall be noted as a special setting with the Administrative Assistant and filed with the Clerk.
- d. *Which Docket do I set my Hearing on? Benton County cases.*

- i. Benton County family law motions requiring more than ten minutes for argument shall be noted on the over-ten domestic docket which starts at 8:15 a.m. Any case scheduled but not heard on the morning docket shall be heard on the afternoon domestic docket of the same day which starts at 1:30 p.m.
- ii. All Benton County family law motions requiring less than ten (10) minutes for argument, except for motions regarding relocation, shall be heard on the afternoon domestic relations docket which starts at 1:30 p.m.
- iii. Cases that have no attorneys involved for either party, will be set on Benton County pro se domestic relations motions docket which shall be heard at 1:30 p.m.
- iv. Benton County relocation motions and post-secondary support motions shall be heard only on the Prosser domestic docket.

**V. Declarations (Benton and Franklin Counties).**

- a. *Page Limits.* Absent prior authorization from the court, the entirety of all declarations and affidavits, including exhibits and attachments, from the moving party (person filing a motion), including any expert or non-expert witnesses, in support of a motion's hearing (or a continuation of a motions hearing), including any strict reply by the moving party, shall be limited to a sum total of twenty-five (25) pages, excluding cover page, fax transmittal affidavit, and supervised visitation reports which shall be filed in the Clerk's office and served on the other party by noon on the day prior to the hearing. For example, a motion for a temporary family law order is a single motion, even if the request for relief covers multiple topics; whereas a motion for adequate cause and a motion for temporary family law orders count as two motions for purposes of this rule.
  - i. The entirety of all declarations and affidavits, including exhibits and attachments, submitted in response by the non-moving party (person responding to a motion), to a motion's hearing (or a continuation of a motions hearing) shall be limited to a sum total of 20 pages.
  - ii. If the declarations and affidavits, including attachments, are in excess of the page limitations, the entirety of the submission may not be reviewed or considered by the court and the court may sanction the offending party.
  - iii. All declarations and affidavits must comply with GR14 (format for pleadings and other papers), be legibly hand-printed or typed in at least twelve (12) point type.
    - 1. Motions to exceed the declaration page limitation shall be in writing.
    - 2. This motion must be brought at least one (1) week before the hearing on the merits.
    - 3. In no event shall the page limit exceed 35 pages unless court ordered.
- b. *Exceptions to the Page Limits.*
  - i. The following documents do not count towards the page limit:
    - 1. Declaration of Counsel Cover Page. For previously filed pleadings.
    - 2. Fax Cover Page.

3. Financial declarations. Financial declarations, child support worksheets, and financial documents. (including but not limited to paystubs, W-2's, bank records and tax returns and attachments)
  4. Information on Temporary Parenting Plan form.
  5. Expert reports and evaluations. Declarations, affidavits, and reports from Family Court Investigator, Guardians ad Litem and a Parenting Evaluator,.
  6. Pleadings from other filed Court cases, (ie. Petition for Domestic Violence Protection Order/ Domestic Violence Order). However, if the pleading is a declaration from another court case, then those pages WILL count towards the page limit.
  7. Copies of pleadings clearly marked as previously filed for a motion already ruled upon and supplied only as a convenience to the court in lieu of the court file,. School records/letters, grade reports, school attendance reports and supervised visitation reports.
- c. *Time for Argument.*
- i. Each side on the over-ten family Court motion docket is allowed seven (7) minutes for oral argument including rebuttal unless otherwise authorized by the court.
  - ii. Each side on the regular domestic docket is allowed five (5) minutes for oral argument including rebuttal.
  - iii. For cases heard on the Prosser docket, the judicial officer will have discretion as to the time limit for argument.
  - iv. In regards to the time for argument as detailed hereinabove , the court reserves the right to issue a ruling without oral argument at the hearing or narrow the issues to be addressed by oral argument at the hearing as deemed appropriate, in light of the issues in dispute in that particular case, the size and nature of the docket overall, or any other relevant considerations.

## **VI. Bench copies -eMotion**

- a. *Requirement.* All documents, briefs, declarations, affidavits, and other supporting written documentation pertaining to summary judgments motions, appeals from decisions of administrative agencies (except the record transferred by the agency) and any other motions, and other documents submitted for hearings, proposed findings of fact and conclusions of law and judgments, and guardian ad litem reports (including criminal and family law/domestic relations), shall be served and filed in the cause.
- b. *No Computer Access.* Bench copies of all such documents, as well as settlement position statements, shall be submitted electronically via the internet at <http://motion.co.franklin.wa.us/login/php>. Parties without access to a computer and the internet shall deliver bench copies to Court Administration at the Benton County Justice Center.
- c. *Timeline.* All bench copies must be submitted not later than 5:00pm five (5) court days prior to the scheduled hearing, except proposed orders, which shall be submitted not later than 5:00 p.m. three (3) court days prior to the hearing .
  - i. No bench copies, except settlement position statements, shall be submitted

to the Court unless a copy has been served upon opposing counsel or party if unrepresented.

- ii. Bench copies submitted electronically are deleted from the system forty-five (45) days after the associated hearing.
- iii. Bench copies submitted on paper are destroyed five (5) court days after the associated hearing unless counsel requests copies be returned, with return postage arranged, or unless Court Administration is advised of the new hearing date.
- d. *Hearing is Continued.* When hearings are continued, the parties shall amend the hearing date associated with all bench copies submitted electronically. The Court will not move/resubmit the copies submitted via eMotion.
- e. *Failure to Submit a Bench Copy.* If a party fails to submit bench copies as set forth above the Court may continue the hearing, impose terms/fees and enter other orders as may be appropriate.

## **VII. Submission of Documents for Entry of Orders**

- a. Motion Hearing Orders
  - i. All orders set for entry shall be submitted on e-Motion as part of the Read First process outlined herein. Parties may also submit fully signed and executed orders to Court Administration not later than 5:00 p.m. three (3) court days prior to the hearing.
- b. For Agreed Final Orders/Default Entry Orders
  - i. All Final Orders/Default Orders shall be submitted to the Drop Box outside of Court Administration not later than 5:00 p.m. three (3) court days prior to the hearing. The parties shall use the Drop Box Information Form herein below in **Appendix 9**.

## **D. GUARDIANS AD LITEM (GALs) and FAMILY COURT INVESTIGATORS (FCI) and COURT ORDERED EVALUATIONS**

### **I. Guardian ad Litem (GAL)/Family Court Investigator (FCI)**

- a. *Appointment.*
  - i. In Benton County, upon motion of the parties or on the Court's own motion, the court may appoint a Guardian ad Litem **or** a Family Court Investigator.
  - ii. In Franklin County, upon motion of the parties or on the Court's own motion, the court may appoint a Guardian ad Litem.
  - iii. All Guardians ad Litem shall be in good standing on the Benton and Franklin Counties Superior Court Guardian ad Litem Registry. A list of court-approved Guardians ad Litem can be located at [Title 26 Guardians ad Litem - Benton County WA](#).
- b. *In Benton County Only - Appointment of FCI or County Paid FCI.* When the court appoints a Family Court Investigator or County-paid GAL, the FCI or County-paid GAL shall submit a preliminary report to the parties and the court within 30 days of appointment. The order appointing a Family Court Investigator or County-paid GAL shall be limited in scope and shall be limited to gathering documents and outlining the facts relevant to the statutory factors, if any. If Child

Protective Services and/or law enforcement are conducting parallel investigation(s), the FCI/County-paid GAL shall note such in the report, but these parallel investigations do not guarantee a continuance of the deadline for the FCI/County-paid GAL report.

- c. *In Benton & Franklin Counties- Notice for Hearing.* Pursuant to the civil rules, from the date of the appointment, the GAL/FCI shall receive copies of all documents that are to be served on parties, copies of all discovery, and notice of all hearings and presentations related to the residential schedule.
- d. *In Benton & Franklin Counties- Notice for Trial.* Any party who requires the GAL/FCI at a trial related to child residential schedule, shall prepare and serve a subpoena on the GAL/FCI for mandatory appearance by GAL/FCI.
- e. *In Benton & Franklin Counties- Discharge.* Unless otherwise set forth in these rules, the GAL/FCI shall be discharged only by order of the Court upon motion, completion of a declaration by the GAL/FCI, or upon completion of the case when the final orders are filed with the approval of the appointed GAL/FCI.
- f. *In Benton & Franklin Counties- Declaration.* In any case where a GAL/FCI has been appointed and does not agree with an Agreed Final Parenting Plan, with the exception of a case being determined by a judicial officer after trial, prior to entry of the final parenting plan or residential schedule, the GAL/FCI must sign a Declaration indicating the GAL/FCI has reviewed the final order does not approve, or approves in part. If the GAL/FCI does not approve of all provisions in the final plan, the GAL/FCI must state in the Declaration what provisions are objected to and why.
- g. *In Benton & Franklin Counties - Court Ordered Evaluations.* The court may for good cause, upon motion of either party or the court, order a custody or parenting evaluation, mental health evaluation, alcohol or drug evaluation, mediation, treatment, counseling, and/or physical examination. The Court will determine the need for appointment of professionals and direct either or both parties to pay for services deemed necessary. The issue of costs shall be addressed in the order requiring said services. Such motions and corresponding responses must include six months of pay stubs, two years of tax returns, and a current financial declaration if there is not an agreement on allocation of the cost of such evaluation(s).

## E. MEDIATION

- I. Effective Date.** This rule applies to all cases filed on or after January 1, 1999.
- II. Mediation Required for All Disputed Issues.** All disputed issues, including petitions alleging Committed Intimate Relationships, shall be submitted to mandatory mediation *except for child support and post-secondary support*. Mediation shall be completed pursuant to the Domestic Case Scheduling Order. A list of court-approved mediators may be found at [Domestic & Paternity Case - Benton County WA](#).
- III. Mediation Required.** All placement or visitation issues shall be referred to mandatory mediation pursuant to the Domestic Case Scheduling Order. The mediation requirement may be waived by the court for good cause. A written motion for waiver of mediation

shall be noted before the court. An Order Waiving Mediation shall be filed with the court prior to the case being set for settlement conference.

**IV. Attendance.** At the mediator's discretion, mediation session shall normally include the parties only, but may, by agreement of the parties and mediator, include other persons. Attendance by the parties at mediation sessions is mandatory.

- a. Video or Telephonic attendance is allowed at mediation per mediator's discretion if not previously agreed upon by the parties and/or their respective attorneys.

**V. Pre-Mediation Exchange of Information.** The parties are required to provide to the mediator their respective positions/requests prior to attending mediation (including exchanging information necessary to carry out good faith mediation).

- a. If assets/debts are at issue, the parties should make good faith efforts to identify what assets/debts are at issue in the matter prior to mediation.

**VI. Declaration of Completion.** Within seven (7) days of completion, a declaration of completion shall be filed by the mediator. The mediator shall advise the court only whether an agreement has been reached by the parties.

**VII. Mediation Unsuccessful.** If the parties fail to reach an agreement in mediation of the issues of placement and visitation, a Guardian Ad Litem or a Family Court Investigator may be ordered upon proper motion of either party or the court, if one is not already ordered.

**VIII. Confidentiality.** The work product of the mediator and all communications during mediation shall be privileged and not subject to compulsory disclosure. The mediator shall not appear or testify in any court proceedings.

- a. However, if the mediator believes that one party has acted in bad faith, the mediator is permitted to disclose the acts of bad faith to the Court in a written declaration, sworn under penalty of perjury.

**F. ARBITRATION**  
**[Reserved]**

**G. MANDATORY SETTLEMENT & PRE-TRIAL CONFERENCES**

**I. Combined Settlement and Pretrial Conferences.** A combined settlement and pretrial conference shall be held in all contested family law/domestic relations cases. The purpose of the conference is to explore settlement of all issues and to identify disputed issues. Parties are not bound by the settlement recommendations of the Court but are required to attend and participate.

- a. *Attendance by all Counsel and Parties is Mandatory.* Failure to appear at the settlement conference, without prior permission of the court, shall constitute an act of default. The present party may file a motion for default pursuant to CR 55. Notice of default and the proposed final documents are required pursuant to

Court/Civil Rules to be serviced on the opposing party.

- b. Parties and Counsel must check the Domestic Settlement Conference Docket, posted 1 week prior to the scheduled Settlement Conference date at : [Schedules and Calendars - Benton County WA](#) to see what time their Settlement Conference is set for.
- c. *Filing Position Statements.* Both parties shall exchange position statements prior to the Settlement Conference. The Parties shall file with Court Administration (or eMotion) and serve/exchange his or her position statement, one (1) day prior to the settlement conference. **Position statements shall not be filed in the court file. No fax copies will be accepted by the court. See Appendix #6 – Position Statement form.**
- d. *Court Imposed Sanctions.* Failure to appear at the settlement conference (without prior permission of the court) or failure to timely submit a Position Statement, may subject the non-complying party and/or their attorney to a sanction of \$200, paid to the Clerk of the Court. Payment shall be due within 20 days of the order. A party or attorney may petition the Court for relief from sanctions, which shall be filed within the same 20 day period and shall be noted for hearing.
- e. *If No Settlement is Reached.* At the conclusion of the settlement conference, if the case is not then settled, a Joint Pretrial Statement and Pretrial Order will be prepared cooperatively between the parties and the court. The Pretrial Order will require that exhibit and witness lists shall be filed and served, and exhibits served, no later than two (2) weeks before the trial date. **See Appendix #7 - Pre-Trial Order**

## H. TRIAL

- I. **Assets & Debts.** If distribution of assets and/or debts is an issue, each party represented by counsel shall serve and load on eMotion, **one (1)** day before trial, a list of assets and debts known to the party, and shall indicate the party's good faith position as to the fair market value of any asset as of the date of separation. If a party is pro se, that party may either use eMotion or may provide a hard copy of the list to Court Administration not later than 3:45 p.m. the day before trial and must also provide a copy to the opposing counsel/pro se party the day before trial. The parties may also indicate the current fair market value if there is a significant difference between the current fair market value and the fair market value as of the date of separation. The parties shall also designate the asset or debt as community property or separate property and shall designate their position as to distribution of the assets and/or debts.
- II. **Trial Brief.** If a party intends to submit a trial brief, the party shall file and serve a trial brief the day before trial begins detailing the legal points and authorities related to the issues to be resolved at trial.
- III. **One Day Trailing of Trial Dates.** Except for good cause shown (to be determined at a hearing with a proper motion and notice of hearing filed within 10 business days of receipt of the Notice of Trial date), all domestic cases may trail for one day. For example, if a domestic trial is set to be begin on Wednesday, the parties must be prepared

to begin trial on Thursday as well. Parties and Counsel must check the court's Daily Schedule at [Schedules and Calendars - Benton County WA](#), after 5:00pm, on the court day prior to the scheduled trial date. If a case is not on the Daily Schedule, then the parties and counsel must again check the Daily Schedule on the next court date after 5:00pm. The parties, and/or their respective attorneys, may elect to trail or not to trail at the time they enter their Pre-Trial Order.

#### **IV. Entry of Decree**

- a. *Presenting Final Documents after Trial.* **See Appendix #8.**
- b. *Presenting Final Documents by Agreement.* At the time of hearing of a non-contested family law/domestic relations case, the necessary documents to be signed must be presented to the Court for signature. If signed, they shall be filed with the clerk forthwith.

#### **I. POST-DECREE MATTERS**

**I. Modification of Final Divorce Orders/Dissolution Decree.** Any motions filed after a case has been closed (post-decree or final) requesting to vacate, change or clarify a Final Divorce Order or Dissolution Decree shall require an Order to Show Cause to set the motion hearing.

- a. As part of any petition to modify spousal maintenance, each party shall disclose within 60 days of filing the petition and response their Year-to-Date Paystubs as well as tax returns for the preceding two (2) years' of tax returns

**II. Modification of Final Order of Child Support.** If a petition to modify any order, judgment or decree is with regard only to support of minor children, then it shall be heard upon affidavit only, unless the either party has obtained leave of Court to hear said matter upon oral testimony, in which event the notice of hearing shall so provide.

- a. As part of any petition to modify child support, each party shall disclose within 60 days of filing the petition and response their Year-to-Date Paystubs as well as tax returns for the preceding two (2) years' of tax returns.

#### **III. Modification of Final Parenting Plan or Final Residential Schedule.**

- a. *Actions for Modification of Residential Schedule or Final Parenting Plan.* A motion for modification of the residential schedule time provisions of a final parenting plan or final residential schedule shall be brought on by noting the adequate cause hearing required by RCW 26.09.270 on the motion calendar. The notice shall inform the other party of the time and place of hearing, the right of the other party to file opposing affidavits, and that the Court will take the following action:
  - i. If adequate cause for the requested modification is not established by the affidavits, the petition for modification of the parenting plan or residential schedule will be denied.
  - ii. If adequate cause for hearing is established by the affidavits, an order will

- be issued fixing a trial date and requiring the other party to show cause why the petition for modification should not be granted.
- b. *Motions for Temporary Change of Residential Time.* Except with respect to pending actions for dissolution, legal separation, or a decree of invalidity, motions for temporary change of residential time will not be heard until adequate cause has been established, unless an immediate restraining order has been granted. Once adequate cause is established, the Court may proceed immediately to the hearing of the motion for temporary change of residential time or continue the same, as justice requires.
  - c. *Appointment of Guardian ad Litem in Modification Action.* If the Court finds that adequate cause exists as to primary placement or visitation, or in a Relocation matter, the Court has the discretion to appoint a Guardian ad Litem, at the motion of either party or the Court's own motion.

**The rules herein have in total been previously modified as follows:**

*[Adopted Effective January 1, 1997; Amended Effective September 1, 1999; September 1, 2018; September 1, 2019] [Adopted Effective September 1, 2007; Amended Effective September 1, 2013; September 2, 2014; September 1, 2015; September 1, 2017; September 1, 2018; September 1, 2019] [Adopted Effective September 1, 1998; Amended effective September 1, 2008; September 1, 2011; September 1, 2013; September 2, 2014; September 1, 2015; September 1, 2016; September 1, 2018; September 1, 2019; September 1, 2021; September 1, 2022]*

**APPENDIX OF FORMS**

**All forms can be found on the Benton County Website**

**Form #1 – UCCJEA Form**

**Form #2 – Automatic Temporary Restraining Order**

**Form #3 – Domestic Case Scheduling Order & Attachment**

**Form #4 – Declaration of Financial Documents Given to Opposing Party**

**Form #5 – Read First**

**Form #6 – Position Statement for Settlement Conference**

**Form #7 – Pre-Trial Order**

**Form #8 – Entry of Final Documents AFTER TRIAL**

**Form #9 – Drop Box Form (for final documents / orders)**

**Additional information and court forms are also available, by case type, on the Court's website at: [Information and Forms by Case Type - Benton County WA](#)**

## Appendix #1

### SUPERIOR COURT OF THE STATE OF WASHINGTON FOR BENTON/FRANKLIN COUNTY

|       |             |                         |
|-------|-------------|-------------------------|
| In re |             | No.                     |
|       | Petitioner  |                         |
| and   |             | UCCJEA Information Form |
|       | Respondent. |                         |

This matter is in need of a UCCJEA hearing to be scheduled between this Court and the following Court:

Court Name: \_\_\_\_\_  
Court Address: \_\_\_\_\_  
Court Assigned or Presiding Judge Name: \_\_\_\_\_  
Email of Presiding Judge or Judge assigned: \_\_\_\_\_  
Court Phone Number: \_\_\_\_\_  
Court Case Number: \_\_\_\_\_  
Court Case Name: \_\_\_\_\_

Please provide current contact information for both the Petitioner & Respondent:

Petitioner/Petitioner Attorney: \_\_\_\_\_  
Petitioner/Petitioner Attorney Address: \_\_\_\_\_  
Petitioner/Petitioner Attorney Phone No.: \_\_\_\_\_  
Petitioner/ Petitioner Attorney Email: \_\_\_\_\_

Respondent/Respondent Attorney: \_\_\_\_\_  
Respondent/Respondent Attorney Address: \_\_\_\_\_  
Respondent/Respondent Attorney Phone Number: \_\_\_\_\_  
Respondent/Respondent Attorney Email: \_\_\_\_\_

Please file a copy of this form with the Administrative Assistant in Court Administration. The Administrative Assistant will contact the other court to schedule the UCCJEA hearing. The parties will be notified by email of the UCCJEA hearing date and time. All parties and counsel may be present at the scheduled UCCJEA hearing.

Presented on \_\_\_\_\_ by: \_\_\_\_\_  
Petitioner/Respondent

## Appendix #2

### SUPERIOR COURT OF THE STATE OF WASHINGTON FOR BENTON/FRANKLIN COUNTY

|       |             |                                          |
|-------|-------------|------------------------------------------|
| In re |             | No.                                      |
|       | Petitioner  |                                          |
| and   |             | AUTOMATIC TEMPORARY<br>RESTRAINING ORDER |
|       | Respondent. | (ATMRO)                                  |

#### I. NOTICE TO PARTIES

**1.1** An action has been started in this court pursuant to Title 26 RCW. All parties are now required to obey the following order unless the court changes it. If any party violates this order, the other party(ies) may ask the court to order the violating party to pay attorneys' fees to the other party(ies) for having to bring the violation to the attention of the court.

#### II. ORDER

##### IT IS ORDERED:

##### 2.1 TEMPORARY ORDERS FOR ALL PARTIES

- (a) Both parties are restrained from transferring, removing, encumbering, concealing, damaging or in any way disposing of any property except in the usual course of business or for the necessities of life or as agreed in writing by the parties. Each party shall notify the other of any extraordinary expenditure made after this order is issued.
- (b) Each party is restrained from assigning, transferring, borrowing, lapsing, surrendering or changing entitlements of any insurance policies of any party or of any dependent children, whether medical, health, life or auto insurance, except as agreed in writing by the parties.
- (c) Each party is immediately responsible for any debts he or she incurs after the order is issued, whether by open account, credit card, loan, security interest or mortgage, except as agreed in writing by the parties.
- (d) Each party shall have access to all tax, financial, legal, and household records. Reasonable access to records shall not be denied without order of the court.

## 2.2 TEMPORARY ORDERS FOR PARTIES WITH MINOR CHILD(REN)

- (a) Each parent is restrained from changing the residence of the child(ren), medical provider, dental provider, daycare provider, pre-school or school of the child(ren) until further court order, except as agreed in writing by the parties.
- (b) Each parent shall ensure that the child(ren) are not exposed to negative comments about the other parent.

## 2.3 EFFECTIVE DATE OF ORDER

The Petitioner is subject to this order from the time of filing the action. **The Petitioner shall serve a copy of this on the other parties.** The other parties are subject to this order from the time that it is served. This order shall remain in effect until further court order.

Dated: \_\_\_\_\_  
Judge/Commissioner

### Appendix #3

## IN THE SUPERIOR COURT FOR THE STATE OF WASHINGTON IN AND FOR BENTON AND FRANKLIN COUNTIES

\_\_\_\_\_  
 and  
 \_\_\_\_\_  
 Respondent.

)  
 ) Case No. \_\_\_\_\_  
 )  
 ) DOMESTIC CASE SCHEDULE ORDER  
 ) (ORSCS)  
 ) LCR94.04W(c)(h)(1-2)(h-j)  
 )

I. SCHEDULE  
 (Week of \_\_\_\_\_)

|      |                                                                                                                                                                                                                                                                                                                               |                          |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| 1.   | Case Deadline - Parenting Seminars & Order re: Adequate Cause Required:                                                                                                                                                                                                                                                       | 2 MONTHS                 |
| 2.   | Case Deadline - Entry of Agreed Final Parenting Plan (if any) OR;                                                                                                                                                                                                                                                             | 4 MONTHS                 |
| 3.   | Case Deadline - Entry of GAL Order if NO Agreed Parenting Plan:                                                                                                                                                                                                                                                               | 4 MONTHS                 |
| 4.   | Case Deadline - Appraisal Report Due:                                                                                                                                                                                                                                                                                         | 4 MONTHS                 |
| 5.   | Case Deadline - Discovery Pursuant (???)                                                                                                                                                                                                                                                                                      | 4 MONTHS                 |
| 6.   | Case Deadline - Financial Declaration Due:                                                                                                                                                                                                                                                                                    | <b>4 MONTHS</b>          |
| 7.   | Case Deadline - Mediation (with or without children):                                                                                                                                                                                                                                                                         | 7 MONTHS                 |
| 8.   | Case Deadline - GAL Report Due:                                                                                                                                                                                                                                                                                               | 6 MONTHS                 |
| 9.   | Case Deadline - Additional Discovery Completed:                                                                                                                                                                                                                                                                               | 6 ½ MONTHS               |
| 10.  | Case Deadline - Petitioner's Position Statement due (with or without children):<br><a href="#">Domestic Case Forms - Benton County WA</a>                                                                                                                                                                                     | 1 week (Prior to STLCON) |
| 11.  | Case Deadline - Respondent's Position Statement due (with or without children):                                                                                                                                                                                                                                               | 2 days (Prior to STLCON) |
| *12. | <b>Court Appearance Required</b> - Settlement/Pretrial Conference - this is your notice: Check the Domestic Settlement Conference Docket, posted 1 week prior to the scheduled Settlement Conference date: <a href="#">Schedules and Calendars - Benton County WA</a> to see what time your Settlement Conference is set for. | <b>7 ½ MONTHS</b>        |
| 13.  | Case Deadline: Trial Witness & Exhibits Lists filed and served (with Exhibits):                                                                                                                                                                                                                                               | 8 ½ MONTHS               |
| *14. | <b>Court Appearance Required</b> - <u>TRIAL DATE</u> - this is your notice: Check the court's Daily Schedule after 5:00pm the day before your scheduled trial date: <a href="#">Schedules and Calendars - Benton County WA</a> to see if your trial is scheduled to proceed.                                                  | <b>9 MONTHS</b>          |

**\* PLEASE SEE ATTACHMENT FOR DETAILS REGARDING ITEMS 1 to 14**

### II. ORDER

IT IS ORDERED that all parties comply with the foregoing schedule.

Dated this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
SUPERIOR COURT JUDGE/COMMISSIONER

# CASE SCHEDULE ORDER ATTACHMENT AND NOTICE

**Please review your Case Schedule Order and note the following:**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| *You <u>will not</u> receive any further notice of your Court Hearings. Please see below for direction.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                          |
| Schedule item: *12                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Settlement Conference:</b> Please check the Domestic Settlement Conference Docket, posted 1 week prior to the scheduled Settlement Conference date, at the administration website: <a href="#">Schedules and Calendars - Benton County WA</a> to see what time your Settlement Conference is set for. |
| Schedule item: *14                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Trial Date:</b> Check the court's Daily Schedule after 5:00pm the day before your scheduled trial date: <a href="#">Schedules and Calendars - Benton County WA</a> to see if your trial is scheduled to proceed.                                                                                      |
| <b><u>If your case is uncontested</u></b> (both parties are in agreement) and there are no issues regarding spousal or child support and/or your parenting plan for cases with children, you can move forward on your own by scheduling an appointment with the Court Facilitator. The Facilitator can assist you with preparing your final orders and scheduling your court date to finalize your case. You can make this appointment at the Superior Court Clerk's office.                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                          |
| <b><u>If your case involves children</u></b> , you must complete a mandatory parenting seminar pursuant to LCR 94.06W. Information regarding the seminar can be found on the Administration Website at <a href="#">Parenting Seminars - Benton County WA</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                          |
| <b><u>If your case is contested</u></b> (you do not agree) please review below.<br>All parties shall be prepared to advise the Court regarding the following:<br><br><ol style="list-style-type: none"><li>1. The nature of all disputed issues.</li><li>2. The need for temporary orders.</li><li>3. The need for the appointment of a guardian ad litem and/or other professional(s).</li><li>4. The presence of allegations of domestic violence and/or child abuse.</li><li>5. The need for the appointment of a mediator pursuant to LCR 94.04W.</li><li>6. The status of property issues including the status of discovery, the disclosure of experts and the need for business valuations and/or other appraisals.</li><li>7. Any other issues affecting the timely disposition of the case.</li></ol> |                                                                                                                                                                                                                                                                                                          |
| <b>If you have not already done so, you are required by LCR 94.04 B(I)(e) to file and serve the opposing party with a copy of your Financial Declaration, together with the</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                          |

**following documents:**

1. Child Support Worksheets.
2. Tax returns and W-2 statements for the past two calendar years.
3. Partnership and corporate tax returns, if any, for the past two calendar years, to include all schedules and attachments.
4. Wage stubs for the past six months or since January 1 of the calendar year, whichever is greater.

## Appendix #4

IN THE SUPERIOR COURT FOR THE STATE OF WASHINGTON  
IN AND FOR BENTON AND FRANKLIN COUNTIES

|             |   |                                    |
|-------------|---|------------------------------------|
|             | ) |                                    |
| Petitioner, | ) | Case No.                           |
|             | ) |                                    |
| and         | ) | DECLARATION OF FINANCIAL DOCUMENTS |
|             | ) | GIVEN TO OPPOSING PARTY            |
|             | ) |                                    |
| Respondent. | ) |                                    |
|             | ) |                                    |

---

I am the Petitioner/Respondent. I provided the other party with a copy of the following required financial documents on \_\_\_\_\_ by causing them to be delivered via ☐ USPS, ☐ Hand Delivery by me or a third party, ☐ E-mail and/or ☐ Fax

Copies of the financial documents provided to the other party are as follows: **(check all that apply)**

- ☐ **Tax returns:** for the 2 years prior to the filing of this disclosure (personal and any other returns for which I have an interest);
- ☐ **Income documentation:** All documentation (such as paystubs) showing income of either party from any source for the past 6 months or since January 1 of the calendar year, whichever period is greater;
- ☐ **Mortgage Balances for Homes & Land You Own:** A copy of the most recent statement of balances due on any mortgages (or similar contract) related to any real property (whether in both parties name or one party's name alone);
- ☐ **Checking & Savings Accounts:** A copy of the last 6 months statements of balances for any accounts (checking, savings, etc.) (whether in both parties name or one party's name alone);
- ☐ **Credit Cards/Auto Loans/ALL Other Debts Statements:** A copy of the most recent statement of balances due on any debts due to any creditors (whether in both parties name or one party's name alone – loans, charge accounts, etc.);
- ☐ **Retirement Accounts (401k/Individual Retirement Accounts/Other)(if any):** A copy of the most recent retirement account statements for all retirement accounts showing any balances or retirement benefits for which I have an interest in (whether in both parties name or one party's name alone);
- ☐ **Life Insurance (if any):** A copy of the most recent life insurance account statements showing any balances or benefits for which I have an interest in (whether in both parties name or one party's name alone);
- ☐ A copy of any assets wherein there is a title for which I have an interest.

**If you did not provide one or more of the financial disclosures above, give your reasons below as to each disclosure you did not provide:**

---

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I declare under penalty of perjury under the laws of the state of Washington that the facts I have provided on this form are true.

Signed at: \_\_\_\_\_, WA      Date: \_\_\_\_\_

\_\_\_\_\_  
Petitioner/Respondent or  
Attorney of Record

***Important!* Do not attach financial records to this form. Financial records should be served on the other party and this form should be filled out and filed with the court.**

**Appendix #5**

**IN THE SUPERIOR COURT OF THE STATE OF WASHINGTON  
IN AND FOR BENTON AND FRANKLIN COUNTIES**

*In re: the marriage of*

*CLIENT*

*Petitioner,*

*and*

*CLIENT*

*Respondent.*

*Case No.: 00-0-00000-00*

***READ FIRST***

***Hearing date:*** \_\_\_\_\_

*The above titled case will:*

- ☐ *Go/No Go*
- ☐ *Agreed upon continuance to:* \_\_\_\_\_
- ☐ *Will be requested to be continued by:* ☐ *Moving* ☐ *Non-moving party*
- ☐ *Be struck*
- ☐ *Have an agreed upon order*

*Status of motion/Counsel conferred as follows:*

*Presented by:*

\_\_\_\_\_  
*---, WSBA #---*

*Attorney*

## Appendix #6

### POSITION STATEMENT

**Enclosed is a blank Position Statement. You must complete this document prior to your Settlement Conference. The original of this document must be completed and delivered to the Court Administrators Office, Attn: Domestic Case Manager, at least two days prior to the Settlement Conference date.**

**The mailing address is:     Benton Co. Superior Court Admin.  
                                     7122 W. Okanogan Place, Suite A130  
                                     Kennewick, WA 99336**

**You should make two copies. Keep a copy for yourself and send a copy to the other party.**

If this documentation is not completed, the presiding judge may impose a fine.

If your action is filed in FRANKLIN COUNTY, you must check in at the Franklin County Superior Court Clerk's Office.

If your action is filed in BENTON COUNTY, you must check in at the Benton County Superior Court Administrators office.

If you have any questions, please call the Superior Court Administrators office at 509-736-3071, x. 3172

**SUPERIOR COURT OF THE STATE OF WASHINGTON  
IN AND FOR BENTON AND FRANKLIN COUNTIES**

|            |   |                        |
|------------|---|------------------------|
|            | ) | Case No. _____         |
|            | ) |                        |
| vs.        | ) |                        |
|            | ) | POSITION STATEMENT OF: |
|            | ) |                        |
|            | ) | _____                  |
| Respondent | ) |                        |
| _____      | ) |                        |

**I. PERSONAL DATA**

Name: \_\_\_\_\_, Age \_\_\_\_\_ Occupation: \_\_\_\_\_

Marriage date: \_\_\_\_\_ Employer: \_\_\_\_\_

Separation date: \_\_\_\_\_ Gross monthly income: \_\_\_\_\_

Children's ages: \_\_\_\_\_ Net monthly income: \_\_\_\_\_

**II. SUGGESTED RESIDENTIAL TIME FOR CHILDREN**

With Father: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

With Mother: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**III. SUGGESTED CHILD SUPPORT**

If child support is at issue, complete and file an updated set of Washington State Child Support Worksheets. Based on current Worksheets, the presumptive amount of child support for \_\_\_\_\_ children is \$ \_\_\_\_\_ per month. Child support should be set at \$ \_\_\_\_\_ per month, because \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IV. SUGGESTED SPOUSAL MAINTENANCE**

If spousal maintenance is at issue, complete and attach the Monthly Expense Schedule, and page 1 of the Washington State Child Support Worksheets (showing income and deductions).  
Spousal maintenance of \$ \_\_\_\_\_ per month should be paid to the [ ] husband [ ] wife, until \_\_\_\_\_, because \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

## V. ASSETS AND DEBTS

If the other party *has not* yet filed a Position Statement: fill in and attach four separate schedules, listing each community asset, separate asset, community debts, and separate debt. For each item, insert your figures in the appropriate columns (for “Husband’s Position” or “Wife’s Position”).

If the other party *has* filed a Position Statement: on their four schedules, add your own figures for each item in the appropriate columns. If the other party omitted any assets or debts, add them to the appropriate schedule. Attach copies of your completed schedules.

Transfer your totals from the Community Assets and Community Debts schedules to this chart, showing your proposed divisions of community property and debt:

|                                   | To Husband | To Wife |
|-----------------------------------|------------|---------|
| Community Assets:                 |            |         |
| Community Debts:                  |            |         |
| Subtract Debts from Assets:       |            |         |
| Proposed judgment transfer (+/-): |            |         |
| FINAL TOTALS                      |            |         |

## VI. MONTHLY EXPENSES

MONTHLY EXPENSES OF \_\_\_\_\_ AND \_\_\_\_\_ DEPENDENTS:

### Housing:

Rent or house payment \$ \_\_\_\_\_  
Taxes and Insurance \$ \_\_\_\_\_  
\$ \_\_\_\_\_

### Utilities:

Heat (gas & oil) \$ \_\_\_\_\_  
Electricity \$ \_\_\_\_\_  
Water, sewer, garbage \$ \_\_\_\_\_  
Telephone \$ \_\_\_\_\_  
Cable \$ \_\_\_\_\_  
\$ \_\_\_\_\_

### Food and Supplies:

Food for \_\_\_\_\_ persons \$ \_\_\_\_\_  
Supplies (paper, tobacco, pets) \$ \_\_\_\_\_  
Meals eaten out \$ \_\_\_\_\_  
\$ \_\_\_\_\_

### Children:

Day care / babysitting \$ \_\_\_\_\_  
Clothing \$ \_\_\_\_\_  
Tuition (if any) \$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_

### Transportation:

Vehicle payments or leases \$ \_\_\_\_\_  
Vehicle insurance & license \$ \_\_\_\_\_  
Vehicle gas, oil, ordinary maintenance \$ \_\_\_\_\_  
Parking \$ \_\_\_\_\_  
\$ \_\_\_\_\_

Health Care:

Insurance \$ \_\_\_\_\_  
Uninsured dental, orthodontic, medical, eye care \$ \_\_\_\_\_  
\$ \_\_\_\_\_

Personal Expenses (not including children):

Clothing \$ \_\_\_\_\_  
Hair care / personal care \$ \_\_\_\_\_  
Clubs & recreation \$ \_\_\_\_\_  
Education \$ \_\_\_\_\_  
Books, newspapers, magazines, photos \$ \_\_\_\_\_  
Gifts \$ \_\_\_\_\_  
\$ \_\_\_\_\_

Miscellaneous:

Life insurance (if not deducted from income) \$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_

TOTAL MONTHLY EXPENSES: \$ \_\_\_\_\_

VII. OTHER FACTORS

List any other factors which you believe should be considered at the settlement conference, such as special income situations, physical disabilities, dependent children of other relationships, etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATED \_\_\_\_\_, by: \_\_\_\_\_

Attorney for \_\_\_\_\_ WSBA No. \_\_\_\_\_

I declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Signed at \_\_\_\_\_ on \_\_\_\_\_.  
[Place] [Date]

\_\_\_\_\_  
Signature of Party

\_\_\_\_\_  
Print or Type Name

This position statement is prepared for settlement purposes only.

**ASSETS and DEBTS –Use additional sheets if necessary**

| Asset/Debt                                        | Description of Asset/Debt | Related Asset # | <u>Husband's/Wife's Position</u> |            |         |
|---------------------------------------------------|---------------------------|-----------------|----------------------------------|------------|---------|
|                                                   |                           |                 | Balance at Date: _____           | To Husband | To Wife |
| 1                                                 |                           |                 |                                  |            |         |
| 2                                                 |                           |                 |                                  |            |         |
| 3                                                 |                           |                 |                                  |            |         |
| 4                                                 |                           |                 |                                  |            |         |
| 5                                                 |                           |                 |                                  |            |         |
| 6                                                 |                           |                 |                                  |            |         |
| 7                                                 |                           |                 |                                  |            |         |
| 8                                                 |                           |                 |                                  |            |         |
| 9                                                 |                           |                 |                                  |            |         |
| 10                                                |                           |                 |                                  |            |         |
| 11                                                |                           |                 |                                  |            |         |
| 12                                                |                           |                 |                                  |            |         |
| 13                                                |                           |                 |                                  |            |         |
| 14                                                |                           |                 |                                  |            |         |
| TOTALS (minus debts from assets for each column): |                           |                 |                                  |            |         |

**Appendix #7**

**IN THE SUPERIOR COURT OF THE STATE OF WASHINGTON  
IN AND FOR BENTON/FRANKLIN COUNTY**

Petitioner(s),

vs.

Respondent(s).

No.

**JOINT PRETRIAL  
STATEMENT & ORDER**

---

**STATEMENT**

Pursuant to LCR 94.04W(i)(4)(D), this Joint Pretrial Statement must be completed at the conclusion of the Settlement Conference. Failure to file this report or to appear at the Settlement Conference may result in the imposition of monetary sanctions, dismissal of the case, or entry of a default judgment. Failure to fully disclose all items required on this report may result in exclusion or restriction on use of evidence at trial. This is a joint report, requiring counsel to meet, confer and attempt to resolve differences in the matters addressed in the report. A copy of this report must be provided to the Court Administration office.

A. **MEETING:** The parties, whether pro se or by and through counsel, met at the Settlement Conference on \_\_\_\_\_ and could not settle the case and are prepared to proceed to trial.

B. **NATURE OF CASE:** (Provide a joint, brief, non-argumentative description of the case): \_\_\_\_\_  
\_\_\_\_\_

C. **TOTAL \* NUMBER OF TRIAL DAYS:** \_\_\_\_\_ days.

(\*Total of Petitioner's and Respondent's case.)

D. **LIST OF ISSUES WHICH ARE NOT IN DISPUTE:**



Residential Placement



Visitation



Other Parenting Plan Issue:

**Specify:** \_\_\_\_\_

- |                                                      |                                                           |                                              |
|------------------------------------------------------|-----------------------------------------------------------|----------------------------------------------|
| <input type="checkbox"/> Child Support               | <input type="checkbox"/> Spousal Maintenance              | <input type="checkbox"/> Attorney Fee's      |
| <input type="checkbox"/> Asset & Debt Classification | <input type="checkbox"/> Asset & Debt Allocation/Division | <input type="checkbox"/> Other Issues: _____ |

**E. LIST OF ISSUES THAT ARE DISPUTED:**

**(Issues not identified here may not be raised at trial without leave of the Court.)**

- |                                                      |                                                           |                                                                        |
|------------------------------------------------------|-----------------------------------------------------------|------------------------------------------------------------------------|
| <input type="checkbox"/> Residential Placement       | <input type="checkbox"/> Visitation                       | <input type="checkbox"/> Other Parenting Plan Issue:<br>Specify: _____ |
| <input type="checkbox"/> Child Support               | <input type="checkbox"/> Spousal Maintenance              | <input type="checkbox"/> Attorney Fee's                                |
| <input type="checkbox"/> Asset & Debt Classification | <input type="checkbox"/> Asset & Debt Allocation/Division | <input type="checkbox"/> Other: _____                                  |

**F. EXHIBITS & WITNESSES:** Pursuant to LCR 94.04W(i)(D), the exhibit and witness lists shall be filed and served, and exhibits served, no later than \_\_\_\_\_ before the trial date.

The Witness List shall (1) describe the type of witness (*i.e.* lay, treating, expert); (2) the witness's contact information including address, email and telephone number; (3) a brief statement of the nature of the witness's testimony; and (4) the estimated time for presentation of all direct and cross examination.

**ORDER**

IT IS HEREBY ORDERED that the Joint Pretrial Statement hereinabove is adopted as the Court's Order and is subject to enforcement as allowed by law and the applicable court rules and local court rules.

Dated this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

By: \_\_\_\_\_

JUDGE/COMMISSIONER  
Benton/Franklin Counties Superior Court

## Appendix #8

### Entry of Final Documents AFTER TRIAL

#### **Unless otherwise directed by the Trial Court Judge:**

Within thirty (30) days of the judge giving his or her written decision, the moving party (party who started the most recent petition) that started the action **shall** submit proposed final documents to the other (responding) party and then **follow A or B below**:

- A. **If the responding party does not agree to the proposed final documents, they have fifteen (15) days after they have received them to object** by delivering a copy of their proposed changes/objections to the other party.

Once the moving party receives the objections, the moving party shall mail their proposed final documents along with a copy of the objections and proposed changes from the other party, to the trial judge at Superior Court Administration, 7122 W. Okanogan Place, Suite A130, Kennewick, WA 99336.

If objections are made, the court may schedule a hearing, sign or modify the proposed documents.

- B. **If no objections are made within the thirty (30) day period**, the moving party may send the proposed final documents, along with proof that the proposed final documents were delivered to the other party, to the trial judge at Superior Court Administration, 7122 W. Okanogan Place, Suite A130, Kennewick, WA 99336.

The trial judge may sign the proposed final documents and forward them to the clerk for filing, **or** the trial judge may return the final documents, if missing information, to all the parties, noting the requested changes and additions.

Unless advised by the Court, or agreement of the parties, **if the moving party does not submit final documents within the thirty (30) days of trial**, the other party may do so and should schedule their case for Entry of Final Documents before the Trial Court Judge via a special set hearing (scheduled through Court Administration). The moving party should be notified of the hearing and should be given at least fourteen (14) days' notice of said hearing. Proof of such notice should be brought to the hearing, along with the prepared final documents.

**If the Trial Court Judge gives their Trial ruling by an oral ruling**, and a transcript is to be ordered, then the rules herein shall commence within 24 hours of the parties receiving the transcript of the Judge's oral ruling.

**If there is a pending issue post-Trial to be resolved via the regular domestic docket**, such as final orders of child support, then the rules herein shall still apply to the other final documents. Once the post-Trial issues are argued and a decision is provided by the Court the same application/process herein above shall commence within 24 hours of the final decisions related to those post-Trial issues.

**Any clarification of submission of finals** shall be submitted to the Trial Court Judge via Court Administration for further ruling/direction (the other party shall be copied on all communication to the Trial Court Judge).

**IF YOU DO NOT FOLLOW THE COURT RULE, YOU MAY BE SANCTIONED BY  
THE COURT.**

## Appendix #9

### FAMILY LAW DROP BOX INFO

**Only** use this drop box to submit documents to Court Administration for Family Law hearings that already have a specific hearing date set. DO NOT use this drop box to submit documents to the Clerk's office.

**IF** a specific court date is already set, you may use this drop box for:

1. Agreed Final Original orders which are signed by the parties
2. Bench copies of proposed orders from parties who cannot use the E-motion system.

**NO OTHER DOCUMENTS should be placed in this drop box. All other documents placed in this drop box are subject to being destroyed.**

ALL documents submitted in this drop box must have the coversheet below completed and attached

Attn: \_\_\_\_\_(judicial officer)                      Case number:\_\_\_\_\_

These are ☐ Agreed Final pleadings or ☐ Default Final Pleadings (check one) that are noted for the following docket:

☐ Benton County –

☐ \_\_\_\_\_(date) Domestic relations docket (Tues @ 1:30 pm)

☐ \_\_\_\_\_(date) Pro se/self-represented litigant docket (Tues @ 1:30 pm)

☐ Franklin County

☐ \_\_\_\_\_(date) Domestic relations docket (Monday @ 8:30 am)

☐ I have provided a copy for the Clerk to conform and return to me through legal process   or   ☐  
☐ I have provided a copy and a self-addressed stamped envelope for the Clerk to conform and to send to me through the US Postal Service   or   ☐ no copies are provided.

Date and Signed by: \_\_\_\_\_

Telephone number and Email \_\_\_\_\_

(This form is for informational purposes only and will not be filed with the Clerk or made a part of the Court file)

**Local Civil Rule 95.00W**  
**DOMESTIC RELATIONS WAIVER OF AGE TO MARRY**

Applications for waiver of minimum age to marry shall be made through the Juvenile Department of the Superior Court. Application shall contain such information and supporting documentation as may be prescribed by the Director of Juvenile Court. Before Court hearing, applicants must give evidence of completion of a program of premarital counseling by a licensed counselor, a counseling agency, or their rabbi, priest or minister, together with such counselor's recommendation, and shall be interviewed by a probation counselor of the Juvenile Department who may offer recommendations to the Court.

*[Adopted Effective April 1, 1986]*

**Local Civil Rule 96.00W**  
**CHANGE OF NAME OF STEPCHILD**

When a change of name to that of the stepfather is sought for a child under eighteen (18) years of age, notice must be given to the natural father in the manner of giving notice to a non-consenting parent in an adoption, and in addition, written consent will be required of any child over fourteen (14) years of age.

*[Adopted Effective April 1, 1986]*

**LOCAL SPECIAL PROCEEDINGS RULES (LSPR)**

**Local Special Proceedings Rule 98.18**  
**COURT-CREATED TRUSTS**

(a) Special Needs Trusts and Trust governed by SPR 98.16W shall be approved in accord with the following requirements:

(1) A copy of the proposed trust document, note for hearing and trustee's fee schedule shall be submitted to the Guardianship Monitoring Program one week in advance of the hearing. The entire matter may be presented Ex Parte with the Clerk's office, unless notice has been requested by another party.

(2) An independent Guardian Ad Litem, specifically qualified in the area of court-created trusts, must be appointed to evaluate the proposed trust unless:

(a) The Court has ordered that the trust be drafted by independent trust counsel; or

(b) The basis for eligibility for a special needs trust in a physical disability only and the adult beneficiary is competent. However, the Court may, in its discretion, appoint a Guardian ad Litem for an otherwise competent beneficiary if it determines that he or she may not fully appreciate all the issues involved in creating the trust.

(3) The proponent of a trust must identify any other roles expected for trustees or members of a trust advisory committee in the life of the beneficiary. This would include caregivers, professional advisors, family or others who might receive direct or indirect economic benefit from trust expenditures.

(4) The order approving the trust may only be entered in a file with a probate/guardianship type “4” case assignment number to facilitate tracking. The order must have space designated on the face page to highlight due dates for accountings and other required filings. The trust document must be filed in the Superior Court file.

(5) The trustee is required to furnish annual accountings to the Court for approval on notice to any interested parties.

(6) The trust may not provide for removal to another venue or jurisdiction without order of this Court.

(7) A parent of a minor beneficiary is not the sole trustee or, if co-trustee, is not able to authorize a trust disbursement without Court approval.

(8) The appointment of any successor trustee is subject to approval of the Court.

(9) A trustee, other than a bank or trust company, is required to post a bond in the full amount of trust funds not placed in blocked accounts.

(10) Amendment of the trust shall only be by order of this Court.

(11) The trustee must file an inventory with the Court within 30 days of the funding of the trust. An amended inventory must be filed within 30 days if additional funding, in excess of \$3,000, takes place after the filing of the initial inventory.

(12) The trustee must file with the Court an outline of the beneficiary’s projected needs and significant trust expenditures within 30 days of their appointment and annually at the time of each accounting to the Court.

(13) Annual reports shall be approved ex-parte through the Guardianship Monitoring Program (GMP).

(a) If an interested party requests a hearing, then either party shall note a hearing for review and approval of the annual report.

(b) If a hearing for approval of an annual report is noted, the GMP shall receive for review bench copies of annual reports at least one week prior to hearing.

*[Adopted Effective September 1, 2009; September 1, 2022]*

**Local Special Proceedings Rule 98.20**  
**GUARDIANSHIP/CONSERVATORSHIP INITIAL AND PERIODIC REPORTING –**  
**INVENTORIES, ACCOUNTINGS AND PERSONAL CARE PLANS**

(a) **Forms.** Parties are required to use the state guardianship/conservatorship forms if available for guardianship/conservatorship proceedings. See <https://www.courts.wa.gov/forms/?fa=forms.static&staticID=14#Guardianship>. The court provides additional forms for local practice. See [Guardianship Forms - Benton County WA](#)

(b) **Presentment**

(1) The original of any report, accounting or care plan shall be filed in the Clerk’s Office.

(2) A copy of the report, accounting or care plan shall be clearly marked “BENCH COPY” provided to the Superior Court Guardianship Monitoring Program together with an

original and one copy of a proposed order approving the report, accounting and/or care plan and a stamped, self-addressed envelope.

(3) Copies of any supporting documentation for accountings shall be provided to the Superior Court Guardianship Monitoring Program. This shall include hard copies of monthly bank statements, canceled checks or substitute images thereof provided by the financial institution, and receipts as appropriate. If the guardian/conservator of the estate is a bank or trust/agency company, it may file a computer printed statement of account in lieu of receipts or canceled checks. However, it must still complete the Guardian's/Conservator's Report, Accounting and Proposed Budget form. Guardians/Conservators shall retain copies of the supporting documentation for four (4) years. Upon request of the Court, supporting documentation shall be re-submitted to the Guardianship Monitoring Program.

**(b) Final Accounting.** Per our website – look at guidance document Submission of final

reports shall be done in accordance with the court's process and provided here: [Submission of Final Reports - Benton County WA](#).

- ii. Termination of Conservatorship Due to Death of Person Subject to Conservatorship – Obligations. Pursuant to RCW 11.130.570 (11) and (12), the Conservator shall file a final report and a petition for discharge with the Clerk and bench copies submitted to the Guardianship Monitoring Program at least 21 days before the order of discharge is presented to the Court.
  - (a) If an interested party requests a hearing, then either party shall note a hearing for review and approval of the petition for discharge.
  - (b) If a hearing for approval of a petition for discharge is noted, the GMP shall receive bench copies of the final report at least 21 days prior to hearing.
- iii. Termination of a Minor Conservatorship – Obligations. Pursuant to RCW 11.130.570(10), the Conservator shall file a final report and petition for discharge with the Clerk and bench copies submitted to Guardianship Monitoring Program at least 21 days before the order of discharge is presented to the court.
  - (a) If an interested party requests a hearing, then either party shall note a hearing for review and approval of the petition for discharge.
  - (b) If a hearing for approval of a petition for discharge is noted, the GMP shall receive bench copies of the final report at least 21 days prior to hearing.
- iii. Termination When Conservator is Removed or Resigns – Obligations. Pursuant to RCW 11.130.570 (10), the Conservator shall file a final report and petition for discharge with the Clerk and bench copies submitted to Guardianship Monitoring Program at least 21 days before the order of discharge is presented to the court.
  - (c) If an interested party requests a hearing, then either party shall note a hearing for review and approval of the petition for discharge.
  - (d) If a hearing for approval of a petition for discharge is noted, the

GMP shall receive bench copies of the final report at least 21 days prior to hearing.

**(c) Attorney of Record - Withdrawal.** The attorney representing the Conservatorship shall be considered the attorney of record until his or her withdrawal. Should the attorney representing the conservator of the estate choose to withdraw, the attorney must advise the court of the name and address of the party to be notified, should that be necessary, of a delinquent report, accounting or periodic personal care plan. The notice to the court shall be filed prior to the effective date of the withdrawal of the attorney.

**(d) Show Cause Hearings – Compliance with Reporting.**

(1) The Guardianship Monitoring Program office shall record all due dates for guardian/conservator's reports, and filings as set by the court. This shall include, but not be limited to an inventory, care plan, report and accounting or receipt for blocked account.

(2) Order to Show Cause – Failure to Timely File Reports. If reports and/or filings are not presented timely, an order to show cause on the appropriate docket shall be sent to the attorney of record for the guardian/conservator or the guardian/conservator if not represented. Appearance on the docket is mandatory. The attorney and/or the guardian/conservator shall have at least five (5) business days' notice, in accordance with CR 6, to appear.

- i. Attendance at Show Cause Hearing Attendance at the show cause hearing is mandatory unless the guardian/conservator files the required document(s) referenced in the order to show cause at least five (5) days in advance of the hearing date, and the GMP strikes or continues the hearing.
- ii. Sanctions Regarding Noncompliance. The Court has discretion and may then take appropriate action to address the noncompliance including, but not limited to: imposing monetary sanctions, increasing the bond, suspending the duties of the guardian/conservator, appointing a guardian ad litem, and/or removing the guardian/conservator or other appropriate sanctions.

(3) Order to Appear at Review Hearing – Deficient Reports/Other. If after initial review of a guardian's/conservator's report or other filing, it is found unacceptable by the Court, the guardian/conservator shall be notified of the additional information or corrective action required. Additionally, the Court may issue an order requiring the guardian/conservator to appear at a review hearing set on the appropriate docket to address identified deficiencies in the report or other issues related to the guardian's/conservator's duties. The Court may then take appropriate action to resolve any concerns regarding the guardian's/conservator's performance of their fiduciary duties.

- i. Attendance at Review Hearing. Attendance at the review hearing is mandatory.
- ii. Sanctions at Review Hearing. The court may then take appropriate action to resolve any concerns regarding the guardian's/conservator's performance of their fiduciary duties including but not limited to imposing monetary sanctions, increasing the bond, suspending the duties of the guardian/conservator, appointing a guardian ad litem/court visitor, and/or removing the guardian/conservator

*[Adopted Effective September 1, 2009; Amended September 1, 2013; September 1, 2015; September 1, 2016; September 1, 2021; September 1, 2022]*

Local Special Proceedings Rule 98.25

PROBATE & GUARDIANSHIP/CONSERVATORSHIP DOCKET PROCEDURES

- (a) Docket Date/Time.** The Probate & Guardianship/Conservatorship Docket will be heard at dates and time as determined by the Court and published on the Court’s website.
- (b) Court Forms.** Parties are required to use the Washington Pattern Court forms.
- (c) Minor Guardianship:**
  - a.** When a Petition for Minor Guardianship is filed, the Clerk shall issue “Local Court Instructions” and provide a copy to the Petitioner at the time of filing. Petitioner is required to serve the “Local Court Instructions” on all parties requiring service.
  - b.** Orders re: CPS Records may be submitted on the ex-parte docket.
  - c.** Parties who are eligible to request appointment of an attorney at public expense per RCW 11.130.200, may request the appointment of counsel in a written motion or at a hearing and shall be prepared to provide written contact information to court staff or to the Office of Public Defense.
  - d.** An “Order Setting Case Schedule” shall be issued by the Court when a case is contested by one or more parties AND the following actions are complete:
    - i. Washington State Patrol Criminal history report(s) of proposed guardian(s) and all adults residing in the proposed guardian’s home filed in the court file; and
    - ii. Order issued re: DCYF/CPS reports has been filed; and
    - iii. Proof of service on all parties requiring service has been filed; and
    - iv. Court Visitor Appointed; and
    - v. Any other item the court determines necessary prior to entry of a scheduling order.
  - e.** Minor Guardianship Trials are prioritized as family law matters and parties are instructed to check the daily schedule the day prior to trial confirm trial.
  - f.** When a Court Visitor or a Guardian Ad Litem (GAL) is ordered by the Court, the Petitioner shall immediately contact the Registry Manager at Court Administration to obtain the next three (3) names on the rotation, contact those individuals in the order provided, advise the Registry Manager who has accepted, prepare the Order Appointing Court Visitor/GAL and submit the Order Appointing Court Visitor/GAL to the Court for approval, either via ex-parte or on regular docket.
- (d) Notice of Issue/Note for Motion Docket.**
  - i.** The Notice of Issue/Note for Motion Docket shall designate in the caption whether the matter is “under ten” or “over ten.” The parties may waive oral argument. (LCR 7(b)(7)(K)). A party desiring oral argument shall so indicate by including the words “ORAL ARGUMENT REQUESTED” in the caption of its motion or responsive memorandum.

- ii. The moving party's e-mail address, for use by Court Administration, must be provided below the party's signature on the Notice of Issue/Note for Motion docket. The responding party's e-mail address, for use by Court Administration, must be provided below the party's signature line on the responsive memorandum.

**(e) Timelines for Filing Motions Other than Summary Judgment Motions.**

- i. The moving party shall file with the Clerk and serve the opposing party/counsel the motion, note for motion dockets, proposed order and all supporting documents: a. In Benton County no later than twelve (12) calendar days prior to hearing date. b. In Franklin County no later than ten (10) calendar days prior to the hearing date.
- ii. The opposing party's response must be filed and served no later than noon: a. In Benton County on the Thursday of the week immediately preceding the week the hearing is scheduled. b. In Franklin County on the Friday of the week immediately preceding the week the hearing is scheduled.
- iii. Documents filed in strict reply to the response must be filed and served no later than noon: a. In Benton County on the Monday of the week the hearing is scheduled. b. In Franklin County on the Tuesday of the week the hearing is scheduled.
- iv. The Court will not consider any issues raised for the first time in the strict reply document.
- v. Except as stated in subparagraph e, the deadlines for filing and confirming summary judgment motions shall be as set forth in CR 56 and LCR 56.

**(f) Service by E-Mail.** Attorneys may serve other attorneys via email and may serve non-attorney litigants via email only with the consent of the non-attorney litigant in writing or by email.

**(g) Proposed Orders – Required.** Every party must submit a proposed order with the motion or response. The word “Proposed” must be in the title of the document. The Clerk shall file proposed orders. Litigants shall upload proposed orders to eMotion and for GUARDIANSHIP/CONSERVATORSHIP/PROBATE cases email Word versions of proposed order to Court Administration at : [courtadmin@co.benton.wa.us](mailto:courtadmin@co.benton.wa.us). A copy of any email message sent to Court Administration shall be sent to all opposing attorneys and/or as applicable all unrepresented litigants.

**(h) Bench copies – Required.** Bench copies of all documents shall be submitted via eMotion, no later than noon on the date the reply is due. Litigants are encouraged to upload to eMotion earlier. If a party/counsel is unable to access eMotion, bench copies of all documents related to a hearing shall be dropped off at Court Administration at the Benton County Justice Center no later than noon on the date the reply is due and shall detail the hearing date and time on the first page of the documents in the top right-hand corner.

**(i) Read First.** The moving party shall confirm the motion by completing and filing on eMotion a “READ FIRST” document, as follows: **See Appendix #1 - READ FIRST**

- i. Confirmation will not be effective unless this procedure is used. All cases that are confirmed will be either argued or an agreed order shall be entered. All cases that are not confirmed will be either stricken or continued.

- ii. If the moving party fails to appear after confirming the motion, the court may strike the motion, deny the motion, impose terms, and/or order any other relief the court deems appropriate. If the responding party fails to appear, the court may grant the relief requested.
- (j) **Order of Dockets.** The dockets will be called in order of the cases listed. All participants for each case are to be connected and ready at the time their hearings begin.
- (k) **Striking of Motions Before Docket Day.** Moving parties may strike guardianship/conservatorship/probate hearings, for Benton County matters, by calling the Guardianship/Conservatorship/Probate Clerk or by sending an email to [clerk@co.benton.wa.us](mailto:clerk@co.benton.wa.us), no later than Monday at 12:00pm. For Franklin County matters, email to [civilclerk@co.franklin.wa.us](mailto:civilclerk@co.franklin.wa.us) no later than Tuesday at 12:00pm.
- (l) **Orders.** If an order is not signed at the hearing on a matter, entry of the order shall be as follows:
  - iv. **Submission.** Within seven (7) days after the decisions rendered, the prevailing party shall send a proposed order to the opposing counsel and/or unrepresented party. If the prevailing party fails to submit proposed order in a timely manner, the other party may do so, and shall send it to the opposing counsel and/or unrepresented party.
  - v. **Objections.** If the party who did not initially prepare the proposed order objects to it, that party shall, within five (5) days after receipt of the same, deliver to the other party a pleading outlining the objections, and proposed substitute order. Upon receipt of same, the party who initially prepared the proposed order shall send the initial order, the substitute order and the pleading outlining the objections to the judge, file the documents with the clerk, and give notice of that action to the other party. The judge may enter an order as proposed or as modified by the judge or set the matter for hearing.
  - vi. **Entry of Order.** If there are no objections received within the five (5) day period aforesaid, the party who initially prepared the order shall send it to the judge who shall forthwith sign the initial proposed order, forward it to the Clerk for filing, and cause conformed copies to be sent to all counsel and/or unrepresented parties.

*[Adopted Effective September 1, 2021; September 1, 2022]*

**Appendix #1:**

**IN THE SUPERIOR COURT OF THE STATE OF WASHINGTON  
IN AND FOR BENTON AND FRANKLIN COUNTIES**

*In re: the marriage of*

*CLIENT*

*Petitioner,*

*and*

*CLIENT*

*Respondent.*

*Case No.: 00-0-00000-00*

***READ FIRST***

***Hearing date:*** \_\_\_\_\_

*The above titled case will:*

- ☐ *Go/No Go*
- ☐ *Agreed upon continuance to:* \_\_\_\_\_
- ☐ *Will be requested to be continued by:* ☐ *Moving* ☐ *Non-moving party*
- ☐ *Be struck*
- ☐ *Have an agreed upon order*

*Status of motion/Counsel conferred as follows:*

*Presented by:*

\_\_\_\_\_  
*---, WSBA #---*

*Attorney*

**LOCAL SPECIAL PROCEEDINGS 98.30**  
**Unlawful Detainer Cases – Eviction Resolution Program**

The Court may adopt an eviction resolution program (ERP) by issuing a standing order. Show Cause hearings in unlawful detainer cases may be continued at the court’s discretion to afford the tenant an opportunity to obtain counsel.

*[Adopted Effective September 1, 2021]*

**LOCAL GUARDIAN AD LITEM/COURT VISITOR RULES**

**Local Guardian Ad Litem/Local Court Visitor Rule 1**  
**SCOPE**

(a) This rule covers the maintenance and administration of the Guardian ad Litem and Court Visitor Registries maintained by Superior Court Administration pursuant to RCW 4.08.060 as amended, RCW 8.25.270 as amended, RCW 11.88.090 as amended or, if repealed, then pursuant to applicable law if any, Superior Court Guardian ad Litem Rules GALR/CV Rules as amended, and RCW 26.12/RCW 11.130.155 as amended; and the GAL registry maintained by the Juvenile Court Administrator’s office pursuant to RCW 13.34 as amended.

(b) These rules shall be supplemented by administrative rules and policies adopted by the Court.

*[Adopted Effective September 1, 2003; Amended Effective September 1, 2013; September 1, 2016; September 1, 2021; September 1, 2022]*

**Local Guardian Ad Litem/Court Visitor Rule 2**  
**Registry Administration**

(a) The Court shall maintain and administer Guardian ad Litem/Court Visitor registries for Guardianship/Conservatorship, and Family Law. These registries shall not include Adoption Guardians ad Litem, Juvenile Court Guardians ad Litem, or Court Appointed Special Advocates, which shall continue to be administered independently by their respective programs. These requirements and procedures also apply to persons not listed on a registry who are appointed to serve as a Guardian ad Litem in a field for which there is a registry.

(b) The Court shall maintain a completed application form, and background information records pertaining to each person on a registry. Persons listed on a registry or registries shall reapply and update background information annually on a date specified for each registry. Background Information Records, shall be available for public inspection to the extent required by law.

(c) Persons shall be selected to serve on each registry at the discretion of the Court giving due consideration to: (a) having a sufficient number of Guardians ad Litem/Court Visitor available to fulfill the requests for appointment; (b) achieving and maintaining a high level of knowledge, skill and competence within each given field. In some cases there may be more qualified applicants than will be needed or would benefit the program, so that not all persons applying will be selected.

(d) The Court may sponsor or approve training which registry applicants shall be required to attend to maintain and improve their level of proficiency. Title 11 Guardian ad Litem/Court Visitor registry applicants must complete any training required by RCW 11.130.155 as amended or, if repealed, as required by applicable law if any, prior to placement of the applicant's name on the guardian ad litem/court visitor registry.

(e) Each registry may be reconstituted periodically. The Court may remove persons listed on a registry and allow additional applicants to be added to a registry at the discretion of the Court.

(f) The Court may impose an application fee and/or charge a fee for the training programs.

*[Adopted Effective September 1, 2003; Amended Effective September 1, 2004; September 1, 2015; September 1, 2017; September 1, 2018; September 1, 2021; September 1, 2022]*

### **Local Guardian Ad Litem Rule 5 APPOINTMENT OF GUARDIAN AD LITEM/COURT VISITOR**

**(a) Equitable Distribution of Workload/Appointment of Guardian ad Litem/Court Visitor from registry.**

(1) *Guardianship/Conservatorship (Title 11) Registry*

(A) A party needing an appointment of a Guardian ad Litem (GAL)/Court Visitor (CV) from the Guardian ad Litem/Court Visitor registry shall provide by e-mail, fax or letter a written request to the Superior Court Administration, which office shall, except in extraordinary circumstances, provide to the requesting party a Notice of GAL/CV Rotation which lists the names of the next three (3) Guardians ad Litem or Court Visitors whose names appear next on the Registry and meets the requirements of RCW 11.130.155 as amended or, if repealed, the applicable law if any.

(B) The requesting party shall contact the GALS/CVS in the order listed to determine their availability and suitability to the appointment. Once a GAL/CV has accepted the appointment, the requesting party shall return the Notice of GAL/CV Rotation form to Court Administration with the name of the selected GAL/CV indicated clearly on the form.

(C) The Guardian ad Litem/Court Visitor appointed shall serve upon the parties a Statement of Qualifications in conformance with RCW 11.130.280 and RCW 11.130.380 as amended or, if repealed, the applicable law if any.

(D) Guardians ad Litem/Court Visitor appointed pursuant to RCW Title 11 shall be compensated in accordance with the law in the event it is shown by motion supported by affidavit that the county should be responsible for such costs, the fees shall not exceed \$1,750.00 per case except as otherwise provided herein. If additional fees beyond the \$1,750.00 per case are requested such request shall be by a separate motion supported by appropriate affidavits and shall be made before fees beyond \$1,750.00 are incurred; failure to get pre-approval shall result in waiver of all such fees exceeding the \$1,750.00 fee cap. The order authorizing disbursement of County funds shall provide that those fees shall be reimbursed to the county in the event the estate obtains, within a reasonable period of time, sufficient assets.

(E) Should any person appointed herein fail to accept such appointment more than twice in a calendar year, or fail to accept a County pay appointment if the Guardian ad

Litem/Court Visitor is selected on the rotational registry, such persons name will be deleted from the registry at the Court's discretion.

(2) *Family Law (Title 26) Registry.*

Guardians ad Litem appointed pursuant to RCW Title 26 shall be appointed in the following manner:

(A) Upon either the motion of the Court or a party to an action and subsequent decision of the Court to appoint a Guardian ad Litem, each party to the action shall request a strike list from the registry, using the form Title 26 GAL Strike List Request located at: [Title 26 Guardians ad Litem - Benton County WA](#). Each party to the action will then be provided with a strike list of three names randomly selected from the registry along with background information as specified in RCW 26.12.175(3), including their hourly rate for services. Each party may, within seven (7) judicial days, strike one name from the list. If more than one name remains on the list, the Court shall select the first named Guardian ad Litem not stricken by a party. In the event all three names are stricken, the Court shall select the alternate named Guardian ad Litem on the list as placed on the list pursuant to section (C) below. Parties shall file the Benton and Franklin Counties Order Appointing Guardian ad Litem within thirty (30) days of the selection by the Court. The Order Appointing Guardian ad Litem can be located at [Title 26 Guardians ad Litem - Benton County WA](#). Guardian ad Litem retainer fee and intake packets must be received by the Guardian ad Litem prior to the filing of the Order Appointing Guardian ad Litem. The Guardian ad Litem shall immediately begin their work upon filing of the Order Appointing Guardian ad Litem.

Additionally, for each strike list issued, one additional name shall be randomly selected as the alternate Guardian ad Litem.

(B) The Court may, for good cause and upon written finding, appoint a specific Guardian ad Litem to a case upon recommendation of the parties. Good cause may include expertise in a particular area, previous appointment of a Guardian ad Litem to the specific case, or such other reason as determined by the Court. The hourly rate for services charged by a Guardian ad Litem does not constitute good cause for the appointment of a specific Guardian ad Litem upon recommendation of the parties.

(C) Title 26 Guardians ad Litem are required to accept up to two (2) county-paid abuse and neglect cases in a calendar year. Appointments shall be made in alphabetical rotation in the event that the Court's Family Court Investigator (FCI) is unable to accept the case. Failure to accept county-paid appointments may result in removal from the Registry at the Court's discretion.

**(b) Procedure to Address Complaints by Guardians ad Litem.** Complaints by Guardians ad Litem regarding registry or appointment matters shall be made in writing and be addressed to the Court Administrator. The Administrative Presiding Judge, Assistant Administrative Presiding Judge or Court Administrator shall provide written response to the complainant within 45 business days of receipt of the complaint.

*[Adopted Effective September 1, 2002; Amended Effective September 1, 2003; September 1, 2004; September 1, 2009; September 1, 2010; September 1, 2011; September 2, 2014; September 1, 2015; September 1, 2017; September 1, 2018; September 1, 2021; September 1, 2022]*

**Local Guardian Ad Litem/Court Visitor Rule 7**  
**GRIEVANCE PROCEDURE**

**(a) Purpose Statement.**

The procedure for handling grievances and/or imposing discipline against a Guardian ad Litem/Court Visitor provided hereunder are intended to facilitate a process which is fair, expedited, and protective of all participants as well as respectful of judicial time and resources.

**(b) Procedures for Filing a Grievance.**

(1) Only a party to a case may file a grievance against a Guardian ad Litem/Court Visitor. Grievances against Guardians ad Litem/Court Visitor shall be made in writing, be signed under the penalty of perjury, and be addressed to the Court Administrator. Neither the grievance nor any documentation related to the grievance, including a decision on the grievance, shall be filed in the court file.

(2) The grievance must include the following information:

- A. The name, mailing address, telephone number, and e-mail address (if any) of the party filing the grievance;
- B. The case number and case name;
- C. The name of the judge or court commissioner hearing the case;
- D. The trial date;
- E. Whether the party filing the grievance has discussed the grievance with the Guardian ad Litem/Court Visitor
- F. What action the Guardian ad Litem/Court Visitor has taken to address the grievance;
- G. Which provision of the Order Appointing Guardian ad Litem/Court Visitor or of these rules the party filing the grievance is claiming the Guardian ad Litem/Court Visitor has violated;
- H. A complete statement of the specific facts underlying each alleged violation, as set forth in subsection (3) below;
- I. What the party filing the grievance is requesting be done to correct the problem complained of and why.

(3) The grievance must state with specificity the act or failure to act of concern to the complaining party as it relates to the grounds outlined below which are also grounds for denial of listing on, removal from or temporarily suspending the Guardian ad Litem/Court Visitor from the registry:

- A. There has been a violation of the Guardian ad Litem/Court Visitor Code of Conduct,
- B. There has been a misrepresentation of his or her qualification to be a Guardian ad Litem/Court Visitor, or
- C. Has not met the annual update requirements set forth in LGAL rule 2(b); or
- D. Any reason that would place the suitability of the person to act as Guardian ad Litem/Court Visitor in question, including, but not limited to the following:
  - i. Breach of confidentiality.
  - ii. Falsifying information on the application.

- iii. Falsifying information in a Court report.
- iv. Failure to report abuse of a child.
- v. Ex-parte communication.
- vi. Representing the court in a public forum, without prior approval of the Court.
- vii. Violation of state, or local laws, rules of the policy, while a Guardian ad Litem/Court Visitor.
- viii. Dissemination of Bi-Pen (Bi-County Police Information) records.

**(c) Initial Screening of Grievance.**

The Court Administrator shall forthwith forward the grievance to the Administrative Presiding Judge for initial screening. If it is clear on the face of the grievance that the grievance is without merit, the Administrative Presiding Judge shall dismiss the grievance, providing a copy of such dismissal to the complaining party and the affected Guardian ad Litem/Court Visitor. The Administrative Presiding Judge shall endeavor to complete the initial screening within fourteen (14) days of filing of the grievance. The matter will be closed and the grievance shall be held as a confidential, sealed record in the files of the Court Administrator unless merit has been found.

**(d) Grievances Filed During the Pendency of a Case.**

(1) If a grievance is not dismissed under section (c) and the grievance pertains to a pending case or if trial in the pending case is underway, the Court Administrator shall, within three (3) business days of receipt, forward the grievance to the Administrative Presiding Judge or if trial is underway, to the judicial officer assigned to hear the trial, to handle the grievance, with a copy being sent to the affected Guardian ad Litem/Court Visitor.

If the grievance is forwarded to the Administrative Presiding Judge, he/she shall assign responsibility for the investigation and decision on the grievance to the Administrative Presiding Judge, the Assistant Administrative Presiding Judge, another judicial officer, or a committee composed of three (3) judicial officers of the Administrative Presiding Judge's choosing. Whomever the grievance is forwarded to shall be known as the "judicial officer for the grievance".

(2) The Guardian ad Litem/Court Visitor shall be allowed to file a response to the grievance within fourteen (14) days of receiving notice from the court by forwarding a copy of the response to the complaining party with the original response being sent to the Court Administrator who will deliver same to the judicial officer for the grievance. In addition, an appropriate investigation may be made by the judicial officer, including, but not limited to, interviews with the complainant, the Guardian ad Litem/Court Visitor, and other persons with relevant knowledge.

(3) Upon receipt of the response from the Guardian ad Litem/Court Visitor or upon passage of the fourteen (14) day response period, whichever is sooner, the judicial officer assigned to grievance shall review the response, complete the investigation and thereafter issue a final written or oral disposition of the matter. The judicial officer for the grievance will endeavor to issue a final decision within no later than forty-five (45) days after the filing of the grievance.

The original of a written disposition or a transcript of an oral disposition shall be placed in the confidential grievance file with copies of the written disposition being forwarded to the complaining party and to the Guardian ad Litem/Court Visitor.

(4) If the final disposition is that the grievance should be dismissed, the procedure

with regard to retention of the grievance set forth in section (c) above shall be followed. If, as part of the final disposition, there has been a finding that the grievance was not brought in good faith or was otherwise frivolous or designed to impact the pending proceedings through increased costs to the other party or Guardian ad Litem/Court Visitor, terms in the form of costs or other sanctions may be imposed against the grieving party.

(5) If, upon a finding by a preponderance of the evidence that one or more of the grounds in section (b)(2) have been established, and the final disposition is that the grievance was brought in good faith and has been determined to be well-founded, there shall be a method of discipline to be imposed upon the Guardian ad Litem/Court Visitor set forth in the disposition which shall take effect immediately. Accepted forms of discipline shall consist of one or more of the following: (1) a verbal or written reprimand, (2) removal from the pending case; (3) suspension of the Guardian ad Litem/Court Visitor from the registry for a period not to exceed one (1) year; (4) suspension of the Guardian ad Litem/Court Visitor from the registry until such time as the Guardian ad Litem/Court Visitor has provided satisfactory proof of completing additional training in a specific area described in the disposition; (5) imposition of terms in the form of costs or other monetary sanctions; and/or (6) permanent removal of the Guardian ad Litem/Court Visitor from the registry for Title 11, Title 13, and/or Title 26 cases.

If the discipline imposed is permanent removal from any Guardian ad Litem/Court Visitor registry, notification of same shall be forwarded to the Office of the Administrator for the Courts for circulation to other counties. The grievance file shall include the original grievance, the Guardian ad Litem's/Court Visitor's response, and the written initial and final dispositions of the matter and shall be maintained by the Court Administrator for a period for no less than six (6) years.

(6) A Guardian ad Litem/Court who ceases to be on the registry and who still has active or incomplete cases shall immediately report this circumstance to the Court Administrator who will forthwith reassign such cases.

(7) Timelines stated herein may be modified by the Administrative Presiding Judge or judicial officer for the grievance for good cause. In calculating times, items mailed shall be deemed received by the addressee three (3) days after the date of mailing.

**(e) Grievances Filed After the Conclusion of a Case or After Discharge of the Guardian ad Litem/Court Visitor.**

If the grievance pertains to a case in which final orders have been entered or an order discharging the Guardian ad Litem/Court Visitor has been entered, the Court Administrator shall, within three (3) business days, forward the grievance to the judicial officer who presided over the trial in the case or who signed the final orders/order of discharge which a copy to the affected Guardian ad Litem/Court Visitor, as the judicial officer for the grievance.

Thereafter, the procedures set forth in section (d) shall be followed.

**(f) Interim Suspension for Grievances handled under sections (d) and (e).**

For all grievances received and processed under sections (d) and (e) above, at the discretion of the Administrative Presiding Judge or the judicial officer for the grievance as set forth in this rule, the Guardian ad Litem's/Court Visitor's participation in the registry may be suspended pending resolution of the grievance.

A Guardian ad Litem/Court Visitor whose participation is suspended pending resolution and who still has active or incomplete cases shall immediately report this circumstance to the

Superior Court Administrator who may reassign such cases upon instruction from the judicial officer assigned to the grievance.

**(g) Reconsideration of Decision Under Sections (d) and (e).**

A Guardian ad Litem/Court Visitor seeking reconsideration of the decision shall do so in writing to the Superior Court Administrator, who shall forward the request and supporting documents to the judicial officer for the grievance for final decision. The Guardian ad Litem/Court Visitor shall be notified in writing of the final decision.

*[Adopted Effective September 1, 2002; Amended Effective September 1, 2003; September 1, 2010, September 2, 2014; September 1, 2015; September 1, 2017; September 1, 2022]*

**LOCAL MANDATORY ARBITRATION RULES**

**Local Mandatory Arbitration Rule 1.1**

**APPLICATION OF RULES**

The purpose of mandatory arbitration of civil actions under RCW 7.06 as implemented by the Mandatory Arbitration Rules is to provide a simplified and economical procedure for obtaining the prompt and equitable resolution of disputes involving claims not exceeding one hundred thousand dollars (\$100,000). The Mandatory Arbitration Rules as supplemented by these local rules are not designed to address every question which may arise during the arbitration process and the rules give considerable discretion to the arbitrator. The arbitrator should not hesitate to be informal and expeditious, consistent with the purpose of the statute and rules.

*[Adopted Effective September 1, 1996; Amended Effective March 1, 1997; September 1, 2003; January 1, 2006; September 1, 2018]*

**Local Mandatory Arbitration Rule 1.2**

**MATTERS SUBJECT TO ARBITRATION**

By implementation of these rules the Superior Court of Washington for Benton and Franklin Counties authorizes mandatory arbitration under RCW 7.06.010, and approves such arbitration in civil actions in which no party asserts, on the party's own behalf, a claim in excess of one hundred thousand dollars (\$100,000) exclusive of interest, attorney's fees, and costs under RCW 7.06.020 as amended.

*[Adopted Effective September 1, 1996; Amended Effective March 1, 1997; January 1, 2006; September 1, 2018]*

## **Local Mandatory Arbitration Rule 2.1 TRANSFER TO ARBITRATION**

**(a) Statement of Arbitrability.** In every civil case, following the commencement of the action, but no later than the date set forth in the case schedule order pursuant to LCR 4 or for cases filed on or before December 31, 2000 where no case schedule order has been issued, no later than sixty (60) days prior to a properly noted and set trial, any party may, upon the form prescribed by the court and maintained in Court Administration, complete a statement of arbitrability. The statement of arbitrability shall be filed in the Superior Court Clerk's Office and a duplicate copy delivered to Court Administration and the opposing party or parties. A party failing to file and serve a statement of arbitrability within the time prescribed shall be deemed to have waived arbitration, and may subject the matter to mandatory arbitration thereafter only upon leave of the court for good cause shown.

**(b) Response to Statement of Arbitrability.** Any party disagreeing with the statement of arbitrability shall serve and file a response on the form prescribed by the Court and maintained in Court Administration. A duplicate copy of the response shall be delivered to Court Administration. In the absence of such a response, the statement of arbitrability shall be deemed correct. Any response opposing the statement of arbitrability shall be filed within 10 court days after receipt of the statement of arbitrability. A notice of issue shall be filed with any response objecting to the statement of arbitrability, noting the matter for hearing on the issue of arbitrability within 10 court days of filing the response.

**(c) Failure to File – Amendments.** A person failing to serve and file an original response within the times prescribed may later do so only upon leave of the court. A party may amend a statement of arbitrability or response at any time before assignment of an arbitrator or assignment of a trial date, and thereafter only upon leave of the court for good cause shown.

**(d) When Transfer to Arbitration Occurs for Purposes of Application of Local Rules.** The case is transferred to arbitration upon the filing of a statement of arbitrability indicating that the case is subject to arbitration unless an objection to arbitration of the case is received within the time limits found in LMAR 2.1(b). This transfer shall also trigger the restriction on discovery contained in MAR 4.2 and LMAR 4.2.

**(e) Civil Case Schedule Order Stricken.** Any civil case schedule order entered in an action pursuant to LCR 4 shall be stricken upon the filing of a statement of arbitrability unless an objection to arbitration of the case is received within the time limits found in LMAR 2.1(b) in which event the civil case schedule order shall be stricken upon issuance of an order directing the case to mandatory arbitration following a hearing on the objection.

*[Adopted Effective September 1, 1996; Amended Effective September 1, 1998; September 1, 1999; September 1, 2002; September 1, 2003; September 1, 2011; September 1, 2015; September 1, 2021]*

## **Local Mandatory Arbitration Rule 2.3 ASSIGNMENT TO ARBITRATOR**

**(a) Generally; Stipulations.** When a case is transferred to arbitration, but not less than ninety (90) days following filing and service on all parties subject to arbitration, a list of five proposed arbitrators will be furnished to all parties. A master list of arbitrators will be made

available upon request. The parties are encouraged to stipulate to an arbitrator. In the absence of a stipulation, the arbitrator will be chosen from among the five proposed arbitrators in the manner defined by this rule. If the parties stipulate to an arbitrator who is not one of the five proposed arbitrators, they must obtain the arbitrator's consent to appointment prior to submitting the stipulation to the Court.

**(b) Response by Parties.** Each party may, within 10 court days of the date mailed by the court, after a list of proposed arbitrators is furnished to the parties, nominate one or two arbitrators and strike one or two arbitrators from the list. If both parties respond, an arbitrator nominated by both parties will be appointed. If no arbitrator is nominated by both parties, Court Administration will randomly appoint an arbitrator from among those not stricken by either party.

**(c) Response by Only One Party.** If only one party responds within 10 court days of the date mailed by the court, Court Administration will appoint an arbitrator nominated by that party.

**(d) No Response.** If neither party responds within 10 court days of the date mailed by the court, Court Administration will randomly select and appoint one of the five proposed arbitrators.

**(e) Additional Arbitrators for Additional Parties.** If there are more than two adverse parties, at least two additional proposed arbitrators shall be added to the list with the above principles of selection to be applied. The number of adverse parties shall be determined by Court Administration, subject to review by a superior court judge.

**(f) List of Proposed Arbitrators.** Parties do not have to serve choices upon each other and Court Administration must keep selections confidential. Court Administration must retain returned lists of proposed arbitrators until the time for appeal has expired or a request for trial de novo is received, whichever is sooner.

*[Adopted Effective September 1, 1996; Amended Effective September 1, 1998; September 1, 2006; September 1, 2021]*

### **Local Mandatory Arbitration Rule 3.1 QUALIFICATIONS OF ARBITRATORS**

**(a) Arbitration Panel.** There shall be a panel of arbitrators in such numbers as the administrative committee may from time to time determine. A person desiring to serve as an arbitrator shall complete an information sheet on the form prescribed by the Court. A list showing the names of arbitrators available to hear cases and the information sheets will be available for public inspection in Court Administration. The oath of office on the form prescribed by the Court must be completed and filed prior to an applicant being placed on the panel.

**(b) Qualification.** Unless otherwise stipulated, an arbitrator must be a member of the Washington State Bar for 5 years or a retired judge.

**(c) Refusal; Disqualification.** The appointment of an arbitrator is subject to the right of that person to refuse to serve. An arbitrator must notify Court Administration within three court days of receipt of the notice of appointment if refusing to serve or if any cause exists for the arbitrator's disqualification from the case upon any of the grounds of interest, relationship, bias or prejudice set forth in CJC Canon 3(c) governing the disqualification of Judges. If

disqualified, the arbitrator must immediately return all materials in a case to Court Administration. A party may challenge the qualifications of an arbitrator by motion to the Court if the motion is made within 10 court days of the appointment of the arbitrator.

*[Adopted Effective September 1, 1996; September 1, 2003; September 1, 2011; September 1, 2021]*

### **Local Mandatory Arbitration Rule 3.2 AUTHORITY OF ARBITRATORS**

**(a) Authority.** An arbitrator has the authority to:

(1) Determine the time, place, and procedure to present a motion before the arbitrator.  
(2) Require a party and/or attorney to pay the reasonable expenses, including attorney fees, caused by the failure of such party and/or attorney to obey an order of the arbitrator unless the arbitrator finds that the failure was substantially justified or that other circumstances make an award of expenses unjust. The arbitrator shall make a special award for such expenses and shall file such award with the clerk of the superior court, with proof of service on each party. The aggrieved party shall have 10 days thereafter to appeal the award of such expense in accordance with the procedure described in RCW 2.24.050. If, within 10 days after the award is filed no party appeals, a judgment shall be entered in the manner described generally under MAR 6.3.

(3) Award attorney fees, as authorized by these rules, by contract, or by law.

(2) Determine the time and place for the arbitration hearing.

(3) Award, by judgment or offset, the fee paid by a party to initiate arbitration where the arbitrability is clear and the party responsible for filing the statement of arbitrability unreasonably delayed in the filing of a statement of arbitrability, regardless of which party substantially prevails.

**(b) Motions.** All motions shall be presented to the arbitrator, unless a) arbitrability is at issue, b) assignment of arbitrator is disputed, c) motion is for involuntary dismissal, d) motion is for summary judgment, e) motion is for failure to state a cause of action, or f) motion is to add or change parties.

**(c) Immunity.** Arbitrators shall have immunity to the same extent as provided for superior court judges in Washington State.

*[Adopted Effective September 1, 1996; September 1, 2011]*

### **Local Mandatory Arbitration Rule 4.2 DISCOVERY**

**(a) Additional Discovery.** In determining when additional discovery beyond that directly authorized by MAR 4.2 is reasonably necessary, the arbitrator shall balance the benefits of discovery against the burdens and expenses. The arbitrator shall consider the nature and complexity of the case, the amount in controversy, values at stake, the discovery that has already occurred, the burdens on the party from whom discovery is sought, and the possibility of unfair surprise which may result if discovery is restricted. Authorized discovery shall be conducted in accordance with the Superior Court Civil Rules, except motions concerning discovery shall be

determined by the arbitrator. Except as provided in MAR 4.2, discovery pending when a case is transferred to arbitration is stayed except on stipulation of the parties. All discovery admissible under the Superior Court Civil Rules and Washington Rules of Evidence is admissible at arbitration, whether produced before or after the appointment of the arbitrator.

**(b) Notwithstanding the Foregoing.** The following interrogatories may be submitted to any party:

- (1) State the amount of general damages being claimed;
- (2) State each item of special damages being claimed and the amount thereof;
- (3) List the name, address, and telephone number of each person having knowledge of any facts regarding liability;
- (4) List the name, address, and telephone number of each person having knowledge of any facts regarding the damage claimed;
- (5) List the name, address, and telephone number of each expert witness you intend to call at the arbitration hearing. For each expert, state the subject matter on which the expert is expected to testify; state the substance of the facts and opinions to which the expert is expected to testify, and a summary of the grounds for each opinion.
- (6) If you are claiming bodily injury damages, please describe your present physical condition as the same relates to the incident giving rise to your complaint and being specific as to the area(s) of your body you claim was injured.
- (7) If you are claiming bodily injury damages, please list the name, address, and telephone number of each and every health care provider with whom you treated, consulted with, or were examined by: (a) in the ten (10) years preceding the incident giving rise to your complaint; and (b) from the date of said incident to the present date.
- (8) Identify the existence of and the contents of any insurance agreement under which any person carrying on an insurance business may be liable to satisfy part of all of a judgment which may be entered in the action or to indemnify or reimburse for payments made to satisfy the judgment; and any documents affecting coverage (such as denying coverage, extending coverage, or reserving rights) from or on behalf of such person to the covered person or the covered person's representative. For purposes of this section, an application for insurance shall not be treated as part of an insurance agreement. Discovery produced pursuant to this subsection shall not be disclosed to the arbitrator except in cases where there are bona fide issues of coverage, offset and setoff submitted to the arbitrator for determination.
- (9) Identify all parties who you contend have not been properly served with the summons and complaint. Upon request, all records reflecting the treatments, consultations, and examinations must be produced unless the requester is provided a medical authorization sufficient to allow the requester to obtain independent access to said records at his or her own expense. Alternatively, the requesting party may also request records through depositions upon written questions as allowed by CR 31.

Only these interrogatories, with the exact language as set out above, are permitted.

*[Adopted Effective September 1, 1996; Amended Effective September 1, 1998; September 1, 2003; September 1, 2010; September 1, 2011; September 1, 2018]*

**Local Mandatory Arbitration Rule 4.4**  
**NOTICE OF SETTLEMENT**

**(a) Notice of Settlement.** After any settlement that fully resolves all claims against all parties, the plaintiff shall, within 5 days or before the arbitration hearing, whichever is sooner, file and serve a written notice of settlement on the form prescribed by the Court. The notice shall be filed with both the arbitrator and the Court. Where notice cannot be filed with the arbitrator before the arbitration hearing, the plaintiff shall notify the arbitrator of the settlement by telephone prior to the hearing, and the written notice shall be filed and served within five days after the settlement.

**(b) Dismissal by the Court.** If an order dismissing all claims against all parties is not entered within 60 days after written notice of settlement is filed, or within 60 days after the scheduled arbitration hearing date, whichever is earlier, Court Administration will mail notice to the attorneys of record that the case will be dismissed by the Court for want of prosecution unless, within 10 court days after the mailing, a party makes a written application to the Court, showing good cause why the case should not be dismissed. If good cause is shown, the case may be reinstated to the original arbitrator for an additional 90 days or for such period of time as the Court may designate. If an order dismissing all claims against all parties is not entered during that additional period of time, Court Administration shall issue another notice as described above.

*[Adopted Effective September 1, 1996; Amended Effective September 1, 1998; September 1, 2021]*

**Local Mandatory Arbitration Rule 5.1**  
**NOTICE OF HEARING**

**(a) Time For Hearing.** The arbitrator shall set the time, date, and place of the hearing and shall give reasonable notice of the hearing date to the parties. Except by stipulation or for good cause shown, the hearing shall be scheduled to take place not sooner than 21 days, nor later than 63 days, from the date of the assignment of the case to the arbitrator, however, in no instance shall the original hearing date be set later than 120 days from the appointment of the arbitrator. The arbitrator may grant a continuance of the hearing date not to exceed 60 days beyond the original hearing date. In the absence of agreement of the parties and arbitrator on the date for any hearing, the arbitrator shall have the authority to set a hearing date over the objection of the parties which is consistent with this rule. Any setting of the original hearing date later than 120 days from the appointment of the arbitrator or any continuance of a hearing date more than 60 days from the original hearing date must be noted on the civil motion docket before the Presiding Judge and will be granted only for good cause shown.

**(b) Confirmation of Hearing.** Parties must confirm the hearing date with the arbitrator one week prior to hearing. Failure to confirm the hearing with the arbitrator may result in the cancellation of hearing at the arbitrator's discretion. Parties must notify arbitrator of a settlement reached prior to the scheduled hearing date in accordance with LMAR 4.4.

*[Adopted Effective September 1, 1996; Amended Effective September 1, 1998; September 1, 2003]*

**Local Mandatory Arbitration Rule 5.2**  
**PRE-HEARING STATEMENT OF PROOF - DOCUMENT FILED WITH COURT**

In addition to the requirements of MAR 5.2, each party shall also furnish the arbitrator with copies of pleadings and other documents contained in the court file which that party deems relevant. The court file shall remain with the county clerk.

*[Adopted Effective September 1, 1996]*

**Local Mandatory Arbitration Rule 6.1**  
**FORM AND CONTENT OF AWARD**

**(a) Exhibits.** All exhibits offered during the hearing shall be returned to the offering parties.

**(b) Attorney Fees/Statutory Costs.** Any motion for actual attorney fees/statutory costs, whether pursuant to contract, statute, or recognized ground in equity, must be presented to the arbitrator as follows:

(1) Any motion for an award of attorney fees/statutory costs must be submitted to the arbitrator and served on opposing counsel within five court days of receipt of the award. There shall be no extension of this time, unless the moving party makes a request for an extension before the five day period has expired, in writing, and served on both the arbitrator and opposing counsel;

(2) Any response to the motion for attorney fees/statutory costs must be submitted to the arbitrator and served on opposing counsel within five court days after receipt of the motion;

(3) The arbitrator shall render a decision on the motion, in writing, within ten court days after receipt of the motion;

(4) If the arbitrator awards attorney fees/statutory costs, the arbitrator shall file an amended award. If attorney fees are denied, the decision shall be filed and served on the parties;

(5) It is within the arbitrator's discretion to hold a hearing on the issue of attorney fees;

(6) The time for appeal of the arbitrator's decision in any case where attorney fees/statutory costs have been timely requested, as set forth above, shall not run until the service and filing of the amended award, or the denial thereof.

**(c) Transfer Back to Superior Court.** If at any time the arbitrator determines that there are no longer issues for the arbitrator to determine, the arbitrator may issue an order directing that the case be transferred back to Superior Court. Any party may, by motion filed with the court clerk within 10 days of such an order, request that a Superior Court judge review such an order.

*[Adopted Effective September 1, 1996; Amended Effective September 1, 2003; September 1, 2008; September 1, 2018]*

## Local Mandatory Arbitration Rule 6.2 FILING OF AWARD

The Clerk shall file all arbitration awards under seal.

A request by an arbitrator for an extension of the time for the filing of an award under MAR 6.2 may be presented to a superior court judge ex parte. The arbitrator shall give the parties notice of an extension granted.

*[Adopted Effective September 1, 1996; Amended Effective September 1, 2015]*

## Local Mandatory Arbitration Rule 7.1 REQUEST FOR TRIAL DE NOVO – CALENDAR – JURY DEMAND

**(a) Assignment of Trial Date.** If there is a request for a trial de novo, or the case is otherwise removed from the Mandatory Arbitration calendar, the Court will assign a trial date.

**(b) Appeal Period -- Attorney Fees.** In any case in which a party makes a motion for attorney fees pursuant to LMAR 6.1 (b), the 20-day period for appeal shall not commence until the arbitrator has filed and served either the amended award or the written denial thereof.

**(c) Case Schedule.** Cases originally governed by a Case Schedule pursuant to LCR 4, will again become subject to a Case Schedule if a trial de novo is requested. Promptly after the request for trial de novo is filed, Court Administration will mail or e-mail to all parties an Amended Case Schedule, which will govern the case until the trial de novo.

The Amended Case Schedule will include the following deadlines:

| <u>SCHEDULE</u>                                                                                                                                                                                                         | <u>DUE DATE</u> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| 1. Plaintiff's Disclosure of Lay and Expert Witnesses .....                                                                                                                                                             | 1 months        |
| 2. Defendant's Disclosure of Lay and Expert Witnesses .....                                                                                                                                                             | 3 months        |
| 3. Disclosure of Plaintiff's Rebuttal Witnesses .....                                                                                                                                                                   | 4 months        |
| 4. Disclosure of Defendant's Rebuttal Witnesses .....                                                                                                                                                                   | 5 months        |
| 5. Discovery Cutoff .....                                                                                                                                                                                               | 5 ½ months      |
| 6. Settlement Position Statement filed by all parties .....                                                                                                                                                             | 6 months        |
| 7. Last Date for Hearing Dispositive Pretrial Motions .....                                                                                                                                                             | 6 months        |
| 8. Settlement Conference .....                                                                                                                                                                                          | 6 ½ months      |
| *Check the Civil Conference Docket, posted 1 week prior to the scheduled Settlement Conference date: <a href="#">Schedules and Calendars - Benton County WA</a> to see what time your Settlement Conference is set for. |                 |
| 9. Last Date for Filing and Serving Trial Management Report .....                                                                                                                                                       | 7 months        |
| 10. Pretrial Conference .....                                                                                                                                                                                           | 7 months        |
| *Check the Civil Conference Docket, posted 1 week prior to the scheduled Pretrial Conference date: <a href="#">Schedules and Calendars - Benton County WA</a> to see what time your Pretrial Conference is set for.     |                 |
| 11. Trial Memoranda, Motions in Limine, Jury Instructions .....                                                                                                                                                         | 2 wks. to trial |

12. Trial Date ..... 8 months

\*Check the court's Daily Schedule after 5:00pm the day before your scheduled trial date: [Schedules and Calendars - Benton County WA](#) to see if your trial is scheduled to proceed.

**(d) Jury Demand.** Jury demands shall be filed as set forth under CR 38.

*[Adopted Effective September 1, 1996; Amended Effective September 1, 1998; September 1, 2000; September 1, 2003; September 1, 2015; September 1, 2019; September 1, 2021; September 1, 2022]*

### **Local Mandatory Arbitration Rule 8.3 EFFECTIVE DATE**

Contingent upon funding by the county legislative authority, these rules, as amended, become effective on the first day of January 1997, subject to amendment thereafter. With respect to civil cases pending on that date, if the case has not at that time received a trial date, or if the trial date has been set for later than the first day of April, 1997, any party may serve and file a statement of arbitrability indicating that the case is subject to mandatory arbitration in accordance with the provisions of LMAR 2.1 (a). If, within 10 court days, no party files a response indicating that the case is not subject to arbitration in accordance with the provisions of LMAR 2.1 (b), the case will be transferred to the arbitration calendar. A case set for trial earlier than the first day of April 1997, will be transferred to arbitration only by stipulation of all parties.

*[Adopted Effective September 1, 1996; Amended Effective September 1, 2003]*

### **Local Mandatory Arbitration Rule 8.4 TITLE AND CITATION**

These rules are known and cited as the Benton and Franklin Counties Superior Court Local Mandatory Arbitration Rules. LMAR is the official abbreviation.

*[Adopted Effective September 1, 1996]*

### **Local Mandatory Arbitration Rule 8.6 COMPENSATION OF ARBITRATOR**

**(a) Generally.** Arbitrators shall be compensated in the same amount and manner as judges pro tempore of the superior court; provided, however, that said compensation shall not exceed \$1,000.00 for any case unless approved by the judge assigned to the arbitration administrative committee. Compensation may be requested for hearing time and reasonable preparation time. Arbitrators may be reimbursed a sum not to exceed \$25.00 for costs incurred.

**(b) Form.** When the award is filed, the arbitrator shall submit to Court Administration a request for payment on a form prescribed by the Court. Request for compensation must be

received by Court Administration no later than thirty (30) days from the date of filing the arbitration award.

*[Adopted Effective September 1, 1996; Amended Effective September 1, 2009; September 2, 2014; September 1, 2016; September 1, 2021]*

### **Local Mandatory Arbitration Rule 8.7 ADMINISTRATION**

**(a) Court Administrator.** The court administrator, under the supervision of the Administrative Presiding Judge, shall implement the procedures mandated by these rules and perform any additional duties which may be designated by the Administrative Presiding Judge.

**(b) Duties of Administrative Presiding Judge.** In the administration of the mandatory arbitration program for Benton and Franklin Counties Superior Court, the Administrative Presiding Judge shall have the power and duty to:

- (1) Supervise the Court Administrator in the implementation of mandatory arbitration;
- (2) Select and appoint attorneys to the panel of arbitrators;
- (3) Remove a person from the panel of arbitrators;
- (4) Establish procedures for selecting an arbitrator not inconsistent with the Mandatory Arbitration Rules or these rules, and;
- (5) Review the administration and operation of the arbitration program periodically and make changes as he/she deems appropriate to improve the program.

*[Adopted Effective September 1, 1996; Amended Effective September 2, 2014; September 1, 2017]*

### **LOCAL CRIMINAL RULES**

#### **Local Criminal Rule 2.3 REVIEW OF SEALED AFFIDAVITS AND SEARCH WARRANTS**

**(a) Review.** The court may review orders sealing search warrants and/or affidavits in support thereof at any time upon the request of the prosecuting attorney or upon motion of the court.

**(b) Notice to and Response from Prosecuting Attorney.** In each case in which the court reviews a previously entered order sealing a search warrant and/or affidavit in support thereof, the prosecuting attorney will be provided at least 14 days prior written notice of such review. Prior to such review the prosecuting attorney may submit to the court a memorandum generally setting forth the state's position with regard to unsealing all portions of or none of the sealed affidavit and/or search warrant.

**(c) Filing of Responsive Memoranda.** The original of any memorandum submitted pursuant to subsection (b) will be filed, unsealed, with the order sealing the affidavit and/or search warrant, and the prosecuting attorney will provide a bench copy to the court. The court will consider any requests by the state to seal all or portions of any affidavits or declarations filed in support of the state's memorandum, and, if granted, enter an appropriate order.

**(d) Order on Review.** After considering the state's position and reviewing in camera the order and the affidavit and/or search warrant sealed pursuant thereto, the court will enter an order that (a) the affidavit and/or search warrant continue to be sealed as previously ordered, (b) designated portions of the affidavit and/or search warrant continue to be sealed and that the remainder thereof be unsealed, or (c) the affidavit and/or search warrant be unsealed.

*[Adopted Effective September 1, 2004]*

### **Local Criminal Rule 3.1 RIGHT TO AND ASSIGNMENT OF COUNSEL**

**(a) Appointment of Counsel.** Defendants who request appointment of counsel may be required to promptly execute a financial disclosure under oath, which shall be filed.

All appointments of counsel by reason of indigence are expressly contingent upon indigence and full disclosure of assets. Where assets are discovered or acquired subsequent to appointment which would indicate that defendant can afford counsel, or if the defendant can afford part payment, fees may be ordered paid, pursuant to the appointment agreement, by the Court.

Upon appointment of counsel for indigent criminal defendants or other litigants, the clerk shall promptly provide counsel with notice of the appointment.

Attorneys representing defendants in criminal cases, except for appointed attorneys, must serve prompt written notice of their appearance upon the prosecuting attorney and file the same with the Clerk of the Court.

Whenever an attorney appears for a defendant in a criminal case at arraignment, the appearance shall be unconditional. No appearance shall be conditioned on payment of fees or for any other reason.

**(b) Services Other than Counsel.** Pursuant to the authority under CrR 3.1(f), all requests and approval for expert services expenditures are hereby delegated to the Benton and Franklin Counties Office of Public Defense. Upon finding that investigative, expert or other services are necessary to an adequate defense and that defendant is financially unable to obtain them, the Benton and Franklin Counties Office of Public Defense (OPD) shall authorize the services. Where services are denied in whole or in part, the defendant may move for *de novo* review to the Presiding Judge. Should the defendant seek an order sealing the moving papers, defendant shall present, along with the moving papers, a motion and proposed order sealing the documents to the OPD. The OPD shall submit the motion to seal and proposed order with the moving papers regarding request for expert services and the OPD's order on the motion for expert services to the Presiding Judge.

**(c) Upon Appeal.** In cases involving appeals from another court to the Superior Court in which the defendant wishes counsel to be appointed in the Superior court on the basis of indigence, the following will apply:

- (1) The trial attorney shall be responsible for:
  - (A) Perfecting the appeal to the Superior Court.
  - (B) Noting the issue of appointment of counsel upon the next criminal motion docket following the perfection of the appeal.
  - (C) Preparing an affidavit of indigence.
  - (D) Representing the defendant at such hearing.

(2) The defendant shall be present at the hearing upon the motion to establish indigence.

*[Adopted Effective April 1, 1986; Amended Effective September 1, 2003; September 1, 2009]*

### **Local Criminal Rule 3.2 RELEASE OF ACCUSED**

**(a) Bail and Recognizance.** Defendants on bail or recognizance are expected to be available for nonscheduled appearances upon seventy-two (72) hours notice to defendant or defendant's attorney. They are expected to be present and on time at all scheduled appearances concerning which they have received either oral or written notice. Failure to appear in accordance with this rule may result in forfeiture of bail, revocation of recognizance, issuance of a bench warrant for arrest or additional criminal charges.

**(b) New Conditions of Release.** In the event that bail is forfeited for any reason, new conditions of release must be entered and a new bond posted. No order reinstating a previously forfeited bond shall be issued by the court; however, the court may, for good cause shown, vacate the judgment of forfeiture.

**(c) Separate Bond Required.** All case filings wherein conditions of release requiring bail are set shall require a separate and distinct bond posted by the surety in the specific amount specified for each case. A bond in the aggregate amount for multiple cases will not be allowed nor shall any order be presented to the court that fails to specify the exact amount of bail for each matter addressed in the order.

**(d) Post-Conviction Release.** No plea of guilty shall be conditioned upon any agreement concerning the conditions of release provided for in CrR 3.2(f).

**(e) Bench Warrant after Failing to Appear in Response to a Summons.** Any time a defendant fails to appear in response to a summons, including an LFO summons, where it is shown that the summons was not deliverable to the address where sent, and a bench warrant is issued, bail shall be initially set at the sum of \$100.00.

*[Adopted Effective April 1, 1986; Amended Effective September 1, 2004; September 1, 2009; September 1, 2017]*

### **Local Criminal Rule 3.4 COURT APPEARANCE OF DEFENDANTS**

All preliminary and timely arrangements for the court appearance of any defendant held in custody shall be the responsibility of the Prosecutor in charge of the case.

*[Adopted Effective April 1, 1986]*

**Local Criminal Rule 4.2**  
**PLEAS AND CONTINUANCES**

**(a) When Heard.** If a criminal case is set for trial, but is to be disposed of by a change of plea, the plea shall be heard on or before the pre-trial hearing unless the court authorizes a continuance or a subsequent setting on a later date.

**(b) Court Commissioners.** Superior Court Commissioners appointed under Article 4, Section 23 of the Washington State Constitution are authorized to accept and enter a plea of guilty.

*[Adopted Effective April 1, 1986; Amended Effective September 1, 2000; September 1, 2003; September 1, 2021]*

**Local Criminal Rule 4.5**  
**OMNIBUS HEARINGS**

**(a) When Heard.** In every criminal case (except appeals) an omnibus hearing date will be set at the time of arraignment. Normally, it will be set for four (4) weeks from the date of arraignment. At the time of the hearing, it will be expected that defense counsel and Prosecuting Attorney will have already met and disposed of all matters on the omnibus application that can be disposed of and that plea bargaining will have been considered.

**(b) General Provisions.** If there are any unresolved matters, they will be determined by the Court at the hearing, or, upon good cause shown, they may be set for a further hearing. If it is necessary to hold a suppression hearing, a date certain will be set for such hearing at the time of the omnibus hearing. However, the matter of suppression may be reserved at the first omnibus hearing. The defendant shall be present at the omnibus hearing.

If the parties have conferred, and defense counsel has communicated with and received approval of the Defendant to sign the omnibus order, a signed completed omnibus order can be presented for *ex parte* for signature. When accompanied by an agreed order striking the omnibus hearing, which may also be presented for *ex parte* signature, these two documents, if filed earlier than 12:00 p.m. of the day prior to a given docket, will strike the hearing from that docket.

All rulings of the Court at omnibus hearings or otherwise made in the Criminal Motion Department shall be binding on the parties and shall not be re-litigated at trial.

**(c) Pleadings.** All briefs, declarations, affidavits, and motions shall be served and filed in the cause. Unless a party does not have access to a computer or the internet, bench copies of all such documents shall be submitted electronically via the internet at <http://motion.co.franklin.wa.us/>. Parties without access to a computer and the internet shall deliver bench copies to Court Administration.

All bench copies must be submitted as soon as allowed under these local rules or the Superior Court Criminal Rules, but not later than twelve (12:00) o'clock p.m., one (1) court day prior to the scheduled hearing, proceeding or trial. No bench copies shall be submitted to the Court unless prior thereto or simultaneously therewith a copy thereof has been served upon or mailed to opposing counsel. All paper bench copies will be destroyed one (1) week after the original date noted for hearing unless counsel requests copies be returned with return postage arranged, or unless Court Administration is advised of the new hearing date. When hearings are continued, the parties shall amend the hearing date associated with all bench copies submitted

electronically to reflect the new hearing date.

*[Adopted Effective April 1, 1986, Amended Effective September 1, 2011; September 1, 2018; September 1, 2019; September 1, 2021]*

#### **Local Criminal Rule 4.5.1 CRIMINAL SPECIAL SET HEARINGS**

(a) **General Provisions.** No request by a party for a special setting in a criminal matter will be considered unless it is in a filed proposed note for motion, request for setting and order which contains: (1) The nature of the hearing or hearings requested; (2) The reason(s) the hearing or hearings cannot be set on an existing criminal regular dockets, 3.5/3.6 dockets, or preliminary appearance dockets in compliance with the rules applicable to those dockets; (3) a proposed date certain and/or earliest date proposed for hearing; (4) whether briefing has been completed; and (5) whether the opposing party has been contacted and whether the opposing party agrees or disagrees with the request.

(b) **Pleadings.** The proposed note for motion, request for setting and order shall include a check box titled “CLERK’S ACTION REQUIRED” in the caption, and the order shall contain language whereby the Court will grant or deny the request for special setting in whole or in part, and if granted, the date on which the motion will be heard.

(c) **Procedure For Review And Decision.** Only after filing, the moving party may provide a copy of the pleading to Court Administration. The Administrative Assistant or designate will review the request, provide the same to a judicial officer for review, and notify the parties of the decision. Absent compelling circumstances, the moving party may inquire regarding the status of the request no earlier than one week after submission.

*[Adopted Effective September 1, 2021]*

#### **Local Criminal Rule 4.9 PRE-TRIAL CONFERENCE**

(a) **General Provisions.** In every criminal case, a hearing shall be held for the purpose of determining whether the parties have fully considered the possibility of disposition of the case without trial; for the purpose of entering a plea should a plea be tendered; for considering the matter of requests for continuance; and for any other appropriate matters.

The hearing shall be set on the criminal law and motion docket no earlier than (2) dockets prior to the trial date. The Court may direct an earlier setting and enter further orders where necessary to assure that final witness and exhibit lists are filed and that exhibits are prepared and provided as directed. It shall be the responsibility of each defense attorney, upon receipt of the notice of the trial date, to notify the defendant of this hearing.

The defendant’s presence at such hearing shall be mandatory. The failure of the defendant to be present at such hearing (unless the case has been previously disposed of or the pre-trial conference stricken) will be presumed to result in the revocation of bail or personal recognizance

and the issuance of a bench warrant for the defendant's arrest. It may also result in the imposition of the sanctions.

If the parties have conferred, and defense counsel has communicated with and secured the signature of the Defendant, a signed completed waiver of speedy trial and an agreed order setting new dates can be presented *ex parte* for signature. When signed and filed earlier than 12:00 p.m. of the day prior to a given docket, the waiver and agreed order will strike the hearing from that docket.

**(b) Trial Readiness Filing.** When the parties answer ready for trial, they must file a Trial Readiness Form which indicates: (1) The number and nature of charges, (2) The anticipated length of the case, including jury selection, (3) The total number of witnesses each parties may call, (4) The total number of exhibits each party may offer, (5) The number of witnesses each party may call who require the aid of an interpreter, and the language that witness speaks, (6) any other special accommodations a witness for a party may require to provide testimony, (7) proposed dates for trial either as agreed dates or each party's proposed dates for trial. The proposed order shall be uploaded to e-motion in accordance with LCrR 4.5(c).

**(c) Sanctions, Enforcement, and Non-Compliance Hearing.** If a party fails to submit bench copies the Court may continue the hearing, impose terms and enter other orders as may be appropriate.

*[Adopted Effective April 1, 1986; Amended Effective September 1, 2009; September 2, 2014; September 1, 2018; September 1, 2021]*

#### **Local Criminal Rule 4.11 TRIAL CONFIRMATION**

Prosecuting attorneys and defense counsel shall confirm with Court Administration all criminal jury trials in Benton County no later than 4:00 p.m. on the Thursday prior to the trial date and in Franklin County no later than 12:00 p.m. on the Friday prior to the trial date.

*[Adopted Effective September 1, 2005; Amended Effective September 1, 2011; September 1, 2021]*

#### **Local Criminal Rule 7.1 PROCEDURE BEFORE SENTENCING**

A defendant convicted of a crime shall be sentenced as soon thereafter as possible, consistent with the necessity for securing a pre-sentence report and related diagnostic evaluations, where appropriate. In no case will any order be entered which has the effect of delaying sentencing pending the initiation or completion of a rehabilitative treatment program (as distinguished from a diagnostic evaluation).

*[Adopted Effective April 1, 1986; Amended Effective September 1, 2003]*

**Local Criminal Rule 7.2**  
**SENTENCING [RESERVED]**

*[Adopted Effective April 1, 1986; Reserved Effective September 1, 2021]*

**Local Criminal Rule 8.2**  
**EXPEDITED CONSIDERATION OF MOTIONS**

As necessary, to expedite the business of the court and in order to ensure the best use of judicial and court resources, criminal and LFO matters may be noted on a shortened-time basis on the daily preliminary docket, provided the note for motion docket cites to this rule.

*[Adopted Effective September 1, 2017]*

**LOCAL JUVENILE COURT RULES (LJuCr)**

**TITLE I. GENERAL PROVISIONS SCOPE AND APPLICATION OF RULES**

**Local Juvenile Court Rule 1.1**  
**SCOPE OF RULES, PURPOSE OF RULES, EFFECTIVE DATE,**  
**AMENDMENTS**

- (A) **Scope.** These local rules relate to the procedure in the Juvenile Court of Benton and Franklin Counties and shall supplement the State Superior Juvenile Court Rules. These rules shall also govern the policy and administration of the Juvenile Court.
- (B) **Purpose.** The express purpose of the local rules is to develop standardized policy and procedures to ensure the fair and efficient operation of the Benton-Franklin Juvenile Division of the Superior Court of the State of Washington in Benton and Franklin County.
- (C) **Effective Date.** These rules shall take effect on the 1<sup>st</sup> day of April 1988. All previous existing local Juvenile Court rules are hereby superseded and declared void by the adoption of these rules.
- (D) **Amendments.** The Judges of the Benton-Franklin County Superior Court may from time to time amend these rules.

*[Adopted Effective April 1, 1988; Amended Effective September 1, 2003]*

**Local Juvenile Court Rule 1.6**  
**JUVENILE COURT ADMINISTRATOR DUTIES AND AUTHORITY**

- (A) **Juvenile Court Administrator**

1. In accordance with RCW 13.04.035, the Juvenile Court will be directed by an Administrator who is appointed by the Judges of the Superior Court and shall serve at their pleasure.
2. The Administrator shall direct the Juvenile Court in accordance with the policies and rules of the Judges and shall be directly responsible to the presiding Juvenile Court Judge for all departmental operations and for the carrying out of court rules and policies.
3. The Administrator shall establish written departmental rules and procedures to carry out the statutory duties of the court and to comply with court rules and policy. Such written rules and procedures shall be approved by the Superior Court Judges.
4. In accordance with RCW 13.04.040, the Administrator shall appoint probation counselors who shall serve at the pleasure of the Administrator. The Administrator may also designate a Deputy Administrator subject to concurrence of the Judges.
5. The Administrator shall have the authority to organize the personnel of the department as the Administrator may deem appropriate for the carrying out of the statutory duties of the court and to comply with court rules and policy.
6. The Administrator shall have the authority to administer the approved budget of the department, to contract for expenditures, and authorize payment in accordance with state law and county policy. All contracts are subject to review as to form by the respective County Prosecuting Attorney.
7. The Administrator shall have the authority to establish written working agreements with other agencies in regard to the carrying out of the statutory work of the court. Such written working agreements are subject to review as to form by the respective County Prosecuting Attorney.
8. The Administrator shall, in accordance with RCW 13.04.037, adopt written standards for the regulation and government of the juvenile detention facility and services and shall appoint a detention counselor who shall have charge of the detention facility and shall be responsible to the Administrator for compliance with the adopted detention standards. Such standards shall be reviewed and the detention facilities shall be inspected annually by the Administrator.
9. The Administrator shall establish written departmental rules concerning the assignment and use of all equipment, including all motor vehicles registered or assigned to the Juvenile Court to ensure the equipment is being used for the business of the court and in accordance with state law and county policy.
10. The Administrator shall establish written rules regarding employee working hours and conditions. The Administrator may authorize or prescribe deviations from the normal workday as the business of the court or department may require. The Administrator shall represent

the court in any negotiations with employees regarding working conditions, hours and rules.

11. The Administrator shall establish written rules for employee discipline, which may include, but are not limited to, verbal and/or written reprimand, suspension without pay or termination, in accordance with state law and county policy.
12. The Administrator shall establish and maintain a central record keeping system. Written rules and procedures shall be established governing the record keeping system. Such rules and procedures shall be subject to review by the Judges. Such record keeping system may be computerized.
13. The Administrator shall prepare annually a plan for the Juvenile court, which shall include a proposed budget for the next calendar year.
14. The Administrator shall perform such other duties as required by the Judges.

*[Adopted Effective April 1, 1988; Amended Effective September 1, 2016]*

#### **Local Juvenile Court Rule 1.7 COURT FORMS**

- (A) **Generally.** It shall be the policy of the court to use standardized court forms whenever possible. Pursuant to RCW 13.34.035 standardized forms are required in all dependency matters. Standardized forms are found at <http://www.courts.wa.gov/forms> and on the Benton Franklin County Superior Court website.
- (B) **Review.** All court forms shall be subject to review by the Judges and Court Commissioners.

*[Adopted Effective April 1, 1988; Amended Effective September 1, 2015; September 1, 2021]*

#### **Local Juvenile Court Rule 1.8 PUBLICATION**

- (A) **Generally.** Any party may file with the Clerk of the Court a Motion and Affidavit requesting an Order for the publication of Notice and/or Summons.
- (B) **Procedure.** Upon the issuing of an Order to publish with the Clerk of Court, the Clerk shall forward the notice and summons and order for publication to the newspaper that is named in said order.
  1. Upon receipt of an Affidavit of Publication, the Clerk shall file the original affidavit and provide copies to appropriate parties.

- (C) **Costs.** The costs of publication shall be borne by the county in which the underlying case was filed.
1. Nothing in this Rule shall prevent the court from ordering a party to reimburse the county for the costs of publication.

*[Adopted Effective April 1, 1988; Amended Effective September 1, 2013; September 1, 2021]*

### **Local Juvenile Court Rule 1.9 CONTINUANCES**

- (A) **Generally.** Continuances or other delays may be granted only as follows:
1. Upon agreement of the parties, which must be approved by the Court.
  2. On the motion of a party, the court may continue a juvenile offender matter when required in the due administration of justice and none of the parties to the action will be substantially prejudiced in the presentation of their case.
  3. On the motion of a party, the court may continue an action pursuant to RCW 13.32A, RCW 13.34, or RCW 13.50 when good cause is established and none of the parties to the action will be substantially prejudiced in the presentation of their case.
  4. The court must state its reasons on the record for granting a motion for a continuance.
  5. All continuances shall be to a date certain and confirmed by written order.
- (B) **Trial Dates/Fact-Finding Hearings.** Unless an agreed order is presented, all motions for a continuance of a trial date in offender matters or fact-finding hearings pursuant to RCW 13.32A, RCW 13.34 or RCW 13.50 shall be presented in open court by the moving party.

*[Adopted Effective April 1, 1988; Amended Effective September 1, 2016; September 1, 2021]*

### **Local Juvenile Court Rule 1.10 ISSUANCE AND SERVICE**

- (A) **Generally.**
1. Juvenile offenders and their parent(s), guardian(s), or custodian(s) may be served by mail, postage prepaid. The respective Clerk of the Court shall be responsible for the mailing of the necessary documents and for the filing of an Affidavit of Mailing. The respective Prosecuting Attorney's office shall be responsible for the preparation of such documents.
    - a. **Exceptions.** The above procedure shall apply to all offender matters except diversion terminations and community supervision violations. In those matters,

juvenile court/diversion unit staff shall be responsible for the preparation of the appropriate documents, including the Notice/Summons.

2. Parties to juvenile dependency, guardianship and termination of parental rights proceedings and matters must be personally served. If personal service is not possible despite diligent efforts, the Attorney General's Office may file a motion for either service by mail or service by publication. If service is by mail or publication, the respective Clerk of the Court shall be responsible for the filing of an Affidavit of Mailing and the returned receipt or an Affidavit of Publication. The Attorney General's Office shall be responsible for preparing the appropriate documents for dependency, guardianship, and termination of parental rights matters.

**(B) Failure to Appear on Summons – Offender Matters.**

1. If a person fails to appear in response to a Notice/Summons, or if service is not effectuated within a reasonable time, a warrant for arrest may be issued if the person represents a serious threat to community safety. A reasonable time to effectuate service shall be defined as service within ten (10) days of the filing of the information.

*[Adopted Effective April 1, 1988; Amended Effective September 1, 2013; September 1, 2015; September 20, 2020; September 1, 2021]*

**Local Juvenile Court Rule 1.12  
BRIEFS AND OTHER DOCUMENTS**

All original pleadings [including, motions, briefs, proposed findings of fact and conclusions of law and proposed judgments] pertaining to dependency, termination, guardianship and juvenile offender proceedings shall be served and filed with the respective Superior Court Clerk. The originals of all social worker court reports and GAL Reports shall be filed with the Superior Court Clerk and submitted to the Court via uploading to jMotion. Unless a party does not have access to a computer or the Internet, bench copies of all such documents (except as stated herein) shall be submitted electronically via the internet at <http://jmotion.co.franklin.wa.us/> for dependency matters and for juvenile offender matters. In juvenile offender matters a copy will also be given to Juvenile Legal Process. When hearings are continued, it is the responsibility of the parties to amend the hearing date associated with all bench copies submitted electronically.

Parties without access to a computer and the Internet shall deliver bench copies to the Benton Franklin Counties Juvenile Court Legal Process Staff, 5606 W. Canal Place, Suite 106, Kennewick, WA 99336. All bench copies must be submitted not later than nine (9:00) o'clock a.m. one court day prior to the scheduled hearing, proceeding or trial. No bench copies shall be submitted to the Court unless prior thereto or simultaneously therewith a copy thereof has been served upon or mailed to opposing counsel. All paper bench copies will be destroyed one (1)

week after the original date noted for hearing unless counsel requests copies be returned, with return postage arranged, or unless the Legal Process Staff is advised of the new hearing date.

Bench copies of the following documents need not be provided: Notices of hearings, notes for dockets, proposed statements of defendant on plea of guilty, proposed judgments and sentences, probation violation reports, preliminary disposition reports, detention reports, review hearing reports, decline reports, juvenile offender diagnostic/predisposition reports, and proposed orders establishing conditions of release. Bench copies of trial exhibits to be offered in termination trials may, but need not be submitted, and if submitted, may but need not be submitted electronically.

As used in this rule, juvenile probation counselors and staff of the Juvenile Court are not parties. This rule shall not apply to BECCA matters including Children in Need of Services, At-Risk Youth, and Truancy.

Pursuant to GR 30(b)(4) participants in dependency, termination and guardianship cases are deemed to electronically accept service of all documents as of the time and date the documents are uploaded to jMotion. This does not preclude parties from serving documents as authorized in CR 5. This shall not apply to service of original process.

*[Adopted Effective September 1, 2012; Amended Effective September 1, 2013; September 1, 2015; September 1, 2016; September 1, 2021]*

### **Local Juvenile Court Rule 1.13**

Participants in dependency, termination, and guardianship cases are required to contact the Benton-Franklin Counties Juvenile Court Legal Process Unit (LPU) Staff, 5606 W. Canal Place, Suite 106, Kennewick, WA 99336, to request available court dates for the setting of a motion hearing. Parties shall submit a copy of the motion and the note for docket (with a date that LPU provided) to the Benton-Franklin Counties Juvenile Court Legal Process Staff upon filing with the appropriate clerk's office.

*[Adopted Effective September 1, 2022]*

## **TITLE II. SHELTER CARE PROCEEDINGS**

### **Local Juvenile Court Rule 2.3**

### **SHELTER CARE HEARINGS**

- (A) **Generally.** A shelter care hearing shall be held in all cases where a child has been taken into custody pursuant to RCW 13.34.060 and/or RCW 26.44.050 and a petition has been filed. The hearing shall be held within 72 hours, excluding weekends and holidays.
1. In all cases initiated by a lay person filing a dependency petition and the taking of a child into custody pursuant to the above-referenced statute, a social worker shall be assigned to the matter

in order to provide a recommendation to the court as to the need for shelter care. Juvenile court staff shall immediately notify the Attorney General's office of any dependency cases initiated by an individual or agency other than the Department of Social and Health Services.

- (B) **Notice.** Notice shall be given to all parties as required by RCW 13.34.060 and JuCr 2.3.
- (C) **Procedure.** At the hearing the court shall:
1. Advise the parties of their rights pursuant to statute and court rules;
  2. Enter an order of shelter care and continuing the matter for a contested proceeding.
  3. At the contested hearing, the court shall take testimony and/or admit documentary evidence concerning the circumstances for taking the child into custody and the need for shelter care;
  4. Consider the recommendation made to the court by the Department of Social and Health Services;
  5. Enter an appropriate Order.

*[Adopted Effective April 1, 1988; Amended Effective September 1, 2006; September 1, 2021]*

#### **Local Juvenile Court Rule 2.4 CASE SCHEDULE**

At the initial shelter care hearing, case hearing dates and related dates through the disposition hearing will be approved by the Court and entered on the Dependency Order Setting Case Schedule. All parties will be provided a copy of the case schedule at the shelter care hearing.

*[Adopted Effective September 1, 2003; Amended Effective September 1, 2006]*

### **TITLE III. DEPENDENCY PROCEEDINGS**

#### **Local Juvenile Court Rule 3.2 DEPENDENCY PETITIONS**

- (A) **Generally.** Any person may file a petition alleging a dependency. Each petition shall be verified by the individual filing the petition as including allegations, which are supported by documents and/or statements by third parties. Each petition must contain a statement of facts constituting a dependency, and the names and residence, if known to the petitioner, of the parents, guardian or custodian of the alleged dependent child. A layperson requesting to file a petition shall be initially referred to the Department of Social and Health Services to file a CPS referral for appropriate investigation.

- (B) **Verification.** All petitions shall be verified and contain a statement of facts constituting such dependency.
- (C) Upon filing of a dependency petition, the Court will appoint counsel for the parent, guardians or custodians and will appoint counsel or a guardian ad litem for the child. The parent, guardian or custodian must complete the financial statement documents as requested by the court for further court approval of appointment of counsel. The Court may revoke appointment of counsel when a party fails to remain in contact with appointed counsel.

*[Adopted Effective September 1, 2003; Amended Effective September 1, 2006; September 1, 2021]*

### **Local Juvenile Court Rule 3.3 CASE CONFERENCE**

- (A) **Generally.** Unless waived, all parties and court appointed GALs shall participate in a case conference to address the following issues:
  - 1. Placement of the child;
  - 2. Visitation;
  - 3. Services being recommended for the children and parents;
  - 4. Whether other case issues can be agreed and stipulated to;
  - 5. Whether entry of a dependency fact-finding order is agreed to;
  - 6. Whether disposition order provisions are agreed to; and
  - 7. Any other outstanding issue.
- (B) **Conference Date.** Unless waived, the case conference shall be held within four weeks after the filing of the petition on the date established by the case schedule order.

*[Adopted Effective September 1, 2003; Amended Effective September 1, 2006; September 1, 2016]*

### **Local Juvenile Court Rule 3.4 TELEPHONE STATUS CONFERENCE**

- (A) **Generally.** The parties may conduct a telephonic conference to include the attorneys and guardian ad litem, who shall participate to ascertain the status of the case. Issues to be determined will be the accomplishment of service, whether the case conference issues discussed by the parties are agreed or contested, whether any motions are anticipated, and any other outstanding issues.
- (B) **Agreed Orders.** If the parties are in agreement, the process for entering an agreed order will be established.
- (C) **Contested Issues.** If there are contested issues, the parties shall address:
  - 1. Continuances;

2. Trial date, length of trial, and time to be allotted to each party;
3. Discovery matters;
4. Motions;
5. Briefing schedule; and
6. Witnesses and exhibits.

- (D) **Telephone Status Conference Date.** The Court shall schedule the telephone status conference on the date established in the case schedule order. The status conference may be rescheduled for good cause shown.

*[Adopted Effective September 1, 2003; Amended Effective September 1, 2006; September 1, 2016; September 1, 2021]*

### **Local Juvenile Court Rule 3.5 UNCONTESTED FACT-FINDING DATE**

- (A) **Generally.** Any remaining issues not resolved, including service issues, shall be addressed at the uncontested docket date. Default and agreed orders shall be entered.
- (B) **Uncontested Docket Date.** The uncontested fact-finding hearing shall be held pursuant to the Order Setting Case Schedule.
- (C) **Witness and Exhibit Lists.** The parties shall exchange witness and exhibit lists pursuant to the Order Setting Case Schedule. Witness lists shall include the names, addresses, and telephone numbers of the witnesses.

*[Adopted Effective September 1, 2003; Amended Effective September 1, 2006; September 1, 2016; September 1, 2021]*

### **Local Juvenile Court Rule 3.6 CONTESTED FACT FINDING HEARINGS**

- (A) **Generally.** Unless an agreed order or default order has been entered, the Court shall hold a fact-finding trial as to whether the child is dependent pursuant to statutory definitions.
- (B) **Hearing Date.** Contested fact finding trials shall commence within 75 days of the filing of the petition, unless continued by the Court due to exceptional circumstances.

*[Adopted Effective September 1, 2003; Amended Effective September 1, 2006; September 1, 2016; September 1, 2017]*

**Local Juvenile Court Rule 3.7**  
**DISPOSITION HEARING**

- (A) **Generally.** After a child is agreed to be dependent or found by the court to be dependent, a hearing shall be held to address disposition issues, including but not limited to, placement of the child, visitation, and services to be provided to the family during the course of the dependency. A court report, consisting of a written evaluation of matters relevant to the disposition of the case shall be made. The court report shall include all social records and shall be made available to the court.
- (B) **Contents.** Court reports and predisposition reports will address the factors listed in RCW 13.34.120.
- (C) **Times.** All dispositional hearings will be held immediately following the fact-finding hearing unless there is good cause to continue the matter for up to fourteen days. The Court may continue the dispositional hearing longer than fourteen days if there is good cause shown.
  - 1. Reports including the agency's proposed court report shall be provided and/or mailed to the court, the parties, and counsel no later than ten (10) working days prior to the dispositional hearing. Pursuant to LJCR 1.12.
  - 2. Parties and other respondents shall provide written responses, accompanied by supporting documentation to all matters contained in the court report, GAL reports and filed motions of which they have substantial disagreement no later than nine (9:00) o'clock a.m. one court day prior to the review or disposition hearing. Failure to file a written response will not be considered good cause for a continuance.
- (D) **Initial Review Hearing.** The initial review hearing shall be held no later than six (6) months from the initial out of home placement or no more than ninety days from the entry of the disposition order, whichever comes first. The court shall schedule the initial review hearing at the time of the dispositional hearing.
- (E) **Review Hearing.** The court shall schedule a review hearing at the time of the dispositional hearing.

*[Adopted Effective April 1, 1988; Amended Effective September 1, 2003; September 1, 2006, September 1, 2012, September 1, 2016; September 1, 2020.]*

**Local Juvenile Court Rule 3.8**  
**DEPENDENCY REVIEW HEARING**

- (A) **Generally.** The status of all children found to be dependent shall be reviewed by the court at least every six (6) months at a hearing where it shall be determined whether court supervision should continue. The court shall receive a written evaluation of matters relevant and material to the need for further court supervision and placement of the child.

- (B) **Sources.** A written evaluation may be ordered by the court from the following sources:
1. Washington State Department of Child, Youth and Families or related agency; or
  2. Any other source that can provide relevant and material information on the issue of the need for further Court supervision and placement of the child.
  3. Written responses to the evaluation from the parties will include supporting documentation, if applicable, and will be provided to the court via jMotion not later than nine (9:00) o'clock a.m. one court day prior a review hearing.
- (C) **Contents.** All written evaluations will address the factors listed in RCW 13.34.130.
- (D) **Times.** All dependency review hearings shall be set as to date and time in open court at the time of the previous hearing.
1. All court reports will be provided to the court, parties, GAL's and counsel no later than ten (10) working days prior to the review hearing.
  2. Addenda to court reports or GAL reports may be provided to the court and the parties not later than nine (9:00) o'clock a.m. one court day prior to the hearing. Otherwise, the information must be provided to the court verbally at the hearing, but additional information offered verbally may result in a continuance of the hearing, upon request of a party and if approved by the Court.
  3. Parties and other respondents shall provide written responses, accompanied by supporting documentation, to all matters contained in the court report, GAL reports and filed motions of which they have substantial disagreement not later than nine (9:00) o'clock a.m. one court day prior to the review or disposition hearing. Failure to file a written response will not be considered good cause for a continuance.

*[Adopted Effective April 1, 1988; Amended Effective September 1, 2006; September 1, 2012; September 1, 2016; September 1, 2021]*

### **Local Juvenile Court Rule 3.9**

#### **GUARDIANSHIP IN JUVENILE COURT**

- (A) **Generally.** Any party to a dependency proceeding may file a petition requesting that guardianship be created as to a dependent child pursuant to RCW 13.36.030.
- (B) **Procedure.** Once a guardianship petition has been filed with the Clerk of the Court, the petitioner shall:
1. Notify the Department of Social and Health Services;
  2. Schedule a date and time for a hearing on the petition and file a Notice and Summons stating such information;

- (C) **Order.** If the court establishes a guardianship pursuant to RCW 13.36.030, et. seq., the court shall enter an Order to that effect that addresses the matters required by statute, including RCW 13.36.050.

*[Adopted Effective April 1, 1988; Amended Effective September 1, 2006; September 1, 2012; September 1, 2015; September 1, 2021]*

### **Local Juvenile Court Rule 3.10 FINAL PARENTING PLANS**

Upon the Court granting concurrent jurisdiction from the dependency court, a party to a dependency action may file the necessary pleadings for entry of an agreed final parenting plan in the dependency court, pursuant to RCW 13.34.155 and RCW 26.

*[Adopted Effective September 1, 2013; Amended Effective September 1, 2016]*

## **TITLE IV. PROCEEDINGS TO TERMINATE PARENT-CHILD RELATIONSHIP**

### **Local Juvenile Court Rule 4.1 INVOKING JURISDICTION OF JUVENILE COURT**

- (A) **Generally.** Juvenile Court jurisdiction is invoked over a proceeding to terminate a parent-child relationship and to establish a Chapter 13.36 guardianship by filing a petition.
- (B) **New and Separate Cause Number.** All petitions to terminate a parent-child relationship and to establish a Chapter 13.36 guardianship filed with the Court shall be assigned a new and separate cause number, and the respective Superior Court Clerk shall open a file separate from any original dependency file.

*[Adopted Effective April 1, 1988; Amended Effective September 1, 2006; September 1, 2013; September 1, 2015]*

### **Local Juvenile Court Rule 4.2 PLEADINGS**

- (A) **Petition.** All petitions to terminate a parent-child relationship shall contain the elements required in JuCr 3.3, be verified, and shall state the facts and circumstances which underlie each of the allegations required by RCW 13.34.180 and 13.34.190. Petitions involving voluntary relinquishment of parental rights shall attach the relinquishment rights and consent form signed by the parent(s).
- (B) **Answer.** All petitions to terminate a parent-child relationship and to establish a Chapter 13.36 guardianship shall be answered by the parties. All answers shall be in written form and shall conform to the Superior

Court Civil Rules. Failure to answer the petition may constitute grounds for entry of termination or guardianship by default in the Juvenile Court's discretion.

*[Adopted Effective April 1, 1988; Amended Effective September 1, 2015]*

**Local Juvenile Court Rule 4.3  
NOTICE OF TERMINATION HEARING**

- (A) **Generally.** Notice of the termination hearing and a copy of the petition shall be served on all parties in the manner defined by RCW 13.34.070(7) and (8) or published in the manner defined by RCW 13.34.080. Notice of the date and time of the termination hearing and any pre-trial hearings shall be sent to all parties in the manner defined by RCW 13.34.070(7) and (8) if their addresses or location can be ascertained.
- (B) **Indian Children.** If the petitioner knows or has reason to know that the child involved is an enrolled or enrollable member of an Indian tribe, the petitioner shall notify the Bureau of Indian Affairs (BIA) in the manner required by RCW 13.34.070(10), 25 U.S.C. 1912 and 13.38.070.

*[Adopted Effective April 1, 1988; Amended Effective September 1, 2015; September 1, 2016]*

**Local Juvenile Court Rule 4.4  
DISCOVERY IN PROCEEDINGS TO TERMINATE PARENT-CHILD RELATIONSHIP**

- (A) **Generally.** Discovery shall be conducted according to the Superior Court Civil Rules. Witness lists and exhibit lists shall be provided per the Order Setting Case Schedule. Failure to provide a witness list may result in sanctions in the discretion of the Juvenile Court.

*[Adopted Effective April 1, 1988; September 1, 2015]*

**Local Juvenile Court Rule 4.5  
SCHEDULING THE TERMINATION HEARING OF PARENTAL RIGHTS  
HEARING/PRE-TRIAL HEARING**

- (A) At the initial hearing, case hearing dates and related dates through the trial date will be approved by the Court and entered on the Termination Order Setting Case Schedule. All parties will be provided a copy of the case schedule at the initial hearing

*[Adopted Effective April 1, 1988; Amended Effective September 1, 2006]*

## TITLE VI. JUVENILE OFFENSE PROCEEDINGS DIVERSION AGREEMENTS

### Local Juvenile Court Rule 6.6

#### TERMINATION/MODIFICATION OF DIVERSION AGREEMENTS

- (A) **Generally.** Diversion unit(s) shall have the authority to file with the Clerk of the Court a petition and affidavit alleging a substantial violation of a juvenile's diversion agreement and seek termination or modification of the agreement.
- (B) **Procedure.** Once the petition and affidavit alleging violation of a juvenile's diversion agreement has been filed, the diversion unit shall immediately inform the respective Prosecuting Attorney's Office and the appropriate Juvenile Court unit to ensure the matter is scheduled and all appropriate parties are notified of the hearing date, time and place.
  - 1. The diversion unit will prepare a written report on the alleged violations. Copies will be provided to all appropriate parties.
  - 2. A representative of the diversion unit familiar with the particular case will be present at such hearing.
- (C) **Issuance of Notice/Summons.** The Clerk of the Court shall be delegated the authority to issue Notice/Summons pursuant to a petition to terminate/modify a diversion agreement without the need for a formal order from the court.

*[Adopted Effective April 1, 1988]*

## TITLE VII. JUVENILE OFFENSE PROCEEDINGS IN JUVENILE COURT

### Local Juvenile Court Rule 7.3

#### DETENTION AND RELEASE

- (A) **Generally.** No juvenile offender or alleged juvenile offender will be released from court-ordered detention unless a written Order to that effect has been approved by the parties and signed by a Court Commissioner or Superior Court Judge.
- (B) **Procedure.** The Juvenile Court detention staff, probation counselors and Prosecuting Attorneys will establish written procedures to be followed. Such procedures will be subject to review by the judges.

*[Adopted Effective April 1, 1988]*

**Local Juvenile Court Rule 7.6**  
**ARRAIGNMENT AND PLEAS**

- (A) **Generally.** Unless waived pursuant to these rules, an arraignment hearing shall be held no later than twenty-one (21) days after the information is filed. Attendance by the alleged juvenile offender is mandatory. At arraignment, the juvenile shall be arraigned on the charges set forth in the information. If a juvenile is detained, his/her arraignment hearing shall be held no later than fourteen (14) days after the information is filed.
- (B) **Procedure.**
1. The juvenile and his/her counsel shall review, prepare and complete the following forms and present them to the court at the hearing:
    - a. Juvenile's Acknowledgement of Advisement of Rights; and
    - b. Juvenile's Notice/Advisement of Records.
  2. At arraignment, the court shall:
    - a. Appoint or confirm assignment of counsel;
    - b. Confirm the juvenile is aware of his/her rights; and the record provisions of RCW 13.50;
    - c. Take a plea from the juvenile of either guilty, not guilty or not guilty by reason of insanity;
    - d. Determine if discovery has been given; and
    - e. Set the next appropriate court date.
  3. *Group Arraignments.* The court may advise juvenile respondents of their rights and explain the record provisions of RCW 13.50 in a group proceeding. All other portions of the arraignment shall be accomplished individually.
- (C) **Name and Date of Birth.** The juvenile respondent shall be asked his/her true name and date of birth. If the juvenile alleges that his/her true name and/or date of birth is other than indicated on the information, it shall be entered in the Minutes of the court and subsequent proceedings shall be had against the respondent by the indicated name and date of birth.
- (D) **Reading.** The information shall be read to the juvenile respondent, unless the reading is waived, and a copy shall be provided to the respondent and his/her counsel.

*[Adopted Effective April 1, 1988]*

**Local Juvenile Court Rule 7.7**  
**PLEAS OF GUILTY**

- (A) **Procedure.** The juvenile respondent and his/her counsel shall prepare and complete a Statement of Juvenile on Plea of Guilty before appearing in court. The juvenile respondent and his/her counsel shall present the

completed statement to the court. After receiving the completed statement, the court shall conduct a detailed inquiry addressing:

1. The meaning and effect of a plea of guilty;
2. The elements of the offense alleged;
3. The juvenile's acknowledgement of his/her guilty on each and every element of the offense alleged;
4. The standard sentencing range and the maximum punishment for the offense alleged;
5. The juvenile's understanding of and the meaning of the prosecutor's recommendation; and
6. Any other appropriate matters.

Upon acceptance of the plea, the court shall have the juvenile respondent sign the statement in open court. The statement shall be filed with the Clerk of the Court.

- (B) **Withdrawal of Plea of Guilty.** A motion to withdraw a plea of guilty may be made only before sentence is imposed and upon a showing of good cause. The court may set aside an Order of Disposition and permit a juvenile respondent to withdraw his/her plea of guilty to correct an injustice.
- (C) **Form.** The Statement of Juvenile on Plea of Guilty will conform substantially with JuCr 7.7.

*[Adopted Effective April 1, 1988; Amended Effective September 1, 2016]*

#### **Local Juvenile Court Rule 7.12**

#### **DISPOSITIONAL HEARING – OFFENDER PROCEEDINGS**

- (A) **Time.** If the respondent pleads guilty or is found guilty of the allegations in the information, the court shall enter its findings upon the record and proceed immediately to the disposition unless:
1. The court believes additional information is necessary, or
  2. The court believes additional time is needed to determine an appropriate custody or living situation, or
  3. Commitment is to be considered and additional time is necessary to seek alternatives, or
  4. The court deems a continuance is otherwise necessary.
- (B) **Sources.** Predispositional reports may be ordered by the court from one or more of the following sources:
1. The Benton-Franklin County Juvenile court staff;
  2. The Prosecuting Attorney;
  3. The defense counsel; and
  4. Any other source that can provide relevant and material information on the issue off an appropriate disposition.
- (C) **Form.** All predispositional reports will address the various factors required by RCW 13.40.150. All predispositional reports should present alternatives to commitment in those cases, which it may appear that public

security can be accomplished, and the offender's behavior altered by such an alternative. All reports shall be provided to the court and counsel no later than two (2) days prior to the dispositional hearing.

- (D) **Restitution, Court Costs and Victim's Assessment.** The court shall address the Respondent's ability to pay, make inquiry pursuant to current status of the law, and may receive information from the juvenile justice staff, to assist in the determination of the amount of restitution, court costs and victim's assessment. The court shall fix the amount of restitution, court costs and victim's assessment at the dispositional hearing or subsequent hearing.
- (E) **Manifest Injustice Findings.** If the court imposes a sentence based upon a finding of manifest injustice, the court shall set forth those portions of the record material to the disposition.

*[Adopted Effective April 1, 1988; Amended Effective September 1, 2016; September 1, 2017]*

#### **Local Juvenile Court Rule 7.15** **MOTIONS – JUVENILE OFFENSE PROCEEDINGS**

- (A) **Generally.** All motions, including motions to suppress evidence, motion regarding admissions, and other motions requiring testimony, shall be heard at the time of trial unless otherwise set by the Court, together with a brief which shall include a summary of the facts upon which the motions are based, not later than five (5) days before the adjudicatory hearing. Reply briefs shall be served and filed with the Court no later than noon of the Court day before the hearing.
- (B) **To dismiss for Delay in Referral of Offense.** The Court may dismiss information if it is established that there has been an unreasonable delay in referral of the offense to the Court. For purposes of this rule, a delay of more than thirty (30) days from the date of completion of the police investigation of the offense to the time of filing of the charge shall be deemed prima facie evidence of an unreasonable delay. Upon a prima facie showing of unreasonable delay, the Court shall then determine whether or not dismissal or other appropriate sanction will be imposed. Among those factors otherwise considered, the Court shall consider the following:
  - 1. The length of the delay;
  - 2. The reason for the delay;
  - 3. The impact of the delay on ability to defend against the charge; and
  - 4. The seriousness of the alleged offense.Unreasonable delay shall constitute an affirmative defense which must be raised by motion not less than one (1) week before trial. Such motion may be considered by affidavit.

*[Adopted Effective April 1, 1988]*

**Local Juvenile Court Rule 7.16**  
**BAIL**

- (A) **Generally.** All juveniles held in detention on probable cause shall have the right to have bail addressed in their first court appearance. If bail is granted, it may be posted by either cash or bond. The juvenile will be released from detention to an approved party only on the referral or cause number for which bail is posted. The court may impose additional conditions of release pursuant to RCW 13.40.040(4).
- (B) **Procedure.** The following steps shall be followed:
1. The issue of bail shall be first addressed at the first appearance hearing.
  2. If bail is authorized by the Court, it shall be posted with the respective County Clerk during normal business hours or with the Benton-Franklin Counties Detention Center when the respective County Clerk's Office is closed. Prior to release, the juvenile shall be advised of the next hearing date, any other conditions of release and that failure to appear may result in bail forfeiture and prosecution for bail jumping. When a bond is filed with the Clerk of the Court in Benton or Franklin County, the Clerk in the respective County shall issue a certified copy of the original bond to juvenile detention.
  3. A juvenile detainee will not be released from detention unless detention staff has physical possession of the certified copy of the original bond from the Clerk of the Court, a verified receipt for posted bail from the Clerk of the Court or an original authorized bond or cash bail is posted with detention during hours that the County Clerk's Office is closed.
  4. Pursuant to the provisions of RCW 13.40.056, when bail is posted, by bond or by cash, ten dollars of the amount posted as bail shall be collected in cash as a nonrefundable bail fee.
- (C) **Forms.** Forms for this procedure shall be subject to review by the judges.

*[Adopted Effective April 1, 1988; Amended Effective September 1, 2006; September 1, 2013]*

**Local Juvenile Court Rule 7.17**  
**BENCH WARRANTS**

- (A) **Generally.** Upon proper application to the court, a bench warrant may be issued for a juvenile upon the Court finding the juvenile is a serious risk to community safety and in the following circumstances:
1. Who, without justification, fails to appear at a scheduled court hearing after receiving proper notice;
  2. Who is alleged to have violated the terms of his/her community supervision;

3. Who is alleged to have violated the terms of his/her release of detention; and
  4. Any other appropriate situation.
- (B) **Procedure.** Once an Order to issue a bench warrant has been approved by the court, the Clerk of the respective Court shall issue the warrant for the arrest of the named juvenile:
1. The warrant may be served by law enforcement officers or by probation counselors pursuant to RCW 13.04.040(5).

*[Adopted Effective April 1, 1988; Amended Effective September 1, 2013; September 1, 2021]*

### **Local Juvenile Court Rule 7.18**

#### **VIOLATIONS OF COMMUNITY SUPERVISION**

- (A) **Generally.** Probation counselors shall have the authority to file with the respective Clerk of the Court a motion and affidavit alleging a violation of community supervision.
- (B) **Procedure.** Once the motion and affidavit alleging a violation of community supervision has been filed, the probation counselor shall contact the appropriate juvenile court unit to ensure the matter is scheduled and all appropriate parties are notified of the hearing date, time and place.
1. The probation counselor shall prepare a written report of the alleged violations. Copies will be provided to all appropriate parties no later than one (1) day prior to the hearing.
  2. The probation counselor shall be present at such hearing to respond to questions concerning the matter.
- (C) **Absconding From Placement.** All juvenile respondents placed on community supervision shall strictly follow the terms and conditions of his/her probation contract as well as any instructions of his/her probation counselor, including placement. If a juvenile respondent voluntarily and without authority absents himself/herself from a placement pursuant to the terms of his/her community supervision, this will be deemed a violation of the juvenile's community supervision. In addition, if the juvenile's behavior poses a serious risk to community safety, then this is sufficient grounds for a warrant of arrest to be issued.
1. A juvenile respondent placed in confinement as a result of a warrant of arrest issued pursuant to this rule shall not be released unless ordered by the court.
- (D) **Warrants.** The court may order a warrant for the arrest of a juvenile respondent. A warrant may be served by law enforcement or a probation counselor.
- (E) **Guidelines.** The following guidelines are established for probation counselors with respect to alleged violations of community supervision:

1. A minor or technical violation and the respondent's whereabouts are known: file the appropriate motion and have the respective Clerk of the Court issue a Summons.
  2. A serious violation of the criminal law or condition of community supervision, the respondent's alleged behavior poses a serious risk to community safety and the respondent's whereabouts are known/unknown: the probation counselor shall draft a motion, statement and order for warrant regarding violation of disposition requesting a warrant be issued. The motion will be heard at a probation violation warrant hearing that will be set for the next available first appearance docket.
- (F) **Issuance of Notice/Summons.** The respective Clerk of the Court shall be delegated the authority to issue Notice/Summons pursuant to a motion alleging violations of community supervision without the need for a formal order from the court.

*[Adopted Effective April 1, 1988; Amended Effective September 1, 2013; September 1, 2021]*

## **TITLE VIII. DECLINING JUVENILE COURT JURISDICTION OVER AN ALLEGED JUVENILE OFFENDER**

### **Local Juvenile Court Rule 8.3**

#### **DECLINING JUVENILE COURT JURISDICTION OVER AN ALLEGED JUVENILE OFFENDER**

- (A) **Generally.** In accordance with RCW 13.40.110 and Juvenile Court Rule 8.1, any party may file an appropriate motion and supporting affidavit to decline jurisdiction with the respective Clerk of the Court.
- (B) **Report.** A declination investigation report may be prepared by the juvenile court staff.

The report shall:

1. Address the following factors:
  - a. The seriousness of the alleged offense to the community and whether the protection of the community requires waiver of juvenile court jurisdiction;
  - b. Whether the alleged offense was committed in an aggressive, violent, premeditated or willful manner;
  - c. Whether the alleged offense was against persons or against property;
  - d. The prosecutive merit of the complaint;
  - e. The desirability of trial and disposition of the entire offense in one court;
  - f. The sophistication and maturity of the juvenile as determined by consideration of his home, environmental situation, emotional attitude and pattern of living;

- g. The record and previous history of the juvenile, including previous contacts with law enforcement agencies, juvenile courts and other jurisdictions, prior periods of probation/community supervision, or prior commitments to juvenile institutions;
  - h. The prospects for adequate protection of the public and the likelihood of reasonable rehabilitation of the juvenile (if he is found to have committed the alleged offense) by the use of procedures, services and facilities currently available to the juvenile court.
  - 2. Address any other factors relevant to the motion; and
  - 3. Make a recommendation to the court as to the motion.
- (C) **Hearing.** The writer of the declination investigation report will be present at the declination hearing to testify, if so requested.

*[Adopted Effective April 1, 1988; Amended Effective September 1, 2013; September 1, 2021]*

## TITLE IX. RIGHT TO LAWYER AND EXPERTS IN ALL JUVENILE COURT PROCEEDINGS

### Local Juvenile Court Rule 9.2 RIGHT TO COUNSEL

- (A) **Appointments.** Legal counsel shall be provided at public expense in the following circumstances:
- 1. For a juvenile respondent:
    - a. Alleged to be a juvenile offender;
    - b. Alleged to have violated the terms of his/her community supervision;
    - c. Who may be a party to a diversion agreement who has not waived his right to counsel for the purpose of advising him as to whether he desires to participate in the diversion process or to decline to participate;
    - d. When the Prosecuting Attorney or diversion unit has filed a petition to terminate or modify a diversion agreement;
    - e. When a dependency petition has been filed alleging the child to be dependent pursuant to RCW 13.34.040, and the child is eight (8) years of age or older and a guardian ad litem has not been appointed to represent the best interests of the child;
    - f. When a review hearing is to be held pursuant to RCW 13.32A or RCW 13.34, and the child is eight (8) years of age or older and a guardian ad litem has not been appointed to represent the best interests of the child;
    - g. When a petition to terminate the rights of the parent or

- parents of the juvenile has been filed and the child is eight (8) years of age or older and a guardian ad litem has not been appointed to represent the best interests of the child;
- h. When a petition asking for the creation of a guardianship over the child has been filed pursuant to RCW 13.36, and the child is eight (8) years of age or older and a guardian ad litem has not been appointed to represent the best interests of the child.
- 2. For a parent, guardian or custodian:
    - a. Who is a party to a:
      - (1) Dependency proceeding;
      - (2) Proceeding for the termination of the parent-child relationship;
      - (3) Proceeding pursuant to RCW 13.40 and a juvenile under the age of twelve for whom a parent, guardian or custodian is responsible is requesting to waive a right or object to a proceeding;
      - (4) Proceeding pursuant to RCW 13.36 requesting a guardianship be created;
      - (5) Proceeding and who requests that the court appoint counsel because of an inability to obtain counsel due to financial hardship and the court finds the party indigent.
  - 3. Whenever ordered by the court.
- (B) **Retained counsel.** Any party may be represented by retained counsel in any proceeding before the Juvenile Court.
  - (C) **Procedure for Appointment of Counsel.** Except as provided in Rule 9.2(A)(1), at or prior to the initial appearance of the parties, the court or a representative of the court may inquire as to the financial status of any party who requests counsel to be appointed. Upon the filing of a motion and affidavit for assignment of a lawyer by a party, the court may schedule a hearing on the subject of the parents, guardian, or custodian and/or the child's ability to pay all or part of the expense of counsel. Upon a finding that the party requesting appointment of counsel is indigent, the court shall appoint counsel. If it appears that the party can partially afford counsel, the court shall appoint counsel but may direct that the party pay an amount certain to the Clerk of the Court.
    - 1. An appropriate form may be used to determine the financial status of a party.
  - (D) **Notice of Appearance.** Attorneys, representing parties in juvenile matters, except for appointed attorneys, must serve prompt written notice of their appearance upon all other parties or their counsel of record, the legal process unit of the court and file the same with the Clerk of the Court.

*[Adopted Effective April 1, 1988; Amended Effective September 1, 2015; September 1, 2016; September 1, 2021]*

**Local Juvenile Court Rule 9.4**  
**APPOINTMENT OF NON-LAWYER GUARDIAN AD LITEM**

- (A) **Generally.** It shall be the policy of the court to appoint a non-lawyer guardian ad litem for a juvenile in lieu of an attorney in all proceedings other than offender matters involving juveniles under the age of eight (8) years. The court may appoint a non-lawyer guardian ad litem in lieu of or in addition to an attorney in all proceedings other than offender matters involving juveniles who are eight (8) years of age or older.
- (B) **Procedure.**
1. *Dependency/Guardianship/Termination Proceedings.* The court may appoint a guardian ad litem for a child after the court has entered a finding of dependency pursuant to RCW 13.34 or at any other appropriate stage of a proceeding. In cases involving more than one child from the same family unit, the court may appoint one guardian ad litem to represent the interests of all the children.
  2. *Other Proceedings.* The court may appoint a guardian ad litem when it deems such an appointment necessary.
- (C) **Role.** The guardian ad litem shall be an advocate on behalf of and in the best interests of the child. The guardian ad litem shall serve as a participant in court proceedings. A guardian ad litem shall be entitled to full access to all parties and relevant records and to receive notice as a party.
- (D) **Certification.** No guardian ad litem shall be appointed to a child until he/she has successfully completed an approved training course supervised by the court and administered an oath of office by the court. A guardian ad litem shall be free of influence from anyone interested in the result of the proceeding.
- (E) **Reports.** In all proceedings, the guardian ad litem shall submit a written report to the court addressing all relevant factors and making a recommendation to the court as to an appropriate disposition in the best interests of the child. All reports submitted by a guardian ad litem will be provided to the court and parties no later than ten (10) days prior to the scheduled hearing. A report received within five (5) days of a hearing may constitute good cause of a continuance if a party requests a continuance.
- (F) **Representation by Attorney.** A guardian ad litem may be represented by an attorney.

*[Adopted Effective April 1, 1988; Amended Effective September 1, 2008; September 1, 2015; September 1, 2016; September 1, 2021]*

## TITLE X. JUVENILE COURT RECORDS

### Local Juvenile Court Rule 10.2 RECORDING JUVENILE COURT PROCEEDINGS

- (A) **Generally.** All proceedings in the Benton-Franklin County Superior Court Juvenile Division shall be recorded unless waived pursuant to statute.
  - 1. The electronic recording device installed at the court is approved for all hearings and for all purposes.
- (B) **Request for Transcript.** Upon written motion by any party to a proceeding, the court may order a written verbatim transcript to be prepared. The individual preparing the transcript shall certify that it accurately reflects the electronic record of the proceeding.
  - 1. Dependency, Guardianship, or Termination of Parental Rights, Proceedings. All written verbatim transcripts prepared for proceedings involving dependent children, or termination of parental rights proceedings shall be sealed. An individual make inspect such a transcript only after obtaining written court order.

*[Adopted Effective April 1, 1988; Amended Effective September 1, 2015]*

### Local Juvenile Court Rule 10.3 INSPECTION/RELEASE OF INFORMATION

- (A) **Generally.** All records, other than the official court record, are confidential and may be released only as provided in state statute and court rule. All requests for information shall be made in writing. Such requests shall state the reason for the inspection or release of information and all parties to the underlying cause shall be provided written notice of the request by the requesting party.
- (B) **Procedure.**
  - 1. *Juvenile Offender Matters.* The agency receiving the written request shall refer the written request to the originating agency of the records. The agency will review the request and decide if the request is proper pursuant to statute and court rule. The requesting party shall be notified in writing as to the appropriateness of his/her request by the originating agency.
  - 2. *Juvenile Dependency/Termination of Parental Rights Matters.* The agency receiving the written request shall refer the written request to the originating agency. The agency will review the request and decide if the request is proper pursuant to statute and court rule. The requesting party shall be notified in writing as to the appropriateness of his/her request by the originating agency.
- (C) **Release.** Only complete information will be released.

- (D) **Research Requests.** Requests for information concerning legitimate research for educational, scientific or public purposes may be approved by the court if:
1. The individual or agency is engaged in legitimate research for educational, scientific or public purposes; and
  2. The anonymity of all person mentioned in the records/information will be preserved.
  3. The juvenile court administrator shall establish written policy and procedure addressing research requests.

*[Adopted Effective April 1, 1988; Amended Effective September 1, 2015]*

**Local Juvenile Court Rule 10.10**  
**NOTICE AND ADVISEMENT JUVENILE OFFENDER RECORDS**

- (A) **Generally.** Any juvenile to whom the record provisions of RCW 13.50.050 may apply shall be given written notice of his or her rights under the referenced statute.
- (B) **Procedure.** The following procedure shall be followed:
1. In the case of a juvenile offender, a written form signed by the juvenile in which a juvenile is advised of rights pursuant to RCW 13.50.050 and acknowledges being so advised shall be filed with the Clerk of the Court at the time of his or her arraignment.
  2. In the case of a juvenile referred to a diversion unit, a similar written form as in the above paragraph shall be signed by the juvenile and filed as part of the diversion agreement.

*[Adopted Effective April 1, 1988]*

**TITLE XI. SUPPLEMENTAL PROVISIONS [RESERVED]**