Jerome Delvin, *District 1*
Michael Alvarez, *District 2*
Will McKay, *District 3*

Jerrod MacPherson
County Administrator
Matt Rasmussen
Deputy County Administrator

Agenda – Board of County Commissioners

To view items in detail, click highlighted areas.

Regular Board of Commissioners Meeting
Tuesday, January 10, 2023 9:00 AM
Benton County Courthouse, Prosser, WA

Notice: Meeting provided in-person, by live-broadcast and telephonically via WebEx (linked below):
https://www.co.benton.wa.us/agenda/commissioners

Call to Order

Pledge of Allegiance

Approval of Minutes: December 20, 2022

Review Agenda

Consent Agenda

Animal Control

a. Line Item Transfer, Fund No. 0010, Dept. No. 137 for Hourly Wage Increase to Control Officer I

Auditor

b. Line Item Transfer, Fund No. 1110 for Temporary Help & Overtime

Clerk

c. Amended Statement of Work w/i3-ImageSoft LLC for Document Management System
d. Line Item Transfer, Fund No. 0010, Dept. 106 for Overtime

Commissioners

e. Organization of Benton County Commissioners for Year 2023; Rescinding Resolution 2022-024
f. Line Item Transfer, Fund No. 0010, Dept. No. 115 to 120 for Medical Services @ the Jail
g. Line Item Transfer, Fund No. 3050, Dept. No. 000 for Purchase of Fire Station 3 Property
h. Line Item Transfer, Fund No. 0010, Dept. No. 115 to 126 for Light Poles Repairs @ Horse Heaven Rest

Human Resources

i. Amendment I to Appraisers Collective Bargaining Agreement
j. Collective Bargaining Agreement w/Sheriff's Command Guild
k. Collective Bargaining Agreement w/Council 2, Local 874HC Representing Courthouse Employees
l. Restated Compensation for Appointed Non-Bargaining Positions in the Sheriff's Office; Rescinding Resolution 2018-488
m. Additional Compensation for Undersheriff Jon Law for 2023

n. Creation of Rural Water Supply Program Coordinator I Position Classification & Salary Placement in Planning Dept.

o. Creation of Rural Water Supply Coordinator II Position Classification & Salary Placement in Planning Dept.

Human Services

p. Fifth Contract Amendment w/WA State Health Care Authority for Community Prevention Wellness Initiative Services

Information Technology

q. Extending Software & Hardware Support for Dell Compellent Storage Area Network w/Thornburg Computer Services for Administration Building

r. Renewal of QLess Queuing Software for Administration Building From SHI International Corp.

s. Purchase of One Laptop, Dock & Three Monitors From Dell for Sheriff's Office

Office of Public Defense

t. District & Superior Court Public Defense Services w/Shelley Ajax

u. Early Termination of District Court Public Defense Services Agreement w/Michelle Dorsett

v. Superior Court Public Defense Agreement w/Christine Bennett

Public Safety

w. Line Item Transfer, Fund No. 1480, Dept. 121 for Title & Grade Change for Public Records Clerk in Sheriff's Office

x. Line Item Transfer, Fund No. 0010, Dept. 123 to Dept. No. 138 for Benefits

y. Line Item Transfer, Fund No. 01480, Dept. 117 to 122 for Asst. Chief Deputy Salary

Public Works

z. Contract w/Superior Tree Services for County-Wide Brush Cutting Project

aa. Adopting Equipment Rental & Revolving Fund Vehicle Rates/Assessments

Purchasing

bb. Purchase of Kubota Engine for 555 Broom From PacWest Machinery for Public Works Dept.

Risk

cc. Appointment of PayneWest Insurance as Broker/Agent of Record for Insurance Policies and/or Bonds

Sheriff

dd. Line Item Transfer, Fund No. 119 to 118 for Accreditation Coordinator Salary & Benefits

Superior Court

ee. Agreement w/State of WA Administrative Office of the Courts for Interpreter Reimbursement

Treasurer

ff. Line Item Transfer, Fund No. 1090, Dept. 000 for Overtime

Public Comment

To provide public comment, please come forward (if in-person), call 509-460-4941, or raise your hand in WebEx. Once called upon by the Chairman, state your name and address for the record and keep comments to 3 minutes or less.

Public Hearing

Amendment to Ordinance 459 Relating to User Fee for Courthouse Facilitator Program ~ Josie Delvin

Scheduled Business

Reclassifying Code Enforcement Officer Position to Code Enforcement Supervisor in Planning Dept. ~ G Wendt & E Wyant

- Classification Description and Salary Placement
- Line Item Transfer, Fund No. 1010, Dept. 500
- Line Item Transfer, Fund No. 0010, Dept. 116

Code Enforcement Officer I in Planning Department ~ G Wendt & E Wyant

- Creation of Position Classification & Salary Placement

Chief Appraiser Position In Assessor's Office ~ B Spencer & E Wyant

- Creating Job Classification & Establishing Salary Grade
- Line Item Transfer, Fund No. 0010, Dept. 101

Benton Franklin Health District Board Members Interview Appointments Discussion ~ Commissioner Delvin

Amending Bylaws & Rules of Procedure for the Board of Benton County Commissioners ~ Commissioner Delvin

Other Business

Executive Session

Review Qualifications of An Applicant for Public Employment ~ Chief Guerrero

Review Qualifications of Applicant for Public Employment ~ Sheriff Croskrey & Undersheriff Law

4th Quarter Litigation Update ~ R Brown

Potential Litigation ~ R Brown

MINUTES

BOARD OF BENTON COUNTY COMMISSIONERS

Draft

Regular Board Meeting
Benton County Courthouse, Prosser, WA
Tuesday, December 20, 2022, 9:00 a.m.
Meeting provided in-person, by Video Live-Broadcast and Telephonically via/WebEx

Present: Chairman Shon Small
Commissioner Will McKay
Commissioner Jerome Delvin
County Administrator Jerrod MacPherson
Clerk of the Board Cami McKenzie

Benton County Employees Present During All or a Portion of the Meeting: Deputy County Administrator Matt Rasmussen; Robert Heard, IT Manager; Carlee Nave, HR Manager; Greg Wendt, Community Development Director; Adam Fyall, Sustainable Development Manager; Public Works Manager Matt Mahoney; Clerk Josie Delvin; Treasurer Ken Spencer; Shyanne Palmus, Communications Coordinator; Sheriff Tom Croskrey; Undersheriff Jon Law; Donna Hutchinson, Planning; Dale Wilson, Code Enforcement; Planning Manager Michelle Cooke; Finance Manager Linda Ivey; Lt. Josh Combs.

Pledge of Allegiance

The Board recited the Pledge of Allegiance.

Approval of Minutes

The Minutes of December 13, 2022 were approved.

Agenda Review

The following items were added to the agenda:

- Sheriff's Grant Application for Traffic Safety 2023
- 3rd Contract Amendment for Tri-Cities Chaplaincy
- Inclement Weather and Emergency Closure Policy
- Purchase and Sale Agreement – Fire Station 3
- Rejection of Proposals for Behavioral Health Crisis Recovery Center
- Executive Session – Union Negotiations

Consent Agenda

MOTION: Commissioner Delvin moved to approve the consent agenda items "a" through "hh". Commissioner McKay seconded and upon vote, the Board approved the following:

Auditor

a. Establishing a Salary Grade for the License/Recording Manager

Commissioners

b. Line Item Transfer, Fund No. 0010, Dept. 115 to 109
c. Line Item Transfer, Fund No. 0010, Dept. 115 to 138
d. Line Item Transfer, Fund No. 0010, Dept. 115 to 123
e. Appointment of Tom Thoreson to the Kiona Irrigation District
f. Appointment of Thomas Sexton to the Benton County Noxious Weed Control Board

District Court

g. 4th Amended Agreement w/nCourt for Online/Web-based Payment Collections

Facilities

h. Line Item Transfer, Fund No. 0010, Dept. 110

Human Resources

i. Creation of Lead Hazardous Waste Position Classification and Salary Placement in Public Works
j. Creation of Hazardous Waste Technician Classification and Salary Placement in Public Works
k. Creation of Forensic Pathologist Position Classification and Salary Placement in Coroner's Office
l. Creation of Part-Time Autopsy Technician Classification and Salary Grade in Coroner's Office

Human Services

m. Line Item Transfer, Fund No. 1040, Dept. 000

Information Technology

n. License Renewal w/CompuNet Covering Software & Equipment
o. 1-Year Renewal of On Base Maintenance & Subscription – Authorize Invoices from i3 ImageSoft
p. Copier Lease Agreement w/Ricoh USA for Assessor & Auditor Offices
q. Copier Lease Agreement w/Ricoh USA for Risk Management
r. Copier Lease Agreement w/Ricoh USA for Coroner
s. Copier Lease Agreement w/Ricoh USA for Superior Court Administration
t. Purchase of Ninety-Seven Laptops & Accessories from Dell Inc.

Juvenile

u. Adopting Franklin County Flat Monthly Payments for 2023 Operations & Facilities Budget

Planning

v. Purchase of Water Meters From General Pacific, Inc. for 2023

Purchasing

w. Ratification of Contract w/Banlin Construction for Boarding Up of Former KGH Site
x. First Amended Contract w/Intermountain Cleaning Services for Voting Center Janitorial Services

y. 2nd Contract Amendment w/Intermountain Cleaning Services for County-Wide Janitorial Services
z. Contract w/Moon Security, Inc. for Fire & Security Monitoring for Multiple Benton County Locations
aa. Contract w/MEC Architecture & Interiors for the Justice Center Wayfinding Project
bb. Second Aendment to Agreement w/NaphCare, Inc for Health Care Services @ the Jail

Superior Court

cc. Contract w/Ana Armijo for Interpreter Services
dd. Contract w/Columbia Basin Interpreting/Translation Services for Interpreter Services
ee. Participation Position Allocation for Adult & Juvenile Drug Court Programs & Adopting At Risk Youth Population Percentage Split for Functional Family Therapy and Other Programs
ff. Adopting Percentage Rates for Salaries, Benefits & Information Technology Assessments
gg. Interlocal Agreement Regarding Information Technology Services w/Franklin County

Treasurer

hh. First Amended Contract w/GovEase Auction for Conducting Online Property Tax Foreclosure Sales

Public Comment

Tina Gregory, Kennewick, via/videoconference, expressed her concern about government.

Creating the Job Classification & Establishing the Salary Grade for Accreditation Coordinator Position in the Sheriff's Office

Sheriff Tom Croskrey & Undersheriff Jon Law presented a proposal to change a position in the Sheriff's office to replace the vacant Criminologist position with an Accreditation Coordinator. Sheriff Croskrey said the Criminologist position did not provide a lot to the department. Additionally, this reorganization would free up commissioned deputies that were currently doing some of the duties of an accreditation coordinator and free up their time to focus on training. He said it would be budget neutral as that position was vacant and was asking that a Line Item Transfer be prepared to be effective in January, 2023.

MOTION: Commissioner Delvin moved to approve the creation of the job classification and establishing the salary grade of the Accreditation Coordinator position as presented. Commissioner McKay seconded and upon vote, the motion carried.

Hours of Operation for Sheriff's Office at the Courthouse

The Board had a discussion regarding the procedure to establish the hours for the Sheriff's Office at the Courthouse. Sheriff Croskrey said he would review that issue and provide a resolution to the Board.

Setting County Salary Threshold for Non-Bargaining Positions to be Classified as Exempt from Overtime

HR Manager Carlee Nave presented a resolution to set a Benton County exempt salary threshold to comply with state and federal laws, effective January 1, 2023 for all positions at grade 15 or below to be classified as non-exempt and eligible for overtime.

MOTION: Commissioner Delvin moved to approve the resolution setting the 2023 Benton County exempt salary threshold for non-bargaining employees as presented. Commissioner McKay seconded and upon vote, the motion carried.

Treasurer Ken Spencer said this might present a problem in his budget and he was not sure where he would pay this from.

Benton County Non-Bargaining Employees, Managers & Administrators General Wage Increase

Carlee Nave presented the resolution recommending a 3% general wage increase for non-bargaining employees, managers, and administrators.

Ms. Nave said she brought this before the Board as it related to changes made earlier in the year to the Courthouse salary. She said the County ended up with compression issues between employees and their supervisors and they identified 15 supervisor positions most directly impacted by those salary changes. They were looking at possible solutions to getting those issues resolved with those most affected and would continue to look at long term changes for non-bargaining positions to bring parity both internally and to the labor market.

MOTION: Commissioners McKay moved to approve the resolution providing a 2023 wage increase for Non-Bargaining employees, Managers, and Administrators, as presented. Commissioner Delvin seconded and upon vote, the motion carried.

Public Safety Sales Tax Education Contract w/ Desautel Hege, Inc.

Shyanne Palmus presented the contract with Desautel Hege, Inc. to educate and inform the community about the Public Safety Sales Tax. The original proposal included a video aspect, however, the video aspect was removed and changed with a hard copy mailer. This change decreased the cost of the services but increased the overall cost due to mailing costs. They were still working on that final cost and the contract was in an amount NTE $30,000.00. The PA's office did not approve as to form and provided separate communication to the Board regarding that.

MOTION: Commissioner Delvin moved to approve the Resolution and Contract with Desautel Hege, Inc. for Public Safety Sales Tax Education as presented. Commissioner McKay seconded and upon vote, the motion carried.

Other Business

Sheriff's Grant Application for Traffic Safety 2023

Lt. Erickson, via/videoconference, presented the Resolution authorizing the Sheriff's office to apply for the WTSC Traffic Safety Grant for FY2023. If approved, it would allow funding for eight Lidar handheld units in the amount of $24,000 including WSST. If allowed, they would make the initial purchase out of the Investigative Fund and then the fund would be reimbursed so there would be zero impact on the budget.

MOTION: Commissioner Delvin moved to authorize the Benton County Sheriff's Office to apply for funding under the WASPC traffic safety grant application for FY2023 in the amount of $24,000 including WSST and shipping to enhance traffic safety. Commissioner McKay seconded and upon vote, the motion carried.

Tri-Cities Chaplaincy 3rd Contract Amendment for Tri-Cities Chaplaincy

Lt. Combs presented a 3rd Contract Amendment for the Tri-Cities Chaplaincy contract to allow for a three-month extension to negotiate a new contract or research other options. They were informed the contract would have an increase of 55%, so they wanted to look at other options.

MOTION: Commissioner Delvin moved to approve the Third Contract Amendment extending the contract between Benton County and Tri-Cities Chaplaincy to provide chaplaincy and redirectional service for the Benton County Jail as further outlined in the attached amendment through March 31, 2023. Commissioner McKay seconded and upon vote, the motion carried.

Inclement Weather and Emergency Closure Policy

Mr. MacPherson presented a Resolution adopting an Inclement Weather/Emergency Closure Policy. Mr. MacPherson said it was circulated to all departments and elected officials for input and provided information outlining the 24-hour and essential services, designation of authority, Court closures, notification, employee-initiated time off and pay during closure.

MOTION: Commissioner Delvin moved to approve the Resolution Adopting the Benton County Inclement Weather and Emergency Closure Policy as presented. Commissioner McKay seconded and upon vote, the motion carried.

Purchase and Sale Agreement – Fire Station 3

Mr. MacPherson said he they had been working on purchase of the City of Kennewick Fire Station 3, right near the Justice Center Campus. The Assessed value of the property was $1.1 million, and the appraised value was $1.9 million. They negotiated on the purchase and the City was willing to sell it for the assessed value, due to the good partnerships between the City and the County. Mr. MacPherson presented a Purchase and Sale Agreement, signed by the City of Kennewick, reflecting that purchase price.

MOTION: Commissioner Delvin moved to approve the Resolution Authorizing the Purchase and Sale Agreement Between the City of Kennewick and Benton County for the Real Property Commonly Known as the Fire Station 3. Commissioner McKay seconded and upon vote, the motion carried.

Rejection of Proposals for Behavioral Health Crisis Recovery Center

Mr. Rasmussen said the Board needed to formally reject the proposals for the Behavioral Health Crisis Recovery Center so they could move forward with a new RFP.

MOTION: Commissioner Delvin moved to approve the Resolution Rejecting all Proposals for the Behavioral Health Crisis Recovery Center. Commissioner McKay seconded and upon vote, the motion carried.

Legislative Updates

Mr. Rasmussen said they had been working on increasing the regular meetings allowed outside the County seat and were currently restricted to one per quarter, with advertising as a special meeting. Senate Bill 5067 was now officially proposed, to allow these meetings once per month.

Additionally, the County's federal lobbyists were working on appropriations for the microwave replacement system and Benton County made the final list. They would do their final appropriations on Friday, and if approved, the County would receive a $2 million grant to purchase that replacement system.

Commissioner Delvin said he was also researching FEMA grants regarding that replacement system.

Agenda Template – Clarification

The Board's agenda template regarding the consent agenda would be clarified since there seemed to be some confusion regarding the order of business.

Certificate of Service

The Board presented Chairman Shon Small with a Certificate of Service to Benton County for over 32 years of service.

Executive Session –County's Position or Strategy in Union Negotiations

The Board went into executive session at 9:47 a.m. for up to 10 minutes for up with Carlee Nave to discuss the County's position or strategy in union negotiations. Also present were Jerrod MacPherson, Matt Rasmussen, and Cami McKenzie.

The Board came out at 9:55 a.m. No decisions were made in executive session.

MOTION: Commissioner Delvin moved to approve the tentative agreement reached with the Sheriff's Command Guild, effective January 1, 2023, with the understanding that the contract will be brought to the Board for signature at the Board's next meeting in January. Commissioner McKay seconded and upon vote, the motion carried.

MOTION: Commissioner Delvin moved to direct staff to prepare a resolution setting the salary for the Undersheriff position effective January 1, 2023, based on compression with the Sheriff's Command Guild positions, with the understanding that the resolutions will be brought before the Board for signature at the Board's next meeting in January. Commissioner McKay seconded.

Discussion

The Board indicated this was due to compression and trying to keep a buffer between the command staff and the Undersheriff.

Upon vote, the motion carried.

Payroll

Check Date: 12/05/2022

Payroll Checks
Total all funds: $4,428,151.41
Warrant #: 243897-243966
Direct Deposit #: 175905-176519

Payroll Deductions/Transfers
Total all funds: $3,047,542.84
EFT #: 203-209
ACH #: 267, 337-352

Payroll Deduction Warrants
Total all funds: $128,436.75
Warrant #: 240702-240714

Check Date: 12/15/2022

Payroll Draw Checks
Total all funds: $118,259.08
Warrant #: 243968-243969
Direct Deposit #: 176520-176662

Payroll Draw Deductions/Transfers
Total all funds: $20,802.30
EFT #: 374

Accounts Payable

Check Date: 12/16/2022

Warrants #: 240795-241039
Total all funds: $1,523,829.88

Wires #: 329-332, 354-362, 365, 373
EFT's #: 210-219
Total all funds: $72,700.74

Resolutions

2022-938: Establishing a Salary Grade for the License/Recording Manager
2022-939: Line Item Transfer, Fund No. 0010, Dept. 115 to 109
2022-940: Line Item Transfer, Fund No. 0010, Dept. 115 to 138
2022-941: Line Item Transfer, Fund No. 0010, Dept. 115 to 123
2022-942: Appointment of Tom Thoreson to the Kiona Irrigation District
2022-943: Appointment of Thomas Sexton to the Benton County Noxious Weed Control Board
2022-944: 4th Amended Agreement w/nCourt for Online/Web-based Payment Collections
2022-945: Line Item Transfer, Fund No. 0010, Dept. 110
2022-946: Creation of Lead Hazardous Waste Position Classification and Salary Placement in Public Works
2022-947: Creation of Hazardous Waste Technician Classification and Salary Placement in Public Works
2022-948: Creation of Forensic Pathologist Position Classification and Salary Placement in Coroner's Office
2022-949: Creation of Part-Time Autopsy Technician Classification and Salary Grade in Coroner's Office
2022-950: Line Item Transfer, Fund No. 1040, Dept. 000
2022-951: License Renewal w/CompuNet Covering Software & Equipment
2022-952: 1-Year Renewal of On Base Maintenance & Subscription – Authorize Invoices from i3 ImageSoft
2022-953: Copier Lease Agreement w/Ricoh USA for Assessor & Auditor Offices
2022-954: Copier Lease Agreement w/Ricoh USA for Risk Management
2022-955: Copier Lease Agreement w/Ricoh USA for Coroner
2022-956: Copier Lease Agreement w/Ricoh USA for Superior Court Administration
2022-957: Purchase of Ninety-Seven Laptops & Accessories from Dell Inc.
2022-958: Adopting Franklin County Flat Monthly Payments for 2023 Operations & Facilities Budget
2022-959: Purchase of Water Meters From General Pacific, Inc. for 2023
2022-960: Ratification of Contract w/Banlin Construction for Boarding Up of Former KGH Site
2022-961: First Amended Contract w/Intermountain Cleaning Services for Voting Center Janitorial Services

2022-962: 2nd Contract Amendment w/Intermountain Cleaning Services for County-Wide Janitorial Services
2022-963: Contract w/Moon Security, Inc. for Fire & Security Monitoring for Multiple Benton County Locations
2022-964: Contract w/MEC Architecture & Interiors for the Justice Center Wayfinding Project
2022-965: Second Amendment to Agreement w/NaphCare, Inc for Health Care Services @ the Jail
2022-966: Contract w/Ana Armijo for Interpreter Services
2022-967: Contract w/Columbia Basin Interpreting/Translation Services for Interpreter Services
2022-968: Participation Position Allocation for Adult & Juvenile Drug Court Programs & Adopting At Risk Youth Population Percentage Split for Functional Family Therapy and Other Programs
2022-969: Adopting Percentage Rates for Salaries, Benefits & Information Technology Assessments
2022-970: Interlocal Agreement Regarding Information Technology Services w/Franklin County
2022-971: First Amended Contract w/GovEase Auction for Conducting Online Property Tax Foreclosure Sales
2022-972: Creating the Job Classification and Establishing the Salary Grade for the Accreditation Coordinator Position Within The Sheriff's Office
2022-973: Setting the Benton County Salary Threshold for Non-Bargaining Positions to be Classified as Exempt From Overtime
2022-974: In the Matter of Providing a General Wage Increase for Benton County Non-Bargaining Employees and Benton County Managers and Administrators for the Year 2023
2022-975: Personal Services Contract Between Benton County and Desautel Hege Inc. for Public Safety Sales Tax Education
2022-976: Authorizing the Benton County Sheriff's Office to Submit an Application for the Washington Association of Sheriff's and Police Chiefs Traffic Safety Grant Application for FY 2023
2022-977: Third Amendment to the Personal Service Contract Between Benton County and Tri-Cities Chaplaincy for Chaplaincy and Redirectional Services for Inmate Population of the Benton County Jail
2022-978: Adopting the Benton County Inclement Weather and Emergency Closure Policy
2022-979: Approval of Purchase and Sale Agreement Between the City Of Kennewick and Benton County for the Real Property Commonly Known as Fire Station 3
2022-980: Rejecting All Proposals for the Behavioral Health Crisis Recovery Center

There being no further business before the Board, the meeting adjourned at approximately 9:57 a.m.

_____ _____

Clerk of the Board Chairman

RESOLUTION

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON:

IN THE MATTER OF COUNTY FUNDS RE: TRANSFER OF FUNDS WITHIN CURRENT EXPENSE, FUND NUMBER 0010, DEPARTMENT NUMBER 137.

BE IT RESOLVED, by the Board of Benton County Commissioners, that funds shall be transferred as outlined in Exhibit "A", attached hereto.

Dated this _____ day of _____, _____

_____
Chairman of the Board

_____
Member

_____
Member

Constituting the Board of County Commissioners
of Benton County, Washington.

Attest: _____
Clerk of the Board

Prepared by: Joshua Castilleja

cc: Dept., Auditor

EXHIBIT "A"

BENTON COUNTY LINE ITEM TRANSFER

Dept Name: Animal Control Dept Nbr: 137

Fund Name: Current Expense Fund Nbr: 0010

TRANSFER FROM: / TRANSFER TO:

BASE SUB (6 digit)	LINE ITEM (4 digit)	LINE ITEM NAME	AMOUNT	BASE SUB (6 digit)	LINE ITEM (4 digit)	LINE ITEM NAME	AMOUNT
5543010	51136	Canine Control Officer I	$54,720	5543010	51136	Canine Control Officer I	$54,720
TOTAL			$54,720	TOTAL			$54,720

Explanation:

2023/2024 Budget: this is a part-time, non barg position that is currently approved in the 2023-2024 budget. A pay raise from $17 per hour to $19 per hour was approved in the budget adoption Resolution 2022-877

Prepared by: Joshua Castilleja Date: 13-Dec-2022

Approved ❑ Denied ❑ Date: _____

_____
Chairman

_____
Member

_____
Member

RESOLUTION

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON:

IN THE MATTER OF COUNTY FUNDS RE: TRANSFER OF FUNDS WITHIN ELECTION RESERVE FUND NUMBER 1110

BE IT RESOLVED, by the Board of Benton County Commissioners, that funds shall be transferred as outlined in Exhibit "A", attached hereto.

Dated this _____ day of _____, _____

_____
Chairman of the Board

_____
Member

_____
Member

Constituting the Board of County Commissioners
of Benton County, Washington.

Attest: _____
Clerk of the Board

cc: B. Chilton; Auditor; File

L. Roe

EXHIBIT "A"

BENTON COUNTY LINE ITEM TRANSFER

Dept Name: | Dept Nbr: 000

Fund Name: Election Reserve | Fund Nbr: 1110

TRANSFER FROM: **Dept.** | TRANSFER TO: **Dept.**

BASE SUB (6 digit)	LINE ITEM (4 digit)	LINE ITEM NAME	AMOUNT	BASE SUB (6 digit)	LINE ITEM (4 digit)	LINE ITEM NAME	AMOUNT
5144010	51823	Special Programs Coordinator	$11,851	5144010	51588	Temp. Help	$11,401
				5144010	51925	Overtime	$450
TOTAL			$11,851	TOTAL			$11,851

Explanation:

For 2021/2022 budget, the temporary help and overtime needed for the 2022 General Election exceeded the budgeted amount in that line item.

Prepared by: Lorene Roe | Date: 12/21/22

Approved ☐ | Denied ☐ | Date: _____

_____
Chairman

_____
Member

_____
Member

COMMISSIONERS' AGENDA ACTION SHEET

Meeting Date:	1-10-23
Subject:	Amendment to OnBase SOW #21847
Presenter:	
Prepared By:	Josie Delvin
Reviewed By:	Eric Andrews

PA Review, Approval to Form: ☒ Yes ☐ No ☐ N/A *(If no, include reasoning for no approval)*

Type of Agenda Item:

- ☒ Consent Agenda
- ☐ Public Hearing
- ☐ Scheduled Business

Type of Action Needed: *(Multiple boxes can be checked, if necessary)*

- ☐ Discussion Only
- ☐ Decision / Direction
- ☐ Sign Letter / Document
- ☐ Pass Motion
- ☒ Pass Resolution
- ☐ Pass Ordinance
- ☒ Execute Contract

Summary / Background Information

We are requesting this change to the OnBase SOW #21847 due to changes in the agreement with the credit card vendor.

Fiscal Impact

Funds are budgeted in the CARES/ARP budget.

Recommendation

Pass the resolution allowing the Chairman to sign the Amended SOW #21847 and TrueFiling License Agreement.

Suggested Motion

Approve as part of the consent agenda.

RESOLUTION

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON:

IN THE MATTER OF AUTHORIZING THE CHAIRMAN OF THE BOARD TO SIGN THE AMENDED STATEMENT OF WORK NO. 21847 BETWEEN i3-IMAGESOFT, LLC, AND COUNTY CLERK FOR BENTON COUNTY

WHEREAS, on November 30, 2021, the Board of Benton County Commissioners approved Resolution 2021-833 executing a Statement of Work for TrueFiling with i3-ImageSoft, LLC.; and

WHEREAS, OnBase is a document management system utilized by the Benton County Clerk, Benton County District Court, and Benton County Superior Court; and

WHEREAS, this Statement of Work No. 21847 is amended to incorporate changes to the credit card vendor agreement; and

WHEREAS, the Benton County Clerk recommends the attached amended Statement of Work No. 21847 and the TrueFiling License Agreement be approved; **NOW THEREFORE**

BE IT RESOLVED, that the Chairman of the Board of Benton County Commissioners, is hereby authorized to sign the Amended Statement of Work No. 21847 with i3-ImageSoft, LLC. and the TrueFiling License Agreement; and

BE IT FURTHER RESOLVED, this Amended Statement of Work No. 21847 is hereby made a part of the Master Agreement and all other terms remain unchanged.

Dated this _____ day of _____, 2023

_____
Chairman of the Board

_____
Member

_____
Member

Constituting the Board of County Commissioners of Benton County, Washington.

Attest: _____
Clerk of the Board

cc: Auditor,IT
Originals: Clerk

J. Delvin

Josie Delvin

From: Eric Andrews
Sent: Friday, November 18, 2022 9:05 AM
To: Josie Delvin
Subject: RE: [EXTERNAL] FW: Benton County, WA - Updated SOW R2 and Updated TF Eula

Josie,

I approve as to form.

Eric T. Andrews
Deputy Pros. Attorney, Civil
Benton Co. Pros. Attorney's Office
Phone: (509) 735-3591
Fax: (509) 222-3705

This email, any and all attachments hereto, and all information contained and conveyed herein may contain and be deemed confidential attorney client privileged and/or work product information. If you have received this email in error, please delete and destroy all electronic, hard copy and any other form immediately. It is illegal to intentionally intercept, endeavor to intercept or procure any other person to intercept or endeavor to intercept, any wire, oral or electronic communication.

From: Ryan Brown <Ryan.Brown@co.benton.wa.us>
Sent: Monday, November 7, 2022 9:37 AM
To: Eric Andrews <Eric.Andrews@co.benton.wa.us>
Cc: Josie Delvin <Josie.Delvin@co.benton.wa.us>
Subject: FW: [EXTERNAL] FW: Benton County, WA - Updated SOW R2 and Updated TF Eula

Eric,

Can you review this for Josie? Thanks.

Ryan

From: Josie Delvin <Josie.Delvin@co.benton.wa.us>
Sent: Monday, November 7, 2022 9:28 AM
To: Ryan Brown <Ryan.Brown@co.benton.wa.us>
Subject: FW: [EXTERNAL] FW: Benton County, WA - Updated SOW R2 and Updated TF Eula

Ryan:

We already have a signed agreement with ImageSoft for TrueFiling. This has been updated regarding the charge back issue that we identified. I will need to get this to the BOCC for signature once approved as to form.

Thanks.

Josie Delvin
Benton County Clerk
7122 West Okanogan Place, Ste A210

Kennewick, WA 99336

CONFIDENTIALITY NOTICE: This electronic mail transmission may contain legally privileged, confidential information. The information is intended only for the use of the individual or entity named above. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution or taking any action based on the contents of this electronic mail is strictly prohibited. If you received this in error, please contact the sender and delete all copies.

From: Steve Dale <sdale@imagesoftinc.com>
Sent: Friday, October 28, 2022 2:02 PM
To: Josie Delvin <Josie.Delvin@co.benton.wa.us>
Subject: [EXTERNAL] FW: Benton County, WA - Updated SOW R2 and Updated TF Eula

EXTERNAL EMAIL WARNING!!!: This email originated from outside of Benton County. DO NOT click links or open attachments unless you recognize the sender and know the content is safe.

Hi Josie.
Here are the updated agreements for TF. Can you have these signed and shoot back to me? Thanks.

Steve Dale | *Sr. Account Executive* | 248.948.8100 x 240 | c: 734.637.1501

Statement of Work

Statement of Work No. 21847

Revision No. 2

Customer Name: Benton County

Project Name: Washington Counties Shared TrueFiling Solution

ImageSoft Contact: Steve Dale

Contract Type: Fixed Price

Submitted Date: 10/27/2022

This Statement of Work ("SOW") is made and entered into by and between i3-ImageSoft, LLC., a Delaware limited liability company with its principal offices at 25900 W. 11 Mile Rd, Suite 100 Southfield, MI 48034 ("ImageSoft"), and Benton County with its principal offices at 7122 West Okanogan Place, Bldg. AKennewick, WA 99336 ("Customer"):

This SOW replaces the previous version, Revision No. 0, dated 10/12/2021 and dually signed on 11/19/2021.

This SOW is to be attached to and is hereby made a part of the Professional Services Agreement ("PSA" or "Master") entered into by and between Customer and ImageSoft dated 12/12/2019.

Unless otherwise specified, the products and services provided within this SOW are hereby added to and covered for the duration and under the terms of the System Maintenance Agreement ("SMA") entered into by and between Customer and ImageSoft dated 12/12/2019.

Capitalized terms are as defined in the PSA or herein. To the extent that any terms and conditions contained in the related PSA or SMA are in conflict with, or in addition to the terms and conditions of this SOW, the terms and conditions of this SOW shall control, except for terms and conditions that cannot be overridden as noted in Section 1.1 of the Master.

The pricing and terms in this SOW are valid for thirty (30) calendar days from the date of submission.

Table of Contents

1. Definitions 3
2. Executive Summary 3
3. Proposed Solution 4
   - 3.1 Product Overview 4
   - 3.2 Case Initiation 4
   - 3.3 Subsequent Filings 4
   - 3.4 Payment Processing 4
   - 3.5 Filing Review 5
   - 3.6 Integrations 5
   - 3.7 Retention 5
   - 3.8 Hosting 5
   - 3.9 Project Implementation Construction and Build Factors 6
   - 3.10 Clerk/Court Tasks and Resources 7
   - 3.11 Implementation Stages 8
   - 3.12 Clerk Project Responsibilities 12
   - 3.13 Completion Criteria 14
   - 3.14 Project Schedule 14
   - 3.15 Investment 15
   - 3.16 Payment Schedule 15
   - 3.17 Additional Considerations 16
   - 3.18 Project Assumptions 16
4. Approval 18

Appendix A: Project Procedures 19

Appendix B: Case Types and Filing Types 20
- Case Types 20
- Case Initiation Filings 21
- Subsequent Filings 23

1. Definitions

EFM - **"Electronic Filing Manager" or "EFM"** is a major component of an eFiling system, as defined in the OASIS ECF standard (https://www.oasis-open.org/standards#ecfv4.01). The EFM primarily provides software components for the Clerk/court side of the solution.

EFSP – **"Electronic Filing Service Provider" or "EFSP"** is a major component of an eFiling system, as defined in the OASIS ECF standard (https://www.oasis-open.org/standards#ecfv4.01). The EFSP primarily provides software components for the Filer side of the solution.

ECF – "**Electronic Case Files**" or "**ECF**" system refers to a standard for content, format and messaging services used by the Clerks/courts' automated system to receive and store documents filed in electronic form.

2. Executive Summary

Customer has requested the following SOW for ImageSoft to implement a TrueFiling ECF-conformant electronic filing solution. This SOW has been created leveraging the existing Spokane County TrueFiling structure.

The TrueFiling solution will allow Customer's filers to submit Clerk filings (new and subsequent filings) through an online, hosted web interface (EFSP). Customer Clerks will use the Filing Review workflow to process these electronic filings (EFM).

The purpose of this SOW is for ImageSoft to assist Customer in implementing eFiling services within the constraints of the Master Agreement. ImageSoft's eFiling system is called TrueFiling™.

This SOW provides scope information for installing, configuring, testing, training, and hosting of the standard TrueFiling EFSP and Filing Review EFM systems. No customization of product is included. Any significant product or implementation changes will be managed through the *Project Change Authorization Procedure* described in Appendix A-1. If a change in scope occurs, ImageSoft will present to Customer the reasoning for the additional or reduced scope and an estimate of the changed effort. Customer will be given the option to accept the scope change, through a change order, or where feasible, to continue the project at the original scope.

The following are incorporated in and made part of this SOW:

- Appendix A: Project Procedures
- Appendix B: Case Types/Filing Types

3. Proposed Solution

This section provides details about the standard product offering and indicates the anticipated scope of the product.

3.1 Product Overview

ImageSoft's eFiling solution consists of two (2) main components: TrueFiling and OnBase Filing Review. TrueFiling is a web application that allows attorneys, organizations, and pro-se litigants to quickly and easily file documents to the Clerk. OnBase provides the Filing Review interface specifically for Clerks and Judges to review and markup new filings. All TrueFiling documents are generally converted and submitted to the Clerk as PDF, but Customer will receive in a .tif format

3.2 Case Initiation

TrueFiling supports case initiation of cases. Filers will login to the TrueFiling portal and fill out a basic form that indicates the case type and basic party information. From there, the filer will be able to upload additional documents and submit to the Clerk.

TrueFiling will be configured with a standard set of Case Types and Filing Types and the customer will be able to specify any applicable fees (statutory, convenience). See Appendix B: Case Types/Filing Types for a list of the case types and filing types included within this solution.

3.3 Subsequent Filings

TrueFiling supports subsequent filing of cases. The filer can search by either case number or a wildcard search of case title, and proceed to upload one or more documents. The filer can also select recipients for electronic servicing. Upon submitting the filings, recipients marked for eService will be served via email with download links to the documents. TrueFiling automatically generates a Proof of Service and submits this to OnBase with the rest of the filings that were served. The Proof of Service lists out all recipients where delivery was at least attempted. TrueFiling will be configured with a standard set of Case Types and Filing Types and the customer will be able to specify any applicable fees (statutory, convenience).

3.4 Payment Processing

TrueFiling uses Burton for its payment processing and supports all major credit cards. The filer is charged immediately upon submitting the filings (note rejected filing fees will be credited but the customer still pays the 4% credit card processing fee and disputed charges would also still result in the customer paying the 4% credit card processing fee). In respect to statutory fees, TrueFiling will support the configuration of up to five (5) Fee Waiver reasons with the ability to upload a Fee Waiver form provided by Customer. If a Fee Waiver is submitted, the statutory fees are waived for that filer. A Payment Receipt is generated and sent to OnBase to accompany the filings. In addition to any statutory fees Customer wishes to charge, ImageSoft charges and collects the following fees:

- 4% credit card processing fee
- $3 eServicing fee per filing that is eServed (optional)

Staturory fees will be disbursed to the court the following business day and the court will be able to review funds distribution via the Burton Payment Processor web portal. Convenience fees will be collected by ImageSoft and applied to Customer's annual subscription fees. Any remaining balance will be billed to Customer during the annual billing period.

NOTE: Attorney pre-pay escrow accounts are not part of the standard product but are available as an add-on for cost.

3.5 Filing Review

OnBase provides a Filing Review interface for documents that have been submitted via TrueFiling. The interface supports queues for Clerks and Judges. Work can be distributed to specific Clerks based on the type of filing, and a list of Clerk holidays can be specified by Customer to be configured in the final solution. While processing filings, the Clerk will be able to accept or reject those filings. Customer will be able to specify a list of rejection reasons the Clerk can choose from.

Customer will provide a Filed stamp and Clerk Seal that can be applied to documents throughout the filing review process.

3.6 Integrations

A daily feed of documents will be exported for each court and placed on an ImageSoft provided sFTP. These documents will be indexed by case number and docket code. Customer will be responsible for the extractation of documents from the designated sFTP location and ingestion into the court's own DMS for long term storage.

Customer will be responsible for providing an initial and ongoing (frequency TBD) case load which will be uploaded to the TrueFiling environment and will allow filers to search and file into open cases. Customer will provide a sample of the case data load to be validated during their User Acceptance Testing ("UAT"). If able, Customer will provide a full case data load of all open cases to be uploaded to Production at the time of Go-Live. Case data format will be determined by ImageSoft, and at a minimum will include the case number, case title, and case created date.

3.7 Retention

Both TrueFiling and OnBase support a retention period and are not the permanent storage for the case file. OnBase will purge documents after ninety (90) days, and TrueFiling will purge documents after ninety (90) days.

3.8 Hosting

ImageSoft will provide the OnBase solution in a SaaS hosting model through ImageSoft Cloud Services. ImageSoft will host the Customer solution Production environment in Microsoft Azure Government Cloud. Azure Government delivers a dedicated cloud, enabling government agencies and their partners to transform mission-critical workloads to the cloud. Azure Government services handle data that is subject to certain government regulations and requirements, such as FedRAMP, NIST 800.171 (DIB), ITAR, IRS 1075, DoD L4, and CJIS. To provide you with the highest level of security and compliance, Azure Government uses physically isolated datacenters and networks (located in U.S. only).

By leveraging Microsoft Azure Government for production systems, ImageSoft delivers enterprise security starting at the foundational physical layer, offering a holistic security management approach through the logical and application layers with options to match the strictest control. This includes access controls, data encryption at rest as well as in-flight, and data isolation. Microsoft leads the industry in establishing clear security and privacy requirements and then consistently meeting these requirements.

ImageSoft will host:

- One (1) Test environment. The Test environment will be secured in the same manner as Production with the exception that the Test environment leverages the Azure Commercial Cloud as opposed to Azure Government.
- One (1) Production environment.

ImageSoft will configure or verify the following:

- Use of Transport Layer Security ("TLS") for all communications to the Application Server and/or Web Server.
- Use of best-in-class encryption to ensure security of Data-at-Rest.

ImageSoft SaaS Cloud Services Assumptions

- Solution includes ImageSoft's Standard Class for Availability and Business Continuity for Production systems:
  - Monthly Uptime Percentage of 99% - excludes the following: planned downtime (of which ImageSoft shall give advance electronic notice); any unavailability caused by circumstances beyond ImageSoft's reasonable control, including, for example, an act of God, act of government, flood, fire, earthquake, civil unrest, act of terror, strike or other labor problem (other than one involving ImageSoft employees), internet or third party Cloud service provider failure or delay, non-ImageSoft Application, or denial of service attack.
  - Recovery Point Objective – eight (8) hours
  - Recovery Time Objective – forty-eight (48) consecutive hours
- ImageSoft will provide up to two (2) environments including:
  - One (1) Production environment- Azure Government
  - One (1) Non-Prod Functionality Testing environment- Azure Commercial. This is the Test environment
- There is no SLA for non-production environments. ImageSoft will make reasonable efforts to make the non-production system available during normal business hours (Monday to Friday, 8am to 6pmPST, excluding holidays).
- **System Availability:**
  - **TrueFiling** – Filers will be able to file into TrueFiling 24x7 within the described SLA terms.
  - **OnBase / Filing Review** – Clerks will be able to access OnBase Filing Review 24x7, with ImageSoft support available Monday through Friday, 8am to 6 pm PST, within the described SLA terms.
- ImageSoft will initially configure the Production and Non-Production systems in the same configuration.
- Customer and ImageSoft will coordinate firewall and desktop security changes necessary to accommodate the OnBase Solution hosted in Azure Government. This includes, but is not limited to, whitelisting Azure Government IP addresses, the OnBase Unity Client, the Azure VPN software and other solution components in firewalls, web traffic filtering software, intrusion detection software, etc.
- Customer administrators will make necessary changes to their Active Directory infrastructure to accommodate ADFSintegration if required.
- Customer will ensure has adequate bandwidth to support reasonable data transfer rates between the source network and Azure Government. Customer understands that document download speeds are determined by multiple factors, including document size, available bandwidth, network saturation, workstation specifications, etc.
- The maximum supported file size is 25MB. Support for larger file sizes may require additional customizations that are out of scope.
- TrueFiling operates off a continuous delivery release model, typically releasing every few weeks rather than one (1) or two (2) large releases a year.

3.9 Project Implementation Construction and Build Factors

The following factors will impact the schedule for implementing TrueFiling for Clerk:

1. Clerk's technical readiness: IT infrastructure and connection to the internet.
2. Clerk/court's change readiness: acceptance of change and acceptance of technology.

3.10 Clerk/Court Tasks and Resources

ImageSoft requires participation by Clerk. Along with the chart below, ImageSoft expects the Clerk or county IT to provide a Project Manager who can attend status meetings, coordinate resources and customer activities or deliverables, build consensus, provide consolidated feedback and make decisions on behalf of the Customer stakeholders. Additional responsibilities of the Project Manager are detailed in section 3.12 – Clerk Project Responsibilities.

The following chart provides an estimate of the Clerk's required participation and/or activities for each phase to support a successful implementation:

Task Name	Role	Commitment / Work Products
Project Kickoff	IT, Clerk, Court Admin, Judge	Day meeting
Review Standard Solution and Configuration with Court	IT, Clerk, Court Admin	Technical review meetings, documentation reviews, demonstrations, requirements meetings
Create, test and share daily case data export	IT	Development, testing, deployment, ongoing maintenance
Finalize Clerk Rollout Plan	IT, Clerk Admin	Day meeting, documentation review
Train the Trainer and UAT Kickoff and Support	IT, Clerk, Court Admin, Judge	Training, User Acceptance Testing
UAT Signoff	IT, Clerk and Court Admin	Day meeting
Smoke Test Migration in Client	IT, Clerk, Court Admin, Judge	Participate in testing
Provide Go Live Support to Court users	IT, Clerk, Court Admin	On demand support

The Clerk resources will be assigned their specific tasks and work products in the agreed-to project schedule. Both the ImageSoft and Clerk Project Managers will monitor and control the project work. Each task and work product (deliverable) will be assigned a time to complete.

3.11 Implementation Stages

The following sections describe the activities the Clerk can anticipate to participate in throughout the implementation:

Project Kickoff

The objective of this activity is to align the ImageSoft and Customer teams, ensure all parties understand the intended implementation approach and scope of the product sold. A kickoff meeting will be held during this period and a project plan will be created by ImageSoft and mutually reviewed and approved.

Case Type and Filing Type Requirements

The objective of this activity is to identify the required configuration of the standard solution for all case types and filing types. The Clerk will be responsible for completing a Configuration Workbook and returning it to ImageSoft within one (1) week of Project Kickoff.

Product Installation

The objective of this activity is to set up ImageSoft's development environment for the Clerk and get TrueFiling and Filing Review configured from a base solution standpoint based on the standard product offering for a single case type. ImageSoft will set up the development servers for OnBase, create a development instance of TrueFiling, and get all communication flowing between them so the system is ready for demonstration to the Clerk and configuration review.

NOTE: The Development environment will be the Clerk*'s live production system once the system is ready for filers. Following the Go-Live, the Production environment will be cloned to create a long-term Development environment.*

Configuration Review

The objective of this activity is to review the baseline configuration of the standard solution. Clerk's business and IT Subject Matter Experts will participate in a solution demonstration and configuration review session to understand the major functionality of the baseline system and the processing of the Case Types and Filing Types.

System Testing

The objective of this activity is to test the system and ensure it is working as designed in accordance to the base solution and requested configuration changes.

This activity consists of the following subtasks:

- Conduct system testing
- Fix identified problems
- Retest as required

Training

ImageSoft will provide training for both the filers and Clerk staff. The following sections describe the included training:

Conduct OnBase Filing Review Training

The objective of this activity is to train up to ten (10) users for Clerks as well as Judicial Staff and Judges on the Filing Review workflow and Unity Client. Training will be provided over a GoToMeeting or GoToWebinar (or similar technology). As a prerequisite, users may be required to attend a Hyland end user web-based course. Refresher training will be made available to an additional group of users as part of the full roll-out.

The following Training Courses will be provided in accordance to this SOW:

- Clerk Training for OnBase Filing Review
- Judicial Staff and Judge Training for OnBase Filing Review

This activity consists of the following subtasks:

- Creation of UAT TrueFiling instance and UAT (AKA Development) environment on ImageSoft's servers.
- Provide Clerk with installation instructions for any machines to be used during training session.
- Review of a sample training machine to ensure training readiness.
- Purge system of unit testing data as needed.
- Load system with sample training documents.
- Plan and discuss with Clerk how and where the training will be conducted.
- Prepare ImageSoft training materials. All training materials are customized with screenshots of the user's solution, but these are not click-by-click end user guides.
- Review materials with Clerk.
- Schedule and conduct one (1) end user training for each of the training courses listed above.

Conduct Filer Training

The objective of this activity is to provide a filer training course. Training will be provided over a GoToMeeting or GoToWebinar (or similar technology). A training link will be sent out in advance to a list of filers provided by the Clerk, allowing them to register for the course. Refresher training will be made available to an additional group of users as part of the full roll out.

ImageSoft will host one (1), one-hour TrueFiling webinar on the following schedule for the filers to choose from:

- One (1) week prior to Go Live

The training will provide a demonstration of the TrueFiling website. Attorneys will have the opportunity to ask questions over the chat feature of the provided webinar software.

This activity consists of the following subtasks:

- Work with Clerk to send an invitation email to a list of attorneys that would use the TrueFiling system.
- Schedule and conduct one (1) Filing Review Training session.

User Acceptance Testing
The purpose of User Acceptance Testing ("UAT") is for the Clerk to test the solution to ensure the configuration changes requested have been successfully implemented. The UAT process is a cooperative effort facilitated by ImageSoft.

UAT requires heavy involvement from both the ImageSoft and Clerk teams; preparation for the UAT process starts early on in the project and culminates with the testing period. The duration of the testing period for this SOW is approximately two (2) weeks. A Project Change Request will be required for additional UAT duration.

ImageSoft will perform the following tasks as part of the UAT process:

- Provide UAT Issue Tracking system for Clerk to log defects.
- Provide support for UAT kickoff immediately following Filing Review Training and work with Clerk during a pre-defined period of time to guide UAT.
- Conduct daily status meetings during testing to assess test results and progress.
- Correct defects which Clerk demonstrates are behaving contrary to the Clerk Configuration Workbook.
    - All reported issues will be reviewed and discussed if requested functionality is not within the scope of the standard solution; project team will estimate any requested enhancements identified.

Clerk will perform the following tasks as part of the UAT process:

- Provide at least one (1) resource to perform a minimum of twenty (20) hours per week of testing during the testing period. Report results and issues to ImageSoft.
- Identify a single point of contact for internal testers to report defects.
- Identify a single point of contact to report defects and communicate with ImageSoft.
- Participate in daily UAT status meetings.
- Clerk's System Administration shall enter defects into the ImageSoft-provided Issue Tracking system. Details to be entered include a minimum of:
    - Detailed description of the problem (include screenshot(s) if applicable)
    - Steps needed to reproduce the issue
    - Troubleshooting steps which have already been taken to solve the issue
- Perform regular retest of ImageSoft resolved defects (at least every other day) and communicate resolutions to end users.
- Work with ImageSoft to prioritize issues that arise during UAT.

Go-Live
ImageSoft will assist Clerk in the rollout of the final system into Production. Production rollout is a joint effort, and will require significant effort from Clerk.

This activity consists of the following subtasks:

- Create Production cutover plan and communicate plan and status with Clerk.
- Coordinate with Clerk on Production cutover schedule and activities, including any required system outages.
- Promote configuration to Production (single environment only).
- Perform smoke test of Production system after promotion.

Post Go-Live Support
The purpose of this activity is to provide transition of the system from the implementation team into long term support for the newly implemented solution. The duration of the support period for this SOW is approximately two (2) weeks. A Project Change Request ("PCR") will be required for additional Post Go-Live Support duration. All work will be conducted remotely.

This activity consists of the following subtasks:

- Correct defects which Clerk demonstrates are behaving contrary to the Clerk Configuration Workbook.
    - All reported issues will be reviewed and discussed if requested functionality is not within the scope of the standard solution; project team will estimate any requested enhancements which identified.
- Perform ImageSoft internal transition readiness assessment (and create documentation as necessary).

ImageSoft will provide a comprehensive Maintenance and Support program for the system after it goes into live production as required by the provisions of the Master Agreement. As part of such services, ImageSoft will transition from implementation mode to production support mode. This transition includes internal ImageSoft meetings and knowledge transfer and notification of updated contact procedures to Clerk users through the Clerk Project Manager.

Ongoing support is available for filers through our TrueFiling Support team and available for Clerks and court personnel through our Cloud Services Support team. Support hours for filers and Clerk staff are weekdays from 5:00 AM – 6:00 PM PST.

Full Rollout Planning
All case types will include the activities described below:

- Kick-off
- Gather and finalize requirements
- Creation of Test environment
- System build and test
    - Configuration of case and filing types
    - Initial case load **(Customer responsibility)**
        - Work toward automating the output and consumption at regular intervals via case feed (due by Go-Live)

- Build in progress demonstration(s)
- System testing

- User Acceptance Testing
  - Includes tester training to kick-off UAT
- Training – To be hosted during UAT timeframe
  - OnBase Filing Review Trainings
  - Filer Training for Filers
    - *Session will be recorded and made available to customers for future viewing*
- Refresh of case types to Production
  - This includes setting up ongoing feed of case data
- Go Live
  - Clerk's office may choose to turn on or activate eFiling in batches of two to three (2-3) case types at a time to minimize Customer and staff change management impacts
- Post Go-Live Support
- Transition to Cloud Services Support

3.12 Clerk Project Responsibilities

The successful completion of the proposed scope of work depends on the full commitment and participation of Clerk management and personnel. The responsibilities listed in this section are in addition to those responsibilities specified in the Agreement and are to be provided at no charge to ImageSoft.

- Prior to the start of this SOW, Clerk will designate a Project Manager, who will be the focal point for ImageSoft communications relative to this project and who will have the authority to act on behalf of Clerk. The Project Manager will: attend all status meetings; provide access to Subject Matter Experts, Project Sponsors, and other Stakeholders; ensure communication is timely across Clerk organization, and support issue escalation and resolution.
- Clerk will respond in a timely manner (within three (3) business days) to questions and other requests from the ImageSoft project team.
- Clerk is responsible to select and provide knowledgeable personnel to manage the system after rollout. This includes both IT and business process skills transfer.
- Clerk will ensure that appropriate personnel are available to attend the scheduled trainings.
- Clerk is responsible for providing updated standards and procedures. Step-by-step user documentation on user processes will not be provided by ImageSoft as a part of this SOW.
- Clerk will provide adequate access to all systems (servers, systems, and/or workstations) required by the project on-site and/or remote via the internet.

- Clerk will ensure its staff is available to provide such assistance as ImageSoft reasonably requires. ImageSoft is given reasonable access to Clerk's Senior Management team, as well as any members of its staff to enable ImageSoft to provide Services. If any Clerk staff fails to perform as required, Clerk will make suitable additional or alternative staff available.
- Clerk will provide relevant information and documentation required for the engagement. Clerk agrees that all information disclosed or to be disclosed to ImageSoft is and will be true, accurate and not misleading in any material respect. ImageSoft will not be liable for any loss, damage or deficiencies in the services arising from inaccurate, incomplete, or otherwise defective information and materials supplied by Clerk.
- Clerk will ensure it has appropriate agreements in place with third parties to enable ImageSoft to perform the services under this SOW. This includes Clerk using or providing ImageSoft with third party information, software, support or materials for the project including but not limited to, where Clerk is employing other suppliers whose work may affect ImageSoft's ability to provide the services. Unless specifically agreed to in writing, Clerk will be responsible for the management of the third parties and the quality of their input and work.
- Unless otherwise specified, Clerk will provide the necessary software and licenses that ImageSoft will use for developing custom components and applications, where applicable.
- Clerk is responsible for ensuring that data is secure and protected at all times on Clerk computers. ImageSoft is not responsible for and cannot be held liable for inadvertent data disclosure or theft from Clerk computers.
- Clerk, at all times, during and after the performance of the Work, is responsible for maintaining adequate data backups to protect against loss of data on Clerk computers.
- Clerk is responsible for network performance and troubleshooting assistance including the ability to monitor network traffic and isolate bottlenecks.
- Clerk responsibilities when integrating to Clerk Systems:
    - Technical expertise and assistance with existing Clerk systems, which may include engaging third-party vendors for assistance where necessary.
    - Provide all relevant documentation of their system that are to be integrated.
    - Unless otherwise described in a SOW, Clerk is responsible for any programming in legacy systems necessary to provide integration.
    - Third Party interfaces need to be available PRIOR to starting Design Phase of the project to ensure that we are designing against a stable interface. All documentation, interface access, and SMEs are required to be available to ImageSoft throughout the project lifecycle.

Project Management

Prior to the start of this SOW, Customer will designate a person, called the Customer Project Manager, identified at the beginning of this SOW, who will be the focal point for ImageSoft communications relative to this project and who will have the authority to act on behalf of Customer.

The Customer Project Manager's responsibilities include:

- Manage the Customer personnel and responsibilities for this project across all customer locations
- Serve as the interface between ImageSoft and all Customer departments participating in this project.
- Administer the Project Change Authorization Procedure with the ImageSoft Project Manager.
- Review with the ImageSoft Project Manager Customer invoice or billing requirements.
- In conjunction with the ImageSoft Project Manager, develop the project plan and maintain overall project schedules.
- Provide sign-off on project deliverables.
- Participate in project status meetings.
- Resolve deviations from the project plan that may be caused by Customer personnel.
- Help resolve project issues and escalate issues within Customer's organization, as necessary.
- Provide existing project pertinent documentation.
- Obtain and provide information, data, decisions and approvals, including problem resolution with base software, within two working days of ImageSoft 's request unless Customer and ImageSoft agree to an extended response time.
- Monitor and report project status on a regular basis to Customer management.
- Verify that all tasks assigned to Customer are performed according to the agreed upon project plan.
- Verify that all required Customer resources are available to the ImageSoft project team.
- Verify that all invoices are paid in a timely manner.

3.13 Completion Criteria

ImageSoft will have fulfilled its obligations under this SOW when one of the following first occurs:

- ImageSoft and Customer mutually agree that the solution has been delivered by signing a Project Acceptance Form; or
- Customer begins using the entire solution (all case types) in a live-production mode with no critical defects and general stability is attained for a period of thirty (30) days; or
- Customer or ImageSoft terminates the project in accordance with the provisions of the Agreement.

3.14 Project Schedule

The services in this SOW is estimated to be performed over a period of twenty (20) weeks from the agreed upon start date. A draft project plan will be delivered to the Customer early in the project planning phase and updated iteratively througout the project.

Note: ImageSoft's professional service team currently has a lead time of up to eight to ten (8-10) weeks to ramp-up project resources for a new Customer project. Customers should check with their Account Executive for current project lead times. During this time, ImageSoft will assign an ImageSoft Project Manager to perform some of the following Project Planning and Initiation activities defined in Section 3.11.

3.15 Investment

ImageSoft is providing the standard TrueFiling at the costs listed in the table below. ImageSoft will retain all fees to cover on-going maintenance costs.

Software		
	Product	**Cost**

TrueFiling™ Clerk Annual Subscription - Hosted (Year 1)*
• TrueFiling integrated OnBase software
• TrueFiling integrated iDocConverter software
• TrueFiling integrated TrueCertify software for eNotice
• Hosted electronic filing clerk solution annual subscription
• Configurable solution that supports multiple case types
• Includes basic analysis, installation and training package
• Annual agreement, pricing guaranteed for 3 years
• ImageSoft will retain all fees as follows:
  ○ eService Fees of $3.00 (optional)
  ○ Credit Card Processing pass-through of 4% of fees
	IS-TFS-SC1	$50,000

Software Subtotal		**$50,000**
Services		
		Cost
TrueFiling Installation and Configuration (includes Project Management and Training)		$55,000
Services Subtotal		**$55,000**
Total		
Total Upfront Cost		**$105,000**
Pricing valid for 30 days		
TrueFiling™ Clerk Annual Subscription - Hosted (Year 2)		$50,000
TrueFiling™ Clerk Annual Subscription - Hosted (Year 3)		$50,000

*Pricing is based off of a minimum three (3) year term.

ImageSoft retains the right to re-negotiate pricing and ongoing maintenance costs based upon changes to expected filer volume in years 1 – 3. Year 1 begins upon signature of this Statement of Work.

On-going maintenance costs for first three (3) years has been agreed to as follows:

- eService Fees of $3.00 (optional)
- Credit Card Processing pass-through of 4% of fees

3.16 Payment Schedule

This project will commence upon a signed Statement of Work (SOW) and received payment for 50% of the initial software. The table below provides further details regarding the payment schedule.

All payments will be due on a Net-30 day basis.

Payment	When	Amount
Software Subscription		
Year One Subscription	Invoiced upon signature of this Statement of Work	$50,000
Services		
Project Planning	Invoiced upon delivery of project plan	$30,000
Go Live	Invoiced upon approval for Production Go-Live	$25,000

Total (Year One)	$105,000*

*Does not include optional eService Fees ($3.00/each) and 4% pass-through credit card processing fee. ImageSoft will retain all monies generated from Service Fees.

Out-Of-Pocket Expenses
Customer shall reimburse ImageSoft for all reasonable out-of-pocket expenses that ImageSoft incurs in performing the Work described herein. Out-of-pocket expenses shall include travel costs, meals, and lodging expenses and must be supported by proper invoices or other appropriate documentation.

Customer shall reimburse ImageSoft for travel time at an hourly rate equal to 50% of the Standard Hourly Rate.

3.17 Additional Considerations

Reference Considerations
One of ImageSoft's core values is to provide exceptional Customer services. To that end ImageSoft strives to make every Customer project one in which the customer is willing to attest to the quality of the work. Customer agrees that if they are completely satisfied with the work that ImageSoft may, on occasion, ask for Customer to spend a few minutes talking to another prospective Customer about the project. ImageSoft will always ask permission before using Customer as a reference.

Third-Party Software Procurement
Unless otherwise specified, the third-party software that is being provided within this SOW will be ordered by ImageSoft immediately following the acceptance of this SOW.

3.18 Project Assumptions
The following assumptions were made by ImageSoft while preparing this SOW for Customer. A significant change in any of the below assumptions may directly affect the work, schedule, and cost of this project.

- This is managed hosting – ImageSoft will act as the System Administrator. Courts / County IT will not have access to the backend servers, configuration, or OnBase Studio.
- Courts have not purchased 24x7 support. This means ImageSoft will be available from 5:00 AM – 6:00 PM PST for Courts and from 5:00 AM – 6:00 PM PST for Filers.
- All counties will be in a single shared instance of OnBase, hosted in the ImageSoft Cloud.
- All counties will have the same functionality and features.
- All counties will progress simultaneously through the project. There will be a single configuration migration. While it is acceptable for counties to announce this to filers at their own pace, all technical migration must be promoted simultaneously.
- All courts are Superior Courts.
- A daily feed of documents will be provided to each court via an ImageSoft sFTP. Courts will need to process ingestion into the court's own DMS for long term storage.
    - This folder will be purged every seven (7) days.
- All eight (8) case types are included in the WA Counties solution:
    S1 – Criminal, S2 – Civil, S3 – Domestic, S4 – Probate/Guardianship, S5 – Adoption/Parentage, S6 – Mental Illness/Alcohol, S7 – Juvenile Dependency, and S8 – Juvenile Offender
- Two (2) environments are included in pricing – Test and Production

- All counties/courts handle taxes and statutory fees in the same manner. If there is deviation, there may be impact to cost.
- All courts have the same case types and filling types and associated fees.
- Filing fees are per filing.
- Each court will receive a daily ACH report and daily deposit for filings which have paid fees.
- If the courts elect to use the eService feature, there is a charge of $3/filing that is eServed.
- An e-filing Go-Live date has not been determined or agreed to, a mutually agreeable Go-Live date will be determined once the project has officially kicked off.
    - A project plan will be created upon start of the project, and all parties are expected to do their best to work within the agreed to timelines. If significant delays occur to the schedule due to inactivity on the part of one or more courts, additional fees may be considered to split the project out into multiple migrations.
- The courts will agree upon a single stakeholder for final decisions between the four (4) courts (The four (4) courts will need to decide as one (1) single voice). This person will act as a coordinator across all counties as well when shared trainings and/or discovery sessions need to be scheduled.
- System setup and configuration data, such as case types and filing types, will be provided in an ImageSoft specified format.
- ImageSoft will provide the case feed format that all courts will adhere to for the historical case load and incremental updates.
- Each county must limit its customer project team members to three to four (3-4) representatives max per court for meetings, trainings, etc.
- Case feed development will be the same – flat file with SFTP (ISI hosted), not web service.
- ImageSoft will provide standard user documentation only. This documentation will be product focused and will not be a work-manual for the Clerks or Judges.
- Filer training will be offered via webinars one (1) week ahead of Go-Live, the week of Go-Live, and one (1) week after Go-Live.
- All Customer project members need to watch intro training videos on TruFiling & Filing Review before discovery sessions.
- Courts are responsible for promoting the use of eFiling to their user and filer base.
- Records will be retained for ninety (90) days, after which period ImageSoft has the rights to purge records from the system.
- Pricing is based upon the assumption that all courts will happen simultaneously. Any change in the number of participating courts, or the ability for all courts to work on this project at the same time will require a review of the pricing.
- Administrating the hosted OnBase Filing Review does not make ImageSoft responsible for any court which may have OnBase on-premise. Issues / support for the on-premise system will need to be worked through with your partner/reseller.
- Deliverable Materials will be accepted or written feedback delivered within five (5) business days of receipt. If ImageSoft receives no response from the Customer Project Manager within five (5) business days, then the deliverable Material will be deemed accepted. Revisions not agreed to by ImageSoft or Customer will be managed in accordance with Project Change Authorization Procedure and/or Escalation procedure.

4. Approval

Signature is required to accept this SOW. By signing below each party agrees to the proposed project scope and authorizes work to begin.

Agreed to:	*Agreed to:*
Benton County	**i3-ImageSoft, LLC.**
7122 West Okanogan Place, Bldg. AKennewick, WA 99336	**25900 West 11 Mile Road, Suite 100, Southfield, MI 48034**
By: _____ Authorized Signature	By: _____ Authorized Signature
Date: _____	Date: 12/20/2022
Name (Type or Print): _____	Name (Type or Print): Scott Bade
Title (Type or Print): _____	Title: (Type or Print): CEO
Project Name: Washington Counties Shared TrueFiling Solution	

Internal Use:	Opportunity #:	21847
	Sales Order #:	
	Doc Control #:	20201223

Appendix A: Project Procedures

A-1: Project Change Authorization Procedure

A Project Change Request ("PCR") will be the vehicle for communicating change and will describe the change and the effect the change will have on the project.

The following process will be followed if a change to this SOW is required:

- A change is proposed by either party's Project Manager and discussed.
- The Project Team will investigate scope, schedule, and cost impacts of the proposed change.
- A PCR will be created by ImageSoft Project Manager and submitted for internal review and approval.
- The Account Executive and/or ImageSoft Project Manager will submit the PCR to the Customer Project Manager for review.
- A PCR must be signed by authorized representatives from both parties to authorize investigation of the recommended changes. ImageSoft will invoice Customer for any such charges when incurred as per the PCR deliverables.
- Until a change is agreed in writing, both parties will continue to act in accordance with the latest agreed version of the SOW.

A-2: Escalation Procedure

The following procedure will be followed if resolution is required to a conflict arising during the performance of this SOW.

- When a conflict arises between Customer and ImageSoft, the project team member(s) will first strive to work out the problem internally.
- Level 1: If the project team cannot resolve the conflict within a reasonable timeframe, the Customer Project Manager and ImageSoft Project Manager will meet to resolve the issue.
- Level 2: If the conflict is not resolved within three (3) working days after being escalated to Level 1, the Customer Project Lead will meet with the ImageSoft Team Lead to resolve the issue.
- Level 3: If the conflict is not resolved after being escalated to Level 2, the Customer Project Sponsor and ImageSoft Executive Sponsor will meet to resolve the issue.
- If the conflict remains unresolved after Level 3 intervention, either party may terminate this SOW. If the conflict is addressed by termination, Customer agrees to pay ImageSoft for the following:
    - All Services ImageSoft provides and any Products and Materials ImageSoft delivers through termination;
    - All expenses ImageSoft incurs through termination; and
    - Any charges ImageSoft incurs in terminating the Services.
- During any conflict resolution, ImageSoft agrees to provide Services relating to items not in dispute, to the extent practicable pending resolution of the conflict. Customer agrees to pay invoices per the Agreement.

Appendix B: Case Types and Filing Types

Case Types

CaseTypeId	Description
1	Criminal
2	Civil
3	Domestic
4	Probate/Guardianship
5	Adoption/Paternity
6	Mental Illness
7	Juvenile Dependency
8	Juvenile Offender
ISI_SYSTEM_CT	ISI_SYSTEM_CT

Case Initiation Filings

CourtName	CaseTypeId	Description	IsCourtUseOnly	ServiceType	FilingFee	ProcessingFee	EfsFileAndServeFee	EfsServeOnlyFee	EfsFileOnlyFee
WA Spokane County Superior Court	1	Add-On Document	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1	Information	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1	Notice of Appeal to Superior Court	FALSE	FileOnly	230	6.9	0	0	0
WA Spokane County Superior Court	1	Order	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1	Petition for Certificate and Order of Discharge	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1	Petition for Certificate and Order of Discharge No Contact Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2	Abstract of Judgment	FALSE	FileOnly	20	0.6	0	0	0
WA Spokane County Superior Court	2	Add-On Document	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2	Case Information Cover Sheet	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2	Notice of Appeal on RALJ Decision	FALSE	FileOnly	230	6.9	0	0	0
WA Spokane County Superior Court	2	Notice of Appeal to Superior Court	FALSE	FileOnly	230	6.9	0	0	0
WA Spokane County Superior Court	2	Notice of Filing of Foreign Judgment	FALSE	FileOnly	240	7.2	0	0	0
WA Spokane County Superior Court	2	Order	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2	Petition for Appointment of Guardian Ad Litem	FALSE	FileOnly	240	7.2	0	0	0
WA Spokane County Superior Court	2	Petition for Approval of Settlement	FALSE	FileOnly	240	7.2	0	0	0
WA Spokane County Superior Court	2	Petition for Change of Name	FALSE	FileOnly	240	7.2	0	0	0
WA Spokane County Superior Court	2	Petition for Emancipation	FALSE	FileOnly	50	1.5	0	0	0
WA Spokane County Superior Court	2	Petition for Extreme Risk Protection Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2	Petition for Judicial Review	FALSE	FileOnly	240	7.2	0	0	0
WA Spokane County Superior Court	2	Petition for Order for Protection	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2	Petition for Order for Protection - Respondent Under 18	FALSE	FileOnly	53	1.59	0	0	0
WA Spokane County Superior Court	2	Petition for Order for Protection Under 18 - Stalking	FALSE	FileOnly	53	1.59	0	0	0
WA Spokane County Superior Court	2	Petition for Order of Protection (Unlawful Harassment)	FALSE	FileOnly	53	1.59	0	0	0
WA Spokane County Superior Court	2	Petition for Order of Protection - Stalking	FALSE	FileOnly	53	1.59	0	0	0
WA Spokane County Superior Court	2	Petition for Restoration of Right to Possess a Firearm	FALSE	FileOnly	240	7.2	0	0	0
WA Spokane County Superior Court	2	Petition for Sexual Assault Protection Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2	Petition for Torrens Act	FALSE	FileOnly	20	0.6	0	0	0
WA Spokane County Superior Court	2	Petition for Vulnerable Adult Protection Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2	Petition for Writ of Certiorari	FALSE	FileOnly	240	7.2	0	0	0
WA Spokane County Superior Court	2	Petition for Writ of Habeas Corpus	FALSE	FileOnly	240	7.2	0	0	0
WA Spokane County Superior Court	2	Petition for Writ of Review	FALSE	FileOnly	240	7.2	0	0	0
WA Spokane County Superior Court	2	Petition to Approve	FALSE	FileOnly	240	7.2	0	0	0
WA Spokane County Superior Court	2	Petition to Reopen Sexual Assault Protection Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2	Summons	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2	Summons and Complaint	FALSE	FileOnly	240	7.2	0	0	0
WA Spokane County Superior Court	2	Summons and Complaint for Legal Malpractice	FALSE	FileOnly	240	7.2	0	0	0
WA Spokane County Superior Court	2	Summons and Complaint for Specific Performance	FALSE	FileOnly	240	7.2	0	0	0
WA Spokane County Superior Court	2	Summons and Third Party Complaint	FALSE	FileOnly	240	7.2	0	0	0
WA Spokane County Superior Court	2	Summons by Publication	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2	Transcript of Judgment	FALSE	FileOnly	20	0.6	0	0	0
WA Spokane County Superior Court	2	Warrant for Over-Paid Benefits - Employment Security	FALSE	FileOnly	20	0.6	0	0	0
WA Spokane County Superior Court	2	Warrant for Over-Paid Benefits - Labor And Industries	FALSE	FileOnly	20	0.6	0	0	0
WA Spokane County Superior Court	2	Warrant for Over-Paid Benefits/Unpaid Taxes	FALSE	FileOnly	20	0.6	0	0	0
WA Spokane County Superior Court	2	Warrant for Over-Paid Tax / Benefits	FALSE	FileOnly	20	0.6	0	0	0
WA Spokane County Superior Court	2	Warrant for Unpaid Taxes	FALSE	FileOnly	20	0.6	0	0	0
WA Spokane County Superior Court	2	Warrant for Unpaid Taxes - Employment Security	FALSE	FileOnly	20	0.6	0	0	0
WA Spokane County Superior Court	2	Warrant for Unpaid Taxes - Labor And Industries	FALSE	FileOnly	20	0.6	0	0	0
WA Spokane County Superior Court	2	Warrant for Unpaid Taxes - Licensing	FALSE	FileOnly	20	0.6	0	0	0
WA Spokane County Superior Court	2	Warrant for Unpaid Taxes - Revenue	FALSE	FileOnly	20	0.6	0	0	0
WA Spokane County Superior Court	3	Add-On Document	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3	Case Information Cover Sheet	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3	Order	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3	Petition / Motion to Modify	FALSE	FileOnly	260	7.8	0	0	0
WA Spokane County Superior Court	3	Petition for a Parenting Plan and/or Child Support	FALSE	FileOnly	260	7.8	0	0	0
WA Spokane County Superior Court	3	Petition for Committed Intimate Relationship	FALSE	FileOnly	314	9.42	0	0	0
WA Spokane County Superior Court	3	Petition for Custody	FALSE	FileOnly	260	7.8	0	0	0
WA Spokane County Superior Court	3	Petition for de Facto Parentage	FALSE	FileOnly	260	7.8	0	0	0
WA Spokane County Superior Court	3	Petition for Dissolution	FALSE	FileOnly	314	9.42	0	0	0
WA Spokane County Superior Court	3	Petition for Invalidity	FALSE	FileOnly	314	9.42	0	0	0
WA Spokane County Superior Court	3	Petition for Legal Separation	FALSE	FileOnly	314	9.42	0	0	0
WA Spokane County Superior Court	3	Petition for Support	FALSE	FileOnly	260	7.8	0	0	0
WA Spokane County Superior Court	3	Petition for Support Under URESA / UIFSA	FALSE	FileOnly	260	7.8	0	0	0
WA Spokane County Superior Court	3	Petition for Visits	FALSE	FileOnly	260	7.8	0	0	0
WA Spokane County Superior Court	3	Petition to Enforce Out-of-State Custody Order	FALSE	FileOnly	260	7.8	0	0	0
WA Spokane County Superior Court	3	Petition to Reinstate Parental Rights	FALSE	FileOnly	260	7.8	0	0	0
WA Spokane County Superior Court	3	Petition/ Motion to Modify with existing Case Type 5	FALSE	FileOnly	56	1.68	0	0	0
WA Spokane County Superior Court	3	Summons	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3	Summons and Petition	FALSE	FileOnly	314	9.42	0	0	0
WA Spokane County Superior Court	3	Summons and Petition for Dissolution	FALSE	FileOnly	314	9.42	0	0	0
WA Spokane County Superior Court	3	Summons and Petition for Invalidity	FALSE	FileOnly	314	9.42	0	0	0
WA Spokane County Superior Court	3	Summons and Petition for Legal Separation	FALSE	FileOnly	314	9.42	0	0	0
WA Spokane County Superior Court	3	Summons and Petition for Modification (Out-of-County Case)	FALSE	FileOnly	260	7.8	0	0	0
WA Spokane County Superior Court	3	Summons and Petition for Parenting Plan Res Schedule	FALSE	FileOnly	260	7.8	0	0	0
WA Spokane County Superior Court	3	Summons by Publication	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4	Add-On Document	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4	Case Information Cover Sheet	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4	Last Will and Testament	FALSE	FileOnly	20	0.6	0	0	0
WA Spokane County Superior Court	4	Order	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4	Petition for Appointment of Guardian	FALSE	FileOnly	240	7.2	0	0	0
WA Spokane County Superior Court	4	Petition for Appointment of Guardian Ad Litem	FALSE	FileOnly	240	7.2	0	0	0
WA Spokane County Superior Court	4	Petition for Approval of Settlement	FALSE	FileOnly	240	7.2	0	0	0
WA Spokane County Superior Court	4	Petition for Letters of Administration	FALSE	FileOnly	240	7.2	0	0	0
WA Spokane County Superior Court	4	Petition for Order Closing Guardianship	FALSE	FileOnly	240	7.2	0	0	0
WA Spokane County Superior Court	4	Petition for Probate of Will	FALSE	FileOnly	240	7.2	0	0	0
WA Spokane County Superior Court	4	Petition for Probate of Will for Order Adjudicating Solvency Directing Ad	FALSE	FileOnly	240	7.2	0	0	0
WA Spokane County Superior Court	4	Petition to Appoint a Minor Guardian	FALSE	FileOnly	240	7.2	0	0	0
WA Spokane County Superior Court	4	Petition to Appoint a Standby Minor Guardian	FALSE	FileOnly	240	7.2	0	0	0
WA Spokane County Superior Court	4	Petition to Approve Final Report	FALSE	FileOnly	240	7.2	0	0	0

WA Spokane County Superior Court	4 Summons	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Summons and Petition for Non-Parental Custody	FALSE	FileOnly	240	7.2	0	0	0
WA Spokane County Superior Court	4 Will and Affidavits	FALSE	FileOnly	20	0.6	0	0	0
WA Spokane County Superior Court	4 Will Only (DECEASED PARTY)	FALSE	FileOnly	20	0.6	0	0	0
WA Spokane County Superior Court	4 Will Repository Cover Sheet	FALSE	FileOnly	20	0.6	0	0	0
WA Spokane County Superior Court	5 Add-On Document	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Case Information Cover Sheet	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Order	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Petition for Adoption	FALSE	FileOnly	260	7.8	0	0	0
WA Spokane County Superior Court	5 Petition for Custody	FALSE	FileOnly	260	7.8	0	0	0
WA Spokane County Superior Court	5 Petition for Determination of Parentage	FALSE	FileOnly	260	7.8	0	0	0
WA Spokane County Superior Court	5 Petition for Termination of Parent - Child Relationship	FALSE	FileOnly	260	7.8	0	0	0
WA Spokane County Superior Court	5 Petition RE: Acknowledgement of Paternity	FALSE	FileOnly	260	7.8	0	0	0
WA Spokane County Superior Court	5 Petition to Challenge Paternity Acknowledgement and/or Denial of Paternity	FALSE	FileOnly	260	7.8	0	0	0
WA Spokane County Superior Court	5 Petition to Decide Parentage - Genetic Surrogacy	FALSE	FileOnly	260	7.8	0	0	0
WA Spokane County Superior Court	5 Petition to Decide Parentage - Gestational Surrogacy	FALSE	FileOnly	260	7.8	0	0	0
WA Spokane County Superior Court	5 Petition to Disestablish Parentage Based on Presumption	FALSE	FileOnly	260	7.8	0	0	0
WA Spokane County Superior Court	5 Petition to Disestablish Parentage Sexual Assault	FALSE	FileOnly	260	7.8	0	0	0
WA Spokane County Superior Court	5 Petition to Enforce Out-of-State Custody Order	FALSE	FileOnly	260	7.8	0	0	0
WA Spokane County Superior Court	5 Petition to Withdraw (Rescind) Paternity Acknowledgement or Denial of Paternity	FALSE	FileOnly	260	7.8	0	0	0
WA Spokane County Superior Court	5 Summons	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Summons and Petition for Determining Parentage	FALSE	FileOnly	260	7.8	0	0	0
WA Spokane County Superior Court	6 Add-On Document	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Case Information Cover Sheet	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	6 Petition for Antipsychotic Medication - 14 Day	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Petition for Antipsychotic Medication - 180 Day	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Petition for Antipsychotic Medication - 90 Day	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Petition for Initial Detention	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Petition for Involuntary Alcohol Treatment not to Exceed 60 Days	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Petition for Involuntary Treatment - 14 Day	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Petition for Involuntary Treatment - 180 Day	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Petition for Involuntary Treatment - 90 Day	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Petition for Less Restrictive Alternative	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Petition Mental Illness No Evaluation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Petition Mental Illness Review	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Petition to Modify or Revoke Less Restrictive Alternative	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Add-On Document	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Dependency Petition	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	7 Petition - A.R.Y.	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Petition - ARP	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Petition - Child In Need Of Services (CHINS)	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Petition Extreme Risk Respondent Under 18 Years	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Petition for Termination of Diversion Agreement	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Add-On Document	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order	FALSE	FileOnly	30	0.9	0	0	0

Subsequent Filings

CourtName	CaseTypeId	Description	IsCourtUseOnly	ServiceType	FilingFee	ProcessingFee	EfsFileAndServeFee	EfsServeOnlyFee	EfsFileOnlyFee
WA Spokane County Superior Court	1	Acceptance of Service	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1	Acknowledgment Of Advice Of Rights	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1	Acknowledgment Of Service	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1	Addendum	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1	Advice of Rights	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1	Affidavit	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1	Affidavit / Declaration / Certificate Of Service	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1	Affidavit / Declaration Affirming Case Assignment Area	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1	Affidavit / Declaration Changing Case Assignment Area	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1	Affidavit / Declaration Of Probable Cause	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1	Affidavit / Declaration re: Service Member's Civil Relief	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1	Affidavit in Opposition	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1	Affidavit in Support	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1	Affidavit of Diligence	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1	Affidavit of Indigency	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1	Affidavit of Mailing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1	Affidavit of Military Service	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1	Affidavit of Non-Military Service	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1	Affidavit of Petitioner	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1	Affidavit of Prejudice	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1	Affidavit of Respondent	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1	Affidavit of Service By Mail	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1	Agreed Order	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1	Agreed Trial Continuance	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1	Agreement	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1	Amended Information	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1	Answer	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1	Appearance Pro Se	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1	Appendix	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1	Application	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1	Assignment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1	Assignment of Support	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1	Attachment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1	Authorization and Notice of Detention	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1	Authorization to Detain & Transport	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1	Automobile Used In The Commission Of A Crime	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1	Bail Bond	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1	Bench Warrant	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1	Bench Warrant Issued - Copy Filed	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1	Bill	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1	Bond	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1	Bond Cash	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1	Brief	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1	Brief of Appellant On RALJ	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1	Brief of Respondent On RALJ	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1	Certificate	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1	Certificate and Order	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1	Certificate and Order of Discharge	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1	Certificate and Order of Discharge for Issuance of Separate NCO	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1	Certificate and Order of Discharge No Contact Order	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1	Certificate and Order of Discharge Provisional	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1	Certificate of Address Search	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1	Certificate of Finality	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1	Certificate of Mailing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1	Certification	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1	Clerk's Letter Re Exhibits / Depositions	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1	Commission	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1	Competency Restoration Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1	Confirmation of Service	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1	Consent	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1	Continuance Agreement	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1	Copy	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1	Correspondence	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1	Cost Bill	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1	Court Hearing Minutes	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1	Court's Decision	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1	Court's Instructions To Jury	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1	Court's Notice of Right of Appeal	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1	Criminal History Record (Non-Parent Custody)	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1	Criminal No Contact Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1	Death Penalty Warrant	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1	Decision from Appellate Court	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1	Declaration	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1	Declaration and Stipulation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1	Declaration in Lieu of Testimony	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1	Declaration of Mailing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1	Declaration of Non-Surrender	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1	Declination	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1	Defendant's List of Witnesses	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1	Defendant's Proposed Instructions	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1	Deferred Prosecution Agreement	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1	Demand for	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1	Demand for Jury - 12 Person	FALSE	FileOnly	250	7.5	0	0	0
WA Spokane County Superior Court	1	Demand for Jury - 6 Person	FALSE	FileOnly	125	3.75	0	0	0
WA Spokane County Superior Court	1	Deposition Destroyed	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1	Deposition of	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1	Deposition Published	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1	Deposition Received	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1	Designation	FALSE	FileOnly	0	0	0	0	0

CourtName	CaseTypeId	Description	IsCourtUseOnly	ServiceType	FilingFee	ProcessingFee	EfsFileAndServeFee	EfsServeOnlyFee	EfsFileOnlyFee
WA Spokane County Superior Court		1 Acceptance of Service	FALSE	FileOnly	17.202503	0.516075077	0	0	0
WA Spokane County Superior Court		1 Acknowledgment Of Advice Of Rights	FALSE	FileOnly	17.446204	0.523386108	0	0	0
WA Spokane County Superior Court		1 Acknowledgment Of Service	FALSE	FileOnly	17.689905	0.53069714	0	0	0
WA Spokane County Superior Court		1 Addendum	FALSE	FileOnly	17.933606	0.538008172	0	0	0
WA Spokane County Superior Court		1 Advice of Rights	FALSE	FileOnly	18.177307	0.545319203	0	0	0
WA Spokane County Superior Court		1 Affidavit	FALSE	FileOnly	18.421008	0.552630235	0	0	0
WA Spokane County Superior Court		1 Affidavit / Declaration / Certificate Of Service	FALSE	FileOnly	18.664709	0.559941267	0	0	0
WA Spokane County Superior Court		1 Affidavit / Declaration Affirming Case Assignment Area	FALSE	FileOnly	18.90841	0.567252298	0	0	0
WA Spokane County Superior Court		1 Affidavit / Declaration Changing Case Assignment Area	FALSE	FileOnly	19.152111	0.57456333	0	0	0
WA Spokane County Superior Court		1 Affidavit / Declaration Of Probable Cause	FALSE	FileOnly	19.395812	0.581874362	0	0	0
WA Spokane County Superior Court		1 Affidavit / Declaration re: Service Member's Civil Relief	FALSE	FileOnly	19.639513	0.589185393	0	0	0
WA Spokane County Superior Court		1 Affidavit in Opposition	FALSE	FileOnly	19.883214	0.596496425	0	0	0
WA Spokane County Superior Court		1 Affidavit in Support	FALSE	FileOnly	20.126915	0.603807457	0	0	0
WA Spokane County Superior Court		1 Affidavit of Diligence	FALSE	FileOnly	20.370616	0.611118488	0	0	0
WA Spokane County Superior Court		1 Affidavit of Indigency	FALSE	FileOnly	20.614317	0.61842952	0	0	0
WA Spokane County Superior Court		1 Affidavit of Mailing	FALSE	FileOnly	20.858018	0.625740552	0	0	0
WA Spokane County Superior Court		1 Affidavit of Military Service	FALSE	FileOnly	21.101719	0.633051583	0	0	0
WA Spokane County Superior Court		1 Affidavit of Non-Military Service	FALSE	FileOnly	21.34542	0.640362615	0	0	0
WA Spokane County Superior Court		1 Affidavit of Petitioner	FALSE	FileOnly	21.589122	0.647673647	0	0	0
WA Spokane County Superior Court		1 Affidavit of Prejudice	FALSE	FileOnly	21.832823	0.654984678	0	0	0
WA Spokane County Superior Court		1 Affidavit of Respondent	FALSE	FileOnly	22.076524	0.66229571	0	0	0
WA Spokane County Superior Court		1 Affidavit of Service By Mail	FALSE	FileOnly	22.320225	0.669606742	0	0	0
WA Spokane County Superior Court		1 Agreed Order	FALSE	FileOnly	22.563926	0.676917773	0	0	0
WA Spokane County Superior Court		1 Agreed Trial Continuance	FALSE	FileOnly	22.807627	0.684228805	0	0	0
WA Spokane County Superior Court		1 Agreement	FALSE	FileOnly	23.051328	0.691539837	0	0	0
WA Spokane County Superior Court		1 Amended Information	FALSE	FileOnly	23.295029	0.698850868	0	0	0
WA Spokane County Superior Court		1 Answer	FALSE	FileOnly	23.53873	0.7061619	0	0	0
WA Spokane County Superior Court		1 Appearance Pro Se	FALSE	FileOnly	23.782431	0.713472932	0	0	0
WA Spokane County Superior Court		1 Letter and Probation Report	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court		1 Letter of Transmittal Re Exhibits to Appellate Court	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court		1 Letter of Transmittal Re Exhibits to Supreme Court	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court		1 Letter or Notice of Schedule Conflict	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court		1 List	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court		1 Mail Return - Unclaimed	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court		1 Mandate	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court		1 Memorandum	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court		1 Memorandum Of Authorities	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court		1 Modification of Diversion Agreement Re:Restitution	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court		1 Motion	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court		1 Motion and Affidavit / Declaration	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court		1 Motion and Affidavit for Bench Warrant	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court		1 Motion and Affidavit to Terminate Diversion	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court		1 Motion and Affidavit Violation Cond Comm Supervision	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court		1 Motion for Arrest / Detention - Probable Cause	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court		1 Motion for Certificate and Order of Discharg	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court		1 Motion for Certificate and Order of Discharge and Petition for NCO	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court		1 Motion for Default	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court		1 Motion for Default Judgment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court		1 Motion for Deferred Disposition	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court		1 Motion for Indigency	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court		1 Motion for New Trial	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court		1 Motion for Order to Show Cause	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court		1 Motion for Reconsideration	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court		1 Motion in Limine	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court		1 Motion to Change Trial Date	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court		1 Motion to Compel	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court		1 Motion to Continue	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court		1 Motion to Dismiss	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court		1 Motion to Serve by Mail	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court		1 Motion to Serve by Publication	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court		1 Motion to Suppress	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court		1 Motion to Vacate	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court		1 Narrative Report Of Proceedings	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court		1 No Contact Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court		1 Note for Calendar	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court		1 Note for Calendar Court Administrator	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court		1 Note for Motion Docket	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court		1 Note for Motion Docket - Late Filing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court		1 Notice	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court		1 Notice - Completion Documents Due	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court		1 Notice / Statement of Rights	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court		1 Notice and Request for Case Progress	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court		1 Notice and Summons	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court		1 Notice for Work Release / Eligibility Notice	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court		1 Notice of Absence / Unavailability	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court		1 Notice of Address Change	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court		1 Notice of Appeal to Court Of Appeals	FALSE	FileOnly	290	8.7	0	0	0
WA Spokane County Superior Court		1 Notice of Appeal to Supreme Court	FALSE	FileOnly	290	8.7	0	0	0
WA Spokane County Superior Court		1 Notice of Appearance	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court		1 Notice of Appearance and Request for Discovery	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court		1 Notice of Appointment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court		1 Notice of Arraignment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court		1 Notice of Arrest	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court		1 Notice of Assignment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court		1 Notice of Association of Counsel	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court		1 Notice of Change of Trial Date	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court		1 Notice of Continuance	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court		1 Notice of Deposition	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court		1 Notice of Discharge	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court		1 Notice of Discretionary Review to Court of Appeals	FALSE	FileOnly	290	8.7	0	0	0
WA Spokane County Superior Court		1 Notice of Discretionary Review to Supreme Court	FALSE	FileOnly	290	8.7	0	0	0
WA Spokane County Superior Court		1 Notice of Disqualification	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court		1 Notice of Emergency Detention	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court		1 Notice of Filing Petition for Removal to U.S. District Court	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court		1 Notice of Hearing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court		1 Notice of Ineligibility to Possess a Firearm	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court		1 Notice of Intent to Withdraw	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court		1 Notice of Judgment and Sentence Imposing Death Penalty	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court		1 Notice of Modification or Violation of Court Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court		1 Notice of Non-Representation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court		1 Notice of Omnibus Hearing Setting	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court		1 Notice of Oral Exam	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court		1 Notice of Order of Destruction	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court		1 Notice of Pending Decision	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court		1 Notice of Presentation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court		1 Notice of Release	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court		1 Notice of Scheduling	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court		1 Notice of Setting for Pre-Trial Hearing	FALSE	FileOnly	0	0	0	0	0

WA Spokane County Superior Court	1 Notice of Status Conference	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Notice of Substitution of Counsel	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Notice of Taking Blood Sample	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Notice of Trial Date	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Notice of Withdrawal and Substitution Of Counsel	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Notice of Withdrawal of Attorney	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Notice Striking Hearing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Notice to Defendant	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Notice to Department of Licensing Regarding Revocation of Concealed Pistol License	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Notification of Felony Conviction	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Notification Registration (Sex Offender)	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Objection / Opposition	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Objection to Arraignment Date	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Objection to Petition	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Omnibus Application by Defendant	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Omnibus Application of Prosecuting Attorney	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Omnibus Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Opted Out of Therapeutic Court	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Order	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Accepting Into Adult Drug Court	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Accepting Into Community Court	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Accepting Into Domestic Violence Court	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Accepting Into DUI Court	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Accepting Into Family Drug Court	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Accepting Into Gambling Court	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Accepting Into Gang Court	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Accepting Into Mental Health Court	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Accepting Into Veterans Treatment Court	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Accepting Jurisdiction	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Advance Lawyer Fees and Cost	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Allowing for Bifurcation	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Allowing Jury to Separate	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Allowing Testimony by Electronic Means	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Allowing Testimony by Interrogatories	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order and Certificate for Restoration of Opportunity	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order and Warrant Of Arrest and Detention of Fugitive Complaint	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Appointing	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Appointing Attorney	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Appointing Forensic Navigator	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Appointing Guardian Ad Litem	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Approving Qualified Residential Treatment Program	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Authorizing	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Authorizing Medication	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Authorizing Payment	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Authorizing Removal of Court File	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Authorizing Substitution of Counsel	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Compelling Answers to Interrogatories	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Compelling Discovery	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Compliance Review Hearing	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Conditionally Granting	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Confirming Award	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Confirming Ruling	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Consolidating Cases	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Consolidating for Trial	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Declining Jurisdiction	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Declining to Detain	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Denying Motion / Petition	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Determining Competency to Stand Trial	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Determining Probable Cause	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Order Directing Fingerprinting	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Directing Issuance of Bench Warrant	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Dismissing Deferred Disposition	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Dismissing Probation / Parole violation	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Enforcing Canadian DV Protection Order	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Establishing Conditions of Release	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Exonerating Bail / Bond	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Expending Public Funds	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Extending	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Extending Extradition	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Extending Jurisdiction	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Extending Probation	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Extending Time	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order for Apprehension / Pick-Up	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order for Change of Judge	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order for Change of Venue	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order for Compensation	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order for Competency Evaluation	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order for Continuance of Trial Date	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order for Continuance: Calendar Conflict	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order for Continuance: Court Mandated	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order for Continuance: Defense Requested	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order for Continuance: Pending Prosecution	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order for Continuance: Plaintiff Requested	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order for Continuance: Setting	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order for Continuance: Stipulated	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order for Delivery Of Prisoner	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order for DOSA Pre-Sentence Exam	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order for Exam	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order for Expert Services	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order for Failure to Appear	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order for Furlough	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order for Hearing	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order for HIV Test	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order for Incarceration	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order for Involuntary Treatment	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order for Issuance of Summons	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order for Out-Of-State Witness	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order for Payment Of Witness Expenses	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order for Pre-Sentence Chemical Dependency Screening Report	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order for Predisposition Study (& Diagnostic Evaluation)	FALSE	FileOnly	30	0.9	0	0	0

WA Spokane County Superior Court	1 Order for Pretrial Release	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order for Protection	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order for Publication	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order for Sexual Assault Protection	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Order for Stay of Proceedings	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order for Warrant	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Order for Withdrawal of Attorney	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order for Work Release	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Forfeiting Bail / Bond	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Granting Exemption from Community Notification	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Granting Leave to Amend	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Granting Motion / Petition	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Increasing Bail / Bond	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Inpatient Competency Restoration	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Modifying	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Modifying Conditions of Probation	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Modifying Deferred to Suspended Sentence	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Modifying Disposition	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Modifying Judgment and Sentence	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Modifying Sentence	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Nunc Pro Tunc	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order of Arraignment / Order Assigning Lawyer	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order of Commitment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Order of Commitment (Sexual Psychopathy)	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Order of Continuance	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order of Deferred Disposition	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order of Destruction	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order of Detention	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order of Dismissal	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order of Dismissal Of Community Supervision	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order of Dismissal Of Total Charges	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order of Disposition	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order of Indigency	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order of Probation	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order of Redaction	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order of Release	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order of Release From Pre-Trial Conditions	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order of Transfer / Transferring	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order of Transfer From Institution to Jail	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order of Treatment	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order on Agreement	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order on And Agreement Waiving Arraignment Hearing And Setting Court Date	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order on Arraignment	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order on Assignment / Reassignment	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order on Declination of Hearing - Jurisdiction Retained	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order on Detention Review	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order on First Appearance Of Defendant	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order on Modification	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order on Motion for Reconsideration	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order on Personal Recognizance	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order on Pre-Trial Conference	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order on Progress Report	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order on Termination of Diversion Agreement	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order on Unpaid Restitution Re: Dismissed Deferred Disposition	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order on Waiver of Extradition	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Outpatient Competency Restoration	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Permitting Filing of Amended Information	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Quashing	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Quashing Bench Warrant	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Quashing Warrant Of Arrest	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Re: Exhibits	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Re: Service	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Re: Withdrawal Of Guilty Plea, Vacation Of Conviction	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Reducing Bail	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Reinstating Probation	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Return on Appeal	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Revoking / Rescinding	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Revoking Bail	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Revoking Conditional Release	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Revoking Deferred Sentence / Adjudication	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Revoking Material Witness Warrant	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Revoking or Modifying Community Supervision	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Revoking Probation	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Revoking Stay	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Revoking Suspended Sentence	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Sealing Document	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Sealing File	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Sealing File Denied	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Sealing Records of Previously Vacated Deferred Disposition	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Setting	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Setting Attorney Fees	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Setting Bail	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Setting Court Costs	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Setting Drug Court Dates	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Setting Omnibus Hearing	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Setting Restitution	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Order Setting Review Hearing	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Setting Status Conference	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Setting Trial Confirmation Hearing	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Setting Trial Date	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Setting Trial Date - Pro Tem	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Shortening Time	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Striking	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Terminating	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Terminating Competency Evaluation	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Terminating Probation / Supervision	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order to Appear for Failure to Follow Case Schedule	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order to Appear for Pretrial HRG / CONF	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order to Break And Enter	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order to Compel	FALSE	FileOnly	30	0.9	0	0	0

WA Spokane County Superior Court	1 Order to Compel Production	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order to Continue Case Schedule	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order to Continue Omnibus Hearing	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order to Detain Material Witness	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order to Disburse Funds	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order to Issue	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order to Proceed In Forma Pauperis	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Order to Report to Treatment - DOSA	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order to Transport	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order to Unseal Document	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order to Unseal File	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Vacating	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Vacating Community Supervision / Probation	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Vacating Judgment	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Vacating Judgment Denied	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Validating Agreement	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Waiving	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Waiving Hearing and Setting for Fact Finding	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Waiving Hearing and Setting for Plea	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Waiving Interest on Legal Financial Obligations	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Order Waiving Mandatory Decline Hearing/Retaining Jurisdiction	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Order Withdrawing Exhibits	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	1 Other	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Partial Release of Judgment Lien	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Partial Satisfaction of Judgment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Peremptory Challenge Sheet	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Perfection Notice from Court of Appeals	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Persistent Offender Case	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Petition / Motion to Modify	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Petition for Appointment of Guardian Ad Litem	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Petition for Judicial Review	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Petition for Order Revoking or Modifying Probation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Petition for Termination of Diversion Agreement	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Petition to Approve	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Plaintiff's Proposed Instructions	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Plea - Case Forwarded To Criminal / Motions	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Plea Agreement / Sentence Recommendation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Plea Of Guilty	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Plea Of Not Guilty	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Plea Of Not Guilty - Reason of Insanity	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Pre Sentencing Information Report	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Pre-Trial Report	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Preliminary Appearance, Findings, and Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Presentence Investigation Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Pretrial Affidavit / Statement	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Prior Record	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Probable Cause Hearing Notice of Detained Persons Rights	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Probation Report	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Proposed Order / Findings	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Protective Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Receipt for Exhibits or Unopened Depositions	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Receipt for Surrendered Firearms, Other Dangerous Weapons, and/or Concealed Pistol License	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Receipt(s)	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Record on Change of Venue	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Record on Transfer	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Record on Transfer of Jurisdiction	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Recusal of Judge	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Release	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Release of Judgment Lien	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Reply	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Report	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Request	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Request for Admissions	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Request for Continuance	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Request for Court Review	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Request for Discovery	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Request for Interpreter Language Services	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Request for Production Of Documents	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Request for Reasonable Accommodation by Persons With Disabilities	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Request for Statement of Damages	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Response	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Restraining Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Restraining Order and Order to Show Cause	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Results of Blood Test	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Return from Warrant Status	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Return of Search / Seizure Warrant	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Return of Service	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Return of Service not Found	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Return on	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Return on Subpoena	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Return Receipt - Certified Mail	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Returned without a Document	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Satisfaction	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Satisfaction of Judgment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Satisfaction of Lien	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Schedule of Conditions of Placement / Probation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Sentence Recommendation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Sheriff's Office Receipt	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Sheriff's Return	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Sheriff's Return of Service - Not Served	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Sheriff's Return on A Bench Warrant	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Sheriff's Return on Service	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Sheriff's Return on Warrant of Arrest	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Social Media Message	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Special Verdict	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Standard Conditions and Sentence Requirements	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 State's List of Witnesses	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Statement	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Statement of Damages	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Statement of Defendant on Plea Of Guilty	FALSE	FileOnly	0	0	0	0	0

WA Spokane County Superior Court	1 Statement of Deferred Adjudication	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Statement of Facts	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Statement of Prosecuting Attorney	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Status Conference Setting	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Stay	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Stipulation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Stipulation and Order for Return of Exhibits and / or Unopened Depositions	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Stipulation and Waiver of Presentence Investigation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Stipulation for Pro Tem Judge Assignment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Stipulation of Trial Date	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Stipulation to Return or Destroy Exhibit	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Subpoena	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Subpoena Duces Tecum	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Summons	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Summons by Publication	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Supervised Release Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Temporary Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Traffic RALJ Appeal At Issue	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Transcript	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Transcript of Proceedings	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Transmittal Letter Copy Filed	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Transmittal on Copy of Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Trial Brief	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Trial Memorandum	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Trial Minutes	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Verbatim Report of Proceedings	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Verbatim Report of Proceedings Transmitted	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Verdict	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Victim Statement	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Violation Report	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Waiver	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Waiver of Counsel	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Waiver of Extradition	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Waiver of Jury Trial by Defendant	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Waiver of Jury Trial on Aggravating Factors	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Waiver of Speedy Trial	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Warrant of Arrest	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Warrant of Commitment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Warrant: Other	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Withdrawal	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Withdrew from Therapeutic Court	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Witness List	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Witness Record	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	1 Writ of Garnishment	FALSE	FileOnly	20	0.6	0	0	0
WA Spokane County Superior Court	1 Writ of Habeas Corpus	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Acceptance of Service	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Acknowledgment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Acknowledgment Of Service	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 ADA Accommodations Decision / Order Sealed	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 ADA Accommodations Decision/ Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Addendum	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Affidavit	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Affidavit / Declaration / Certificate Of Service	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Affidavit / Declaration Affirming Case Assignment Area	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Affidavit / Declaration Changing Case Assignment Area	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Affidavit / Declaration re: Service Member's Civil Relief	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Affidavit / Declaration Sum Certain	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Affidavit For Garnishment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Affidavit in Opposition	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Affidavit in Support	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Affidavit of Attempted Service By Certified And U.S. Mail	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Affidavit of Diligence	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Affidavit of Indigency	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Affidavit of Mailing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Affidavit of Military Service	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Affidavit of Non-Military Service	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Affidavit of Petitioner	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Affidavit of Posting	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Affidavit of Prejudice	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Affidavit of Publication	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Affidavit of Respondent	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Affidavit of Service By Mail	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Agreed Order	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Agreed Trial Continuance	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Agreement	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Amended Answer	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Amended Complaint	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Amended Petition	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Amended Petition for Committed Intimate Relationship	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Amended Petition for Emancipation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Amended Statement Of Arbitrability	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Amended Statement Of Non-Arbitrability	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Amended Summons	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Amended Summons and Complaint	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Amended Summons and Complaint for Legal Malpractice	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Amended Summons and Complaint for Specific Performance	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Amended Summons and Petition	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Amended Summons and Third Party Complaint	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Answer	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Answer and Affirmative Defense	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Answer and Counter Claim	FALSE	FileOnly	240	7.2	0	0	0
WA Spokane County Superior Court	2 Answer and Counter Petition	FALSE	FileOnly	240	7.2	0	0	0
WA Spokane County Superior Court	2 Answer and Cross Claim	FALSE	FileOnly	240	7.2	0	0	0
WA Spokane County Superior Court	2 Answer and Third Party Complaint	FALSE	FileOnly	240	7.2	0	0	0
WA Spokane County Superior Court	2 Answer to Counter Claim	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Answer to Cross Claim	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Answer to Wage Assignment Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Answer to Writ	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Answer to Writ Of Garnishment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Answers to Interrogatories	FALSE	FileOnly	0	0	0	0	0

WA Spokane County Superior Court	2 Appearance Pro Se	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Application	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Application Canadian DV Protection Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Arbitration Award	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Arbitration Inquiry Notice	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Arbitration Settlement And Removal From Arbitration Calendar	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Arbitrator's Request for Compensation - Award	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Arbitrator's Request for Compensation - Other	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Arbitrator's Request for Compensation - Settlement	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Asbestos Litigation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Assigned to	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Assignment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Assignment of Judgment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Assignment of Support	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Assignment of Trial Date and Statement of Arbitrability	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Attachment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Bench Warrant	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Bench Warrant Issued - Copy Filed	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Bill	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Bond	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Bond Cash	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Brief	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Brief of Appellant On RALJ	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Brief of Respondent On RALJ	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Bureau of Indian Affairs	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Bureau of Indian Affairs Notice	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Certificate	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Certificate and Order	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Certificate of Compliance	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Certificate of Finality	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Certificate of Mailing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Certificate of Purchase of Real Estate	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Certificate of Rehabilitation and Restoration of Firearms Rights	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Certificate of Settlement Without Dismissal	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Certification	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Certified Appeal Board Record	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Citation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Claim	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Clerk's Letter Re Exhibits / Depositions	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Clerk's Notice for Dismissal for Want of Prosecution	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Clerk's Order of Closure for Want of Prosecution	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Clerk's Order of Dismissal	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Commission	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Compelling Reason Documented	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Complaint	FALSE	FileOnly	240	7.2	0	0	0
WA Spokane County Superior Court	2 Compromise Settlement	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Confession of Judgment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Confidential Information Form	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Confidential Report In Sealed Envelope	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Confirmation of Joinder	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Confirmation of Joinder - Claim or Defense to be Raised	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Confirmation of Joinder - Party to be Joined	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Confirmation of Joinder - Party to be Served	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Confirmation of Joinder - Pleading to be Filed	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Confirmation of Joinder - Refuse to Cooperate	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Confirmation of Joinder - Subject to Arbitration	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Confirmation of Service	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Confirmation of Service: Parties to be Served	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Consent	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Copy	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Correspondence	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Cost Bill	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Court Hearing Minutes	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Court's Decision	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Court's Instructions To Jury	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Cover Sheet for Authorization	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Cover Sheet for Background Check	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Cover Sheet for Criminal History	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Cover Sheet Sealed CPS Information	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Creditor's Claim	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Criminal History Record (Non-Parent Custody)	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 De Novo Appeal	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Decision from Appellate Court	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Decision on RALJ Appeal	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Declaration	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Declaration and Stipulation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Declaration in Lieu of Testimony	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Declaration of Mailing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Declaration of Non-Surrender	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Declination	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Decree	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Decree of Appropriation	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Decree of Distribution	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Decree of Emancipation	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Decree of Foreclosure	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Deed of Trust	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Default Garnishment Against Garnishee Defendant	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Default Judgment	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Defendant's List of Witnesses	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Defendant's Proposed Instructions	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Demand for	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Demand for Jury - 12 Person	FALSE	FileOnly	250	7.5	0	0	0
WA Spokane County Superior Court	2 Demand for Jury - 6 Person	FALSE	FileOnly	125	3.75	0	0	0
WA Spokane County Superior Court	2 Deposition Destroyed	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Deposition of	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Deposition Published	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Deposition Received	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Designation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Designation of Clerk's Papers	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Disclosure	FALSE	FileOnly	0	0	0	0	0

WA Spokane County Superior Court	2 Disposition Order (Arbitration)	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Emails	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Ex Parte Temporary Extreme Risk Protection Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Exemption Claim	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Exhibit List	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Extreme Risk Protection Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Extreme Risk Protection Order Respondent Under 18 Years	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Final Discharge Restoring Civil Rights	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Final Report	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Financial Statement	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Findings	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Findings of Fact and Conclusions of Law	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Findings of Indigency	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Foreign Judgment	FALSE	FileOnly	240	7.2	0	0	0
WA Spokane County Superior Court	2 Increased Cost in Garnishment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Index	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Instructions	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Interrogatories	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Interrogatories and Request for Production	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Inventory	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Invoice Voucher	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Joinder	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Joint Status Report	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Judgment	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Judgment Against Garnishee Defendant	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Judgment and Decree of Foreclosure	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Judgment and Decree Quieting Title	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Judgment and Order for Writ Of Restitution	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Judgment and Order of Dismissal	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Judgment on Answer of Garnishee Defendant	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Judgment on Arbitration	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Judgment on Verdict	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Judgment Rejected	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Judgment Summary	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Jury Confidential Profile Questionnaire	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Letter	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Letter of Transmittal Re Exhibits to Appellate Court	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Letter of Transmittal Re Exhibits to Supreme Court	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Letter or Notice of Schedule Conflict	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Lien	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Lis Pendens	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 List	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Mail Return - Unclaimed	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Mandate	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Memorandum	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Memorandum Of Authorities	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Motion	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Motion and Affidavit / Declaration	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Motion and Affidavit for Bench Warrant	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Motion and Affidavit for Examination of Judgment Debtor	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Motion Appointing Guardian ad Litem (effective 3/21/2016)	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Motion for Default	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Motion for Default Judgment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Motion for Indigency	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Motion for New Trial	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Motion for Order Determining Lawfulness of Election Process	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Motion for Order to Show Cause	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Motion for Reconsideration	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Motion for Revision	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Motion for Summary Judgment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Motion for Temporary Change to Parenting Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Motion for Trial Date	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Motion for Waiver of Fees	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Motion in Limine	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Motion to Amend Case Schedule	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Motion to Change Assignment Area w/o Argument	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Motion to Change Trial Date	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Motion to Compel	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Motion to Continue	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Motion to Convert	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Motion to Dismiss	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Motion to Restrict Abusive Litigation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Motion to Serve by Mail	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Motion to Serve by Publication	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Motion to Suppress	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Motion to Vacate	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Motion to Validate Agreement	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Motion/Declaration for Ex Parte Restraining Order and Order to Show Cause	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Narrative Report Of Proceedings	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Note for Calendar	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Note for Calendar Court Administrator	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Note for Mandatory Mediation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Note for Motion Docket	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Note for Motion Docket - Late Filing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Note for Trial & Statement of Arbitrability	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Note for Trial & Statement of Non - Arbitrability	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Note for Trial Docket	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Notice	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Notice - Completion Documents Due	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Notice / Statement of Rights	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Notice and Request for Case Progress	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Notice and Summons	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Notice for Trial Setting	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Notice of Absence / Unavailability	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Notice of Address Change	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Notice of Appeal to Court Of Appeals	FALSE	FileOnly	290	8.7	0	0	0
WA Spokane County Superior Court	2 Notice of Appeal to Supreme Court	FALSE	FileOnly	290	8.7	0	0	0
WA Spokane County Superior Court	2 Notice of Appearance	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Notice of Appointment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Notice of Appointment as Arbitrator	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Notice of Appointment as Mediator	FALSE	FileOnly	0	0	0	0	0

WA Spokane County Superior Court	2 Notice of Arbitration Hearing Date	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Notice of Argument	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Notice of Assignment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Notice of Association of Counsel	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Notice of Attorney's Claim of Lien	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Notice of Case Schedule	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Notice of Change of Trial Date	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Notice of Continuance	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Notice of Cross Appeal	FALSE	FileOnly	240	7.2	0	0	0
WA Spokane County Superior Court	2 Notice of Deposition	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Notice of Discretionary Review to Court of Appeals	FALSE	FileOnly	290	8.7	0	0	0
WA Spokane County Superior Court	2 Notice of Discretionary Review to Supreme Court	FALSE	FileOnly	290	8.7	0	0	0
WA Spokane County Superior Court	2 Notice of Disqualification	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Notice of Filing / Service Deposition	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Notice of Filing Petition for Removal to U.S. District Court	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Notice of Hearing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Notice of Hearing for Dismissal Of RALJ Appeal	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Notice of Ineligibility to Possess a Firearm	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Notice of Intent to Withdraw	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Notice of Issue	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Notice of Non-Representation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Notice of Oral Exam	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Notice of Order of Destruction	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Notice of Pending Decision	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Notice of Presentation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Notice of Proposed Arbitrators	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Notice of Proposed Mediators	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Notice of RALJ Review Hearing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Notice of Sale	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Notice of Scheduling	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Notice of Setting for Pre-Trial Hearing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Notice of Settlement and Authorization for Clerk to Strike Trial Date	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Notice of Status Conference	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Notice of Stay Regarding Bankruptcy	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Notice of Substitution of Counsel	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Notice of Trial Date	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Notice of Voluntary Non-Suit	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Notice of Withdrawal and Substitution Of Counsel	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Notice of Withdrawal of Attorney	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Notice Re: Dependent of a Person in Military Service	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Notice Re: Evidentiary Rule	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Notice Striking Hearing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Notice to Defendant	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Notification of Superior Court Decision on De Novo Appeal	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Notification of Superior Court Decision on RALJ Appeal	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Objection / Opposition	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Objection to Petition	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Offer of Judgment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Offer of Settlement	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Order	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Accepting Jurisdiction	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Adjudicating Public Use and Necessity	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Advance Lawyer Fees and Cost	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Allowing for Bifurcation	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Allowing Jury to Separate	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Allowing Testimony by Electronic Means	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Allowing Testimony by Interrogatories	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Amending Case Schedule	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Appointing	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Appointing Arbitrator	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Appointing Attorney	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Appointing Expert for Examination	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Appointing Guardian Ad Litem	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Appointing Receiver	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Approving Agreement for Installment Payments	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Approving Election Process	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Approving Publication as a Legal Newspaper	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Approving Settlement	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Authorizing	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Authorizing Payment	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Authorizing Removal of Court File	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Authorizing Sale	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Authorizing Substitution of Counsel	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Authorizing Withdrawal of Funds	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Changing Name	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Compelling Answers to Interrogatories	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Compelling Discovery	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Conditionally Granting	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Confirming Award	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Confirming Commissioner's Ruling	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Confirming Ruling	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Confirming Sale	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Consolidating Cases	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Consolidating for Trial	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Continuing Hearing Weapons Compliance	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Declining Jurisdiction	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Deferring Filing Fee	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Denying Election Process	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Denying Motion / Petition	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Denying Motion to Restrict Abusive Litigation	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Denying Petition Motion for Protection	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Denying Relief from Duty to Register	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Denying the Right to Possess a Firearm	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Directing Issuance of Bench Warrant	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Dismissing Garnishee Defendant	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Dismissing Litigant	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Dismissing Party	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Dismissing Temporary Protection Order	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Enforcing Canadian DV Protection Order	FALSE	FileOnly	30	0.9	0	0	0

WA Spokane County Superior Court	2 Order Expending Public Funds	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Extending	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Extending Jurisdiction	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Extending Time	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order for Change of Judge	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order for Change of Venue	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order for Compensation	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order for Continuance of Trial Date	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order for Continuance of Trial Date: Jury Demand	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order for Continuance: Calendar Conflict	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order for Continuance: Court Mandated	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order for Continuance: Defense Requested	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order for Continuance: Plaintiff Requested	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order for Continuance: Setting	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order for Continuance: Stipulated	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order for Exam	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order for Expert Services	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order for Hearing	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order for Issuance of Summons	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order for Permanent Injunction	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order for Preliminary Injunction	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order for Protection	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order for Protection From Civil Harassment	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order for Protection From Civil Harassment - Respondent Under 18	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order for Protection-Renewal / Reissue	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Order for Protection-Respondent Under 18-Stalking	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order for Protection-Stalking	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order for Protection-Vulnerable Adult	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Order for Publication	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order for Renewal of Extreme Risk Protection Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Order for Sale of Personal Property	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order for Sale of Real Property	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order for Sexual Assault Protection	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Order for Stay of Proceedings	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order for Voluntary Non-Suit	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order for Wage Assignment	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order for Warrant	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order for Withdrawal of Attorney	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order for Writ of Restitution	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Granting Leave to Amend	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Granting Limited Dissemination	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Granting Motion / Petition	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Granting Partial Summary Judgment	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Granting Relief from Duty to Register	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Granting Respondent's Motion to Modify/Terminate Order Effective More than Two Years	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Granting Restriction Abusive Litigation	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Granting Summary Judgment	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Joining Parties	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Modifying	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Modifying / Terminating Extreme Risk Protection Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Order Modifying / Terminating Sexual Assault Protection Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Order Modifying / Terminating Terms of Protection Order From Unlawful Harassment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Order Modifying / Terminating Terms of Protective Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Order Nunc Pro Tunc	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order of Commitment (Sexual Psychopathy)	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order of Continuance	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order of Default	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order of Destruction	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order of Dismissal	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order of Dismissal - Stipulated	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order of Dismissal Of Community Supervision	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order of Dismissal With Prejudice	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order of Dismissal Without Prejudice	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order of Expungement	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order of Indigency	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order of Intervention	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order of Participation	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order of Preassignment	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order of Redaction	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order of Remand	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order of Sale - Issue	FALSE	FileOnly	20	0.6	0	0	0
WA Spokane County Superior Court	2 Order on Agreement	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order on Assignment / Reassignment	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order on Contempt	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order on Contempt Not in Compliance Weapon Surrender	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order on Declination of Hearing - Jurisdiction Retained	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order on Modification	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order on Motion for Reconsideration	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order on Motion for Revision of Court Commissioner's Ruling	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order on Petition to Reopen Sexual Assault Protection Order	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order on Pre-Trial Conference	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order on Review Weapon Surrender Compliance	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order on Show Cause	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order on Status Conference	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Quashing Bench Warrant	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Re: Exhibits	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Re: Marital Property	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Re: Service	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Re: Service Members Civil Relief Act	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Re: Settlement Conference	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Realigning Parties	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Refusing Enforcement Canadian DV Protection Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Order Regarding Access to Records	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Regarding Improperly Retained Records	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Regarding Supplemental Proceedings	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Reissuing Temporary Extreme Risk Protection Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Order Reissuing Temporary Extreme Risk Protection Order Under 18yo	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Order Reissuing Temporary Protection Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Order Reissuing Temporary Restraining Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Order Requiring Joint Pretrial Report	FALSE	FileOnly	30	0.9	0	0	0

WA Spokane County Superior Court	2 Order Restoring Firearms Rights	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Restoring Provisional Voting Rights	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Restoring Voting Rights	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Return on Appeal	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Revising Ruling	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Revoking / Rescinding	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Revoking Provisional Voting Rights	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Revoking Stay	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Sealing Document	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Sealing File	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Sealing File Denied	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Setting	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Setting Attorney Fees	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Setting Bail	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Setting Case Schedule	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Setting Court Costs	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Setting Review Hearing	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Setting Status Conference	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Setting Trial Confirmation Hearing	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Setting Trial Date	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Setting Trial Date - Pro Tem	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Shortening Time	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Striking	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Terminating	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order to Appear for Failure to Follow Case Schedule	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order to Appear for Pretrial HRG / CONF	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order to Break And Enter	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order to Compel	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order to Compel Production	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order to Continue Case Schedule	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order to Disburse Funds	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order to File Joint Status Report	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order to Issue	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order to Pay into Court	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order to Proceed In Forma Pauperis	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Order to Release Weapon	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order to Show Cause	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order to Surrender Weapon	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order to Surrender Weapon-CPL Restriction	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order to Unseal Document	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order to Unseal File	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Transferring Anti-Harassment Case to Superior Court	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Transferring Domestic Violence Action	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Order Transferring Sexual Assault Protection Order Action	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Order Transferring to Mandatory Arbitration	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Transferring to Private Arbitration	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Vacating	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Vacating Judgment	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Vacating Judgment Denied	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Validating Agreement	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Waiving	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Waiving Mandatory Mediation	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Waiving Notice Requirements	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Withdrawing Case From Mandatory Arbitration	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Order Withdrawing Exhibits	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	2 Other	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Partial Release of Judgment Lien	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Partial Satisfaction of Judgment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Peremptory Challenge Sheet	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Perfection Notice from Court of Appeals	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Petition / Motion for Revocation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Petition / Motion to Modify	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Petition Extreme Risk Respondent Under 18 Years	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Petition for Appointment of Guardian Ad Litem	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Petition for Approval of Settlement	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Petition for Certificate and Order of Discharge	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Petition for Certificate and Order of Discharge No Contact Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Petition for Change of Name	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Petition for Extreme Risk Protection Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Petition for Order for Protection	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Petition for Order for Protection - Respondent Under 18	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Petition to Approve	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Petition to Reopen Sexual Assault Protection Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Plaintiff's Proposed Instructions	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Praecipe	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Praecipe for Execution on Personal Property	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Praecipe for Execution on Real Property	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Pre-Trial Report	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Preliminary Injunction Re Election Process	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Pretrial Affidavit / Statement	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Prior Record	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Promissory Note	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Proof of Surrender and Receipt of Weapons	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Property Bond	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Proposed Order / Findings	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Protective Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 RALJ Appeal at Issue	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 RALJ Pending - Awaiting Brief of Appellant	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 RALJ Pending - Awaiting Transcript of Record	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Receipt for Exhibits or Unopened Depositions	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Receipt for Surrendered Firearms, Other Dangerous Weapons, and/or Concealed Pistol License	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Receipt of Firearm Surrender	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Receipt(s)	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Record of Arbitration Hearing and Request for Arbitrator's Compensation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Record on Change of Venue	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Record on Transfer	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Record on Transfer of Jurisdiction	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Recusal of Judge	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Release	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Release of Judgment Lien	FALSE	FileOnly	0	0	0	0	0

WA Spokane County Superior Court	2 Reply	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Reply to Counter Claim	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Report	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Report of Guardian Ad Litem	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Request	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Request and Order for Dismissal	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Request for Admissions	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Request for Assignment to Civil Track	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Request for Continuance	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Request for Court Review	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Request for Discovery	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Request for Interpreter Language Services	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Request for Production Of Documents	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Request for Reasonable Accommodation by Persons With Disabilities	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Request for Statement of Damages	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Request for Trial De Novo and to Seal Award (arbitration)	FALSE	FileOnly	250	7.5	0	0	0
WA Spokane County Superior Court	2 Respondent's Motion to Modify/Terminate Order for Protection Effective More than Two Years	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Response	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Response and Counter Petition	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Response to Statement of Non - Arbitrability	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Return of Sale	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Return of Service	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Return of Service not Found	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Return on	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Return on Subpoena	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Return Receipt - Certified Mail	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Revocation of Joinder	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Satisfaction	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Satisfaction of Judgment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Satisfaction of Lien	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Sealed Confidential Reports Cover Sheet	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Sealed Financial Source Document(s)	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Sealed Medical and Health Information Cover Sheet	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Sealed Personal Health Care Records Cover Sheet	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Settlement Conference Statement	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Sheriff's Office Receipt	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Sheriff's Return	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Sheriff's Return of Service - Not Served	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Sheriff's Return on A Bench Warrant	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Sheriff's Return on Execution	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Sheriff's Return on Execution of Personal Property	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Sheriff's Return on Execution of Real Property	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Sheriff's Return on Order of Sale	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Sheriff's Return on Service	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Sheriff's Return on Warrant of Arrest	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Sheriff's Return on Writ	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Social Media Message	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Special Verdict	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Standard Conditions and Sentence Requirements	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 State's List of Witnesses	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Statement	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Statement of Arbitrability	FALSE	FileOnly	200	6	0	0	0
WA Spokane County Superior Court	2 Statement of Damages	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Status Conference Setting	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Stay	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Stay on Writ	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Stay on Writ of Garnishment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Stipulation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Stipulation for Pro Tem Judge Assignment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Stipulation of Trial Date	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Stipulation to Mandatory Arbitration	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Stipulation to Return or Destroy Exhibit	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Subpoena	FALSE	FileOnly	20	0.6	0	0	0
WA Spokane County Superior Court	2 Subpoena Duces Tecum	FALSE	FileOnly	20	0.6	0	0	0
WA Spokane County Superior Court	2 Summons	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Summons by Publication	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Supersedeas Bond	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Tax Warrant Vacated	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Temporary Antiharassment Protection Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Temporary Antiharassment Protection Order - Respondent Under 18	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Temporary Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Temporary Order Extreme Risk Respondent Under 18 Years	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Temporary Order for Protection	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Temporary Protection Order and Notice of Hearing-Respondent Under 18-Stalking	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Temporary Protection Order and Notice of Hearing-Stalking	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Temporary Restraining Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Temporary Restraining Order and Order to Show Cause	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Temporary Restraining Order Re Election Process	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Temporary Sexual Assault Protection Order and Notice of Hearing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Temporary Vulnerable Adult Protection Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Third Party Complaint	FALSE	FileOnly	240	7.2	0	0	0
WA Spokane County Superior Court	2 Transcript	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Transcript of Proceedings	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Transferred Petition for Order for Protection	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Transmittal Letter Copy Filed	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Transmittal on Copy of Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Trial Brief	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Trial Memorandum	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Trial Minutes	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Verbatim Report of Proceedings	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Verbatim Report of Proceedings Transmitted	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Verdict	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Waiver	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Waiver of Counsel	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Warrant for Over-Paid Benefits - Employment Security	FALSE	FileOnly	20	0.6	0	0	0
WA Spokane County Superior Court	2 Warrant for Over-Paid Benefits - Labor And Industries	FALSE	FileOnly	20	0.6	0	0	0
WA Spokane County Superior Court	2 Warrant for Over-Paid Benefits/Unpaid Taxes	FALSE	FileOnly	20	0.6	0	0	0
WA Spokane County Superior Court	2 Warrant for Over-Paid Tax / Benefits	FALSE	FileOnly	20	0.6	0	0	0
WA Spokane County Superior Court	2 Warrant for Unpaid Taxes	FALSE	FileOnly	20	0.6	0	0	0
WA Spokane County Superior Court	2 Warrant for Unpaid Taxes - Employment Security	FALSE	FileOnly	20	0.6	0	0	0

WA Spokane County Superior Court	2 Warrant for Unpaid Taxes - Labor And Industries	FALSE	FileOnly	20	0.6	0	0	0
WA Spokane County Superior Court	2 Warrant for Unpaid Taxes - Licensing	FALSE	FileOnly	20	0.6	0	0	0
WA Spokane County Superior Court	2 Warrant for Unpaid Taxes - Revenue	FALSE	FileOnly	20	0.6	0	0	0
WA Spokane County Superior Court	2 Warrant: Other	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Withdrawal	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Witness List	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Witness Record	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Writ of Attachment	FALSE	FileOnly	20	0.6	0	0	0
WA Spokane County Superior Court	2 Writ of Certiorari	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Writ of Execution	FALSE	FileOnly	20	0.6	0	0	0
WA Spokane County Superior Court	2 Writ of Garnishment	FALSE	FileOnly	20	0.6	0	0	0
WA Spokane County Superior Court	2 Writ of Habeas Corpus	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Writ of Mandamus	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	2 Writ of Restitution	FALSE	FileOnly	20	0.6	0	0	0
WA Spokane County Superior Court	2 Writ of Review	FALSE	FileOnly	20	0.6	0	0	0
WA Spokane County Superior Court	3 Acceptance of Service	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Acknowledgment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Acknowledgment Of Service	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Addendum	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Affidavit	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Affidavit / Declaration / Certificate Of Service	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Affidavit / Declaration Affirming Case Assignment Area	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Affidavit / Declaration Changing Case Assignment Area	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Affidavit / Declaration re: Service Member's Civil Relief	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Affidavit For Garnishment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Affidavit in Opposition	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Affidavit in Support	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Affidavit of Attempted Service By Certified And U.S. Mail	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Affidavit of Diligence	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Affidavit of Mailing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Affidavit of Military Service	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Affidavit of Non-Military Service	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Affidavit of Non-Payment Of Public Assistance	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Affidavit of Petitioner	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Affidavit of Prejudice	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Affidavit of Publication	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Affidavit of Respondent	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Affidavit of Service By Mail	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Agreed Order	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Agreed Trial Continuance	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Agreement	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Amended Decree	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Amended Petition	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Amended Petition for a Parenting Plan and/or Child Support	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Amended Petition for Custody	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Amended Petition for de Facto Parentage	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Amended Petition for Dissolution	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Amended Petition for Invalidity	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Amended Petition for Legal Separation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Amended Petition for Support	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Amended Petition for Support Under URESA / UIFSA	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Amended Petition to Enforce Out-of-State Custody Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Amended Summons	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Amended Summons and Complaint	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Amended Summons and Petition	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Amended Summons and Petition for Dissolution	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Amended Summons and Petition for Invalidity	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Amended Summons and Petition for Legal Separation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Amended Summons and Petition for Modification	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Amended Summons and Petition for Parenting Plan Res Schedule	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Answer	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Appearance Pro Se	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Application	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Assignment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Assignment of Judgment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Assignment of Support	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Attachment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Bench Warrant	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Bench Warrant Issued - Copy Filed	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Bill	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Bond	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Bond Cash	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Brief	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Certificate	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Certificate and Order	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Certificate of Compliance	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Certificate of Finality	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Certificate of Mailing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Certificate of Mediation Completion (Changes case management status, see Note 1 below)	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Certification	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Child Placed with Relatives	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Child Support Worksheet	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Child Support Worksheet/Proposed	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Citation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Claim	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Clerk's Letter Re Exhibits / Depositions	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Clerk's Notice for Dismissal for Want of Prosecution	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Clerk's Order of Closure for Want of Prosecution	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Clerk's Order of Dismissal	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Collaborative Law Participation Agreement	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Collaborative Law Process Status Report	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Commission	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Compromise Settlement	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Confession of Judgment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Confidential Information Form	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Confidential Report In Sealed Envelope	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Confirmation of Blood Testing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Confirmation of Issues	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Confirmation of Issues - Referred to Family Law Mediation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Confirmation of Joinder	FALSE	FileOnly	0	0	0	0	0

WA Spokane County Superior Court	3 Confirmation of Parenting Class	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Confirmation of Service	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Confirmation of Service: Parties to be Served	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Consent	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Copy	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Correspondence	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Cost Bill	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Court Hearing Minutes	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Court's Decision	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Cover Sealed Birth Certificate or Paternity Document	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Cover Sheet Criminal History Record (Non-Parent Custody)	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Cover Sheet for Authorization	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Cover Sheet for Background Check	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Cover Sheet for Criminal History	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Cover Sheet Sealed CPS Information	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Criminal History Record (Non-Parent Custody)	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Custody Authorization	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Declaration	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Declaration about Public Assistance	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Declaration and Stipulation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Declaration in Lieu of Testimony	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Declaration in Supp of Parenting Plan	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Declaration of Mailing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Declaration of Non-Surrender	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Declination	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Decree	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Decree of Custody	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Decree of Dissolution	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Decree of Invalidity of Marriage	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Decree of Invalidity of Registered Domestic Partnership	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Decree of Legal Separation	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Decree of Validity of Registered Domestic Partnership	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Default Garnishment Against Garnishee Defendant	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Default Judgment	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Demand for	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Deposition Destroyed	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Deposition of	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Deposition Published	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Deposition Received	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Designation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Designation of Clerk's Papers	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Disclosure	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Emails	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Ex Parte Motion for Final Order Changing Parenting Plan - No Obj to Moving w/Children	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Ex Parte Order on MT for Final Order changing Parenting Plan - Moving w/Children	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Exemption Claim	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Exhibit List	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Extension of Immediate Restraining Order and Hearing Notice	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Financial Declaration	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Financial Declaration of Petitioner	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Financial Declaration of Respondent	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Financial Statement	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Findings	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Findings of Fact and Conclusions of Law	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Findings of Indigency	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Findings, Conclusions and Decree of Dissolution	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Increased Cost in Garnishment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Index	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Instructions	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Interrogatories	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Interrogatories and Request for Production	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 JIS Check Confidential Document Cover Sheet	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Joinder	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Joint Status Report	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Judgment	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Judgment Against Garnishee Defendant	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Judgment and Final Order on Petition to Disprove Parentage of Presumed Parent	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Judgment and Order for Support / Residential Schedule	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Judgment and Order of Dismissal	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Judgment on Answer of Garnishee Defendant	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Judgment on Verdict	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Judgment Rejected	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Judgment Requiring Parent To Reimburse	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Judgment Summary	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Judgment, Final Order and Findings for a Parenting Plan and/or Child Support	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Letter	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Letter from D.S.H.S	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Letter of Transmittal Re Exhibits to Appellate Court	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Letter of Transmittal Re Exhibits to Supreme Court	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Letter or Notice of Schedule Conflict	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 List	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Mail Return - Unclaimed	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Mandate	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Mandatory Mediation Complete Successful	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Mandatory Mediation Complete Unsuccessful	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Mandatory Mediation Inquiry Notice	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Mandatory Mediation Issue Custody	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Mandatory Mediation Issue Custody & Visitation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Mandatory Mediation Issue Other	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Mandatory Mediation Issue Visitation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Mediators Request for Case Schedule Adjustment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Memorandum	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Memorandum Of Authorities	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Motion	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Motion and Affidavit / Declaration	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Motion and Affidavit for Bench Warrant	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Motion Appointing Guardian ad Litem (effective 3/21/2016)	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Motion for Adequate Cause Decision	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Motion for Default	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Motion for Default Judgment	FALSE	FileOnly	0	0	0	0	0

WA Spokane County Superior Court	3 Motion for Genetic Testing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Motion for Immediate Order (Ex Parte) about a Hearing on Parenting Issues (Military Parent)	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Motion for Indigency	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Motion for New Trial	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Motion for Order to Show Cause	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Motion for Reconsideration	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Motion for Revision	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Motion for Summary Judgment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Motion for Temporary Change to Parenting Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Motion for Temporary Family Law Order and Restraining Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Motion for Temporary Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Motion for Temporary Order Allowing Move with Children (Relocation)	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Motion for Temporary Order Preventing Move with Children (Relocation)	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Motion for Trial Date	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Motion for Waiver of Fees	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Motion in Limine	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Motion to Adjust Child Support Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Motion to Allow Testimony (About Modifying Child Support)	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Motion to Amend Case Schedule	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Motion to Change Assignment Area w/o Argument	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Motion to Change Trial Date	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Motion to Compel	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Motion to Continue	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Motion to Convert	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Motion to Convert Legal Separation Order to Final Divorce Order (Dissolution Decree)	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Motion to Dismiss	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Motion to Limit Notice of Intent to Move with Children (Ex Parte)	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Motion to Permit Proceeding	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Motion to Reinstate Parenting Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Motion to Restrict Abusive Litigation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Motion to Serve by Mail	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Motion to Serve by Publication	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Motion to Suppress	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Motion to Vacate	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Motion to Validate Agreement	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Motion/Declaration for Ex Parte Restraining Order and Order to Show Cause	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Narrative Report Of Proceedings	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Note for Calendar	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Note for Calendar Court Administrator	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Note for Mandatory Mediation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Note for Motion Docket	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Note for Motion Docket - Late Filing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Note for Trial & Statement of Arbitrability	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Note for Trial & Statement of Non - Arbitrability	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Note for Trial Docket	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Notice	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Notice - Completion Documents Due	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Notice / Statement of Rights	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Notice and Request for Case Progress	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Notice and Summons	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Notice for Trial Setting	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Notice of Absence / Unavailability	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Notice of Address Change	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Notice of Agreement to Participate in Collaborative Law Process	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Notice of Appeal to Court Of Appeals	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Notice of Appeal to Supreme Court	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Notice of Appearance	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Notice of Appointment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Notice of Appointment as Mediator	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Notice of Assignment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Notice of Association of Counsel	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Notice of Attorney's Claim of Lien	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Notice of Case Schedule	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Notice of Change of Trial Date	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Notice of Conclusion of Collaborative Law Process	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Notice of Confirmation of Child Custody Determination Registration by Operation of Law under UCCJEA	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Notice of Continuance	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Notice of Cross Appeal	FALSE	FileOnly	240	7.2	0	0	0
WA Spokane County Superior Court	3 Notice of Custody Determination Registration	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Notice of Deposition	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Notice of Discretionary Review to Court of Appeals	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Notice of Discretionary Review to Supreme Court	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Notice of Disqualification	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Notice of Filing Petition for Removal to U.S. District Court	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Notice of Hearing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Notice of Ineligibility to Possess a Firearm	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Notice of Intended Relocation of Children	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Notice of Intent to Withdraw	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Notice of Mediation Compliance	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Notice of Non-Representation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Notice of Oral Exam	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Notice of Order of Destruction	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Notice of Pending Decision	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Notice of Presentation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Notice of Proposed Mediators	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Notice of Sale	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Notice of Scheduling	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Notice of Setting for Pre-Trial Hearing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Notice of Status Conference	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Notice of Substitution of Counsel	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Notice of Trial Date	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Notice of Withdrawal and Substitution Of Counsel	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Notice of Withdrawal of Attorney	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Notice Re: Dependent of a Person in Military Service	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Notice Striking Hearing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Notification of Finding of Child Abuse	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Objection / Opposition	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Objection to Petition	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Offer of Judgment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Offer of Settlement	FALSE	FileOnly	0	0	0	0	0

WA Spokane County Superior Court	3 Order	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order / Notice of Dismissal of Family Court	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Accepting Jurisdiction	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Advance Lawyer Fees and Cost	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Allowing for Bifurcation	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Allowing Testimony by Electronic Means	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Allowing Testimony by Interrogatories	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Amending Case Schedule	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order and Authorization Re Health Care and Education	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Appointing	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Appointing Attorney	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Appointing Guardian Ad Litem	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Appointing Parenting Evaluator/Investigator	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Authorizing	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Authorizing Payment	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Authorizing Removal of Court File	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Authorizing Sale	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Authorizing Substitution of Counsel	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Compelling Answers to Interrogatories	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Compelling Discovery	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Compliance Review Hearing	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Conditionally Granting	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Confirming Award	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Confirming Commissioner's Ruling	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Confirming Ruling	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Confirming Sale	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Consolidating Cases	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Consolidating for Trial	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Continuing Hearing Weapons Compliance	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Converting Legal Separation to Final Dissolution Decree	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Declining Jurisdiction	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Deferring Filing Fee	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Denying Motion / Petition	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Denying Motion to Restrict Abusive Litigation	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Denying Petition Motion for Protection	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Denying the Right to Possess a Firearm	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Detaining Respondent	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Directing Issuance of Bench Warrant	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Dismissing Garnishee Defendant	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Dismissing Parent Pay Fees/Costs	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Dismissing Party	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Dismissing Temporary Protection Order	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Enforcing Canadian DV Protection Order	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Expending Public Funds	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Extending	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Extending Jurisdiction	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Extending Time	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order for Change of Judge	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order for Change of Venue	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order for Compensation	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order for Continuance of Trial Date	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order for Continuance: Calendar Conflict	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order for Continuance: Court Mandated	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order for Continuance: Defense Requested	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order for Continuance: Plaintiff Requested	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order for Continuance: Setting	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order for Continuance: Stipulated	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order for Exam	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order for Hearing	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order for Protection	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order for Protection From Civil Harassment	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order for Protection-Renewal / Reissue	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order for Protection-Stalking	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order for Publication	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order for Sale of Personal Property	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order for Sale of Real Property	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order for Stay of Proceedings	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order for Support	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order for Temporary Change to Parenting Order	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order for Warrant	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order for Withdrawal of Attorney	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Granting Custody	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Granting Leave to Amend	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Granting Motion / Petition	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Granting Partial Summary Judgment	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Granting Relocation	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Granting Respondent's Motion to Modify/Terminate Order Effective More than Two Years	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Granting Restriction Abusive Litigation	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Granting Summary Judgment	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Granting Visits	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Joining Parties	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Modifying	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Modifying / Terminating Sexual Assault Protection Order	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Modifying / Terminating Terms of Protection Order From Unlawful Harassment	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Modifying / Terminating Terms of Protective Order	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Nunc Pro Tunc	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order of Confirmation of Registered Child Custody Determination	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order of Continuance	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order of Default	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order of Destruction	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order of Dismissal	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order of Dismissal - Stipulated	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order of Dismissal With Prejudice	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order of Dismissal Without Prejudice	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order of Indigency	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order of Preassignment	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order of Redaction	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order of Sale - Issue	FALSE	FileOnly	20	0.6	0	0	0
WA Spokane County Superior Court	3 Order on Agreement	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order on Assignment / Reassignment	FALSE	FileOnly	30	0.9	0	0	0

WA Spokane County Superior Court	3 Order on Contempt	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order on Contempt Not in Compliance Weapon Surrender	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order on Declination of Hearing - Jurisdiction Retained	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order on Modification	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order on Motion for Order Restoring Parenting Plan	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order on Motion for Parenting Plan or Residential Sched	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order on Motion for Reconsideration	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order on Motion for Revision of Court Commissioner's Ruling	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order on Motion to Adjust Child Support Order	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order on Motion to Allow Testimony (About Modifying Child Support)	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order on Motion to Limit Notice of Intent to Move with Children	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order on Petition to Enforce Out-of-State Custody Order	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order on Pre-Trial Conference	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order on Review Weapon Surrender Compliance	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order on Show Cause	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order on Status Conference	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order on UFC Planning Conference	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Quashing Bench Warrant	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Re: Adequate Cause - Denied	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Re: Adequate Cause - Granted	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Re: Exhibits	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Re: Marital Property	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Re: Out-Of-Home Care (Developmentally Disabled)	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Re: Release of Information	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Re: Service	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Re: Service Members Civil Relief Act	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Re: Settlement Conference	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Redirecting Support Payments	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Regarding Access to Records	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Regarding Improperly Retained Records	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Regarding Visitation	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Reissuing Temporary Extreme Risk Protection Order Under 18yo	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Order Reissuing Temporary Protection Order	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Reissuing Temporary Restraining Order	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Requiring Blood Tests	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Requiring Joint Pretrial Report	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Return on Appeal	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Revising Ruling	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Revoking / Rescinding	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Revoking Stay	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Sealing Document	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Sealing File	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Sealing File Denied	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Setting	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Setting Attorney Fees	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Setting Bail	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Setting Case Schedule	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Setting Court Costs	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Setting Family Law Settlement Conference	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Setting Family Law Trial By Affidavit	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Setting Review Hearing	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Setting Status Conference	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Setting Trial Confirmation Hearing	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Setting Trial Date	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Setting Trial Date - Pro Tem	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Shortening Time	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Striking	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Terminating	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order to Appear for Failure to Follow Case Schedule	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order to Appear for Pretrial HRG / CONF	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order to Appear for UFC Planning Conference	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order to Compel	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order to Compel Production	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order to Continue Case Schedule	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order to Disburse Funds	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order to File Joint Status Report	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order to Go to Court About Out-of-State Custody Order	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order to Issue	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order to Pay into Court	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order to Pay Support - URESA	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order to Proceed In Forma Pauperis	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Order to Release Weapon	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order to Show Cause	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order to Surrender Weapon	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order to Surrender Weapon-CPL Restriction	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order to Unseal Document	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order to Unseal File	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Transferring to Mandatory Arbitration	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Transferring to Private Arbitration	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Vacating	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Vacating Judgment	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Vacating Judgment Denied	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Validating Agreement	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Waiving	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Waiving Mandatory Mediation	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Waiving Notice Requirements	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Withdrawing Case From Mandatory Arbitration	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Order Withdrawing Exhibits	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Other	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Parenting Plan (Final Order)	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Parenting Plan Temporary	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Partial Release of Judgment Lien	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Partial Satisfaction of Judgment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Perfection Notice from Court of Appeals	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Petition	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Petition / Motion for Revocation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Petition / Motion to Modify (existing case)	FALSE	FileOnly	56	1.68	0	0	0
WA Spokane County Superior Court	3 Petition / Motion to Modify (existing Spokane County Case)	FALSE	FileOnly	56	1.68	0	0	0
WA Spokane County Superior Court	3 Petition for Appointment of Guardian Ad Litem	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Petition for Judicial Review	FALSE	FileOnly	0	0	0	0	0

WA Spokane County Superior Court	3 Petition for Order for Protection	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Petition for Order of Protection (Unlawful Harassment)	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Petition for Order of Protection - Stalking	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Petition for Sexual Assault Protection Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Petition for Visits	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Petition to Approve	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Petition to Reopen Sexual Assault Protection Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Petition to Withdraw (Rescind) Paternity Acknowledgement or Denial of Paternity	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Plaintiff's Proposed Instructions	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Position Statement of Petitioner	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Position Statement of Respondent	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Pre-Trial Report	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Pretrial Affidavit / Statement	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Prior Record	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Promissory Note	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Proof of Surrender and Receipt of Weapons	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Property Bond	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Property Settlement Agreement	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Proposed Order / Findings	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Proposed Order of Support	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Proposed Parenting Plan	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Proposed Temporary Order of Support	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Qualified Domestic Relations Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Receipt for Exhibits or Unopened Depositions	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Receipt for Surrendered Firearms, Other Dangerous Weapons, and/or Concealed Pistol License	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Receipt of Account form - WSSR	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Receipt of Firearm Surrender	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Receipt(s)	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Record on Change of Venue	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Record on Transfer	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Record on Transfer of Jurisdiction	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Recusal of Judge	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Release	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Release of Judgment Lien	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Reply	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Report	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Report of Guardian Ad Litem	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Request	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Request for Admissions	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Request for Child Custody Determination Registration under UCCJEA	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Request for Continuance	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Request for Court Review	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Request for Discovery	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Request for Interpreter Language Services	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Request for Production Of Documents	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Request for Reasonable Accommodation by Persons With Disabilities	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Request for Statement of Damages	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Request for Support Order Registration	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Residential Schedule (Final Order)	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Residential Time Summary Report	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Respondent's Motion to Modify/Terminate Order for Protection Effective More than Two Years	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Response	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Response and Counter Petition	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Response to Sexual Assault Allegation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Results of Blood Test	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Return from Warrant Status	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Return of Service	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Return of Service not Found	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Return on	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Return on Subpoena	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Return Receipt - Certified Mail	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Revocation of Joinder	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Satisfaction	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Satisfaction of Judgment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Satisfaction of Lien	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Sealed Acknowledgement / Denial of Paternity	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Sealed Birth Certificate or Paternity Document	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Sealed Confidential Reports Cover Sheet	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Sealed CPS Information	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Sealed Financial Source Document(s)	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Sealed Medical and Health Information Cover Sheet	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Sealed Personal Health Care Records Cover Sheet	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Settlement Conference Statement	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Sexual Assault Allegation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Sheriff's Office Receipt	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Sheriff's Return	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Sheriff's Return of Service - Not Served	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Sheriff's Return on A Bench Warrant	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Sheriff's Return on Service	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Sheriff's Return on Warrant of Arrest	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Social Media Message	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 State's List of Witnesses	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Statement	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Statement of Damages	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Status Conference Setting	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Stipulation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Stipulation for Pro Tem Judge Assignment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Stipulation of Trial Date	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Stipulation to Return or Destroy Exhibit	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Subpoena	FALSE	FileOnly	20	0.6	0	0	0
WA Spokane County Superior Court	3 Subpoena Duces Tecum	FALSE	FileOnly	20	0.6	0	0	0
WA Spokane County Superior Court	3 Summons and Petition for Modification (Existing Spokane Case)	FALSE	FileOnly	56	1.68	0	0	0
WA Spokane County Superior Court	3 Summons by Publication	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Temporary Antiharassment Protection Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Temporary Custody Order	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Temporary Family Law Order	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Temporary Order	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Temporary Order for Protection	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Temporary Order for Relocation of Child	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Temporary Protection Order and Notice of Hearing-Stalking	FALSE	FileOnly	0	0	0	0	0

WA Spokane County Superior Court	3 Temporary Residential Schedule	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	3 Temporary Restraining Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Temporary Restraining Order and Order to Show Cause	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Temporary Sexual Assault Protection Order and Notice of Hearing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Transcript	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Transcript of Proceedings	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Transmittal Letter Copy Filed	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Transmittal on Copy of Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Trial Brief	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Trial Memorandum	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Trial Minutes	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Valid Marriage Order (Decree)	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Verbatim Report of Proceedings	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Verbatim Report of Proceedings Transmitted	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Verification	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Waiver	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Waiver of Counsel	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Warrant: Other	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Withdrawal	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Witness List	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Witness Record	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	3 Writ of Execution	FALSE	FileOnly	20	0.6	0	0	0
WA Spokane County Superior Court	3 Writ of Garnishment	FALSE	FileOnly	20	0.6	0	0	0
WA Spokane County Superior Court	3 Writ of Habeas Corpus	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Acceptance of Service	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Accounting	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Acknowledgment Of Service	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Addendum	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Affidavit	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Affidavit / Declaration / Certificate Of Service	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Affidavit / Declaration Affirming Case Assignment Area	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Affidavit / Declaration Changing Case Assignment Area	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Affidavit / Declaration re: Service Member's Civil Relief	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Affidavit in Support	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Affidavit of Attempted Service By Certified And U.S. Mail	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Affidavit of Diligence	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Affidavit of Mailing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Affidavit of Mailing Notice	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Affidavit of Mailing Notice Of Appointment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Affidavit of Petitioner	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Affidavit of Prejudice	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Affidavit of Publication	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Affidavit of Respondent	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Affidavit of Service By Mail	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Affidavit of Witness	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Agreed Order	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Agreed Trial Continuance	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Agreement	FALSE	FileOnly	20	0.6	0	0	0
WA Spokane County Superior Court	4 Amended Petition	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Annual Report	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Answer	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Appearance Pro Se	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Application	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Appointment of Resident Agent	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Assignment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Assignment of Support	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Attachment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Authorization for Appointment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Bench Warrant	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Bench Warrant Issued - Copy Filed	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Bill	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Bond	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Bond Cash	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Brief	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Cancelled Checks	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Caregiver Given Adequate Timely Notice	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Caregiver No Adequate Timely Notice	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Caregiver Report Received	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Certificate	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Certificate and Order	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Certificate of Finality	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Certificate of Mailing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Certification	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Certified Copy of Death Certificate	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Change of Authority	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Citation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Claim	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Clerk's Letter Re Exhibits / Depositions	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Clerk's Notice for Dismissal for Want of Prosecution	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Clerk's Order of Closure for Want of Prosecution	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Clerk's Order of Dismissal	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Clerk's Papers Sent	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Codicil	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Commission	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Compromise Settlement	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Confidential Information Form	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Confidential Report In Sealed Envelope	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Confirmation of Joinder	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Confirmation of Service	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Confirmation of Service: Parties to be Served	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Consent	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Copy	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Correspondence	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Cost Bill	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Court Hearing Minutes	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Court's Decision	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Court's Instructions To Jury	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Cover Sheet Criminal History Record (Non-Parent Custody)	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Cover Sheet for Authorization	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Cover Sheet for Background Check	FALSE	FileOnly	0	0	0	0	0

WA Spokane County Superior Court	4 Cover Sheet for Criminal History	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Cover Sheet Sealed CPS Information	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Creditor's Claim	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Criminal History Record (Non-Parent Custody)	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Custody Authorization	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Declaration	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Declaration and Stipulation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Declaration in Lieu of Testimony	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Declaration in Supp of Parenting Plan	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Declaration of Completion	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Declaration of Mailing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Declination	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Decree	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Decree of Custody	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Defendant's List of Witnesses	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Defendant's Proposed Instructions	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Demand for	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Demand for Jury - 12 Person	FALSE	FileOnly	250	7.5	0	0	0
WA Spokane County Superior Court	4 Demand for Jury - 6 Person	FALSE	FileOnly	125	3.75	0	0	0
WA Spokane County Superior Court	4 Deposition Destroyed	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Deposition of	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Deposition Published	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Deposition Received	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Designation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Designation of Clerk's Papers	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Designation of Standby Guardian	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Disclaimer	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Disclosure	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Emails	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Estate Tax Closing Letter	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Estate Tax Release	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Exhibit List	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Final Accounting & Petition for Distribution	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Final Report	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Financial Statement	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Findings	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Findings of Fact and Conclusions of Law	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Findings of Indigency	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Guardian Annual Report	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Guardian Biennial Report	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Guardian Triennial Report	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Guardianship Complaint	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Guardianship Complaint Cover Sheet	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Guardianship Summary	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Index	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Instructions	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Interrogatories	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Interrogatories and Request for Production	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Inventory	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Inventory and Appraisement	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Invoice Voucher	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 JIS Check Confidential Document Cover Sheet	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Joinder	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Joint Status Report	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Judgment	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Judgment and Order for Support / Residential Schedule	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Judgment on Verdict	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Judgment Rejected	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Judgment Summary	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Jury Confidential Profile Questionnaire	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Last Will and Testament	FALSE	FileOnly	20	0.6	0	0	0
WA Spokane County Superior Court	4 Letter	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Letter from D.S.H.S	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Letter of Transmittal Re Exhibits to Appellate Court	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Letter of Transmittal Re Exhibits to Supreme Court	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Letter or Notice of Schedule Conflict	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Letters - Issued	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Letters of Administration	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Letters of Administration with Will Annexed	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Letters of Guardianship	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Letters Testamentary	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 List	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Mail Return - Unclaimed	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Mandate	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Medical Report	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Memorandum	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Memorandum Of Authorities	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Motion	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Motion / Declaration to Withdraw Will	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Motion and Affidavit / Declaration	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Motion and Affidavit for Bench Warrant	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Motion Appointing Guardian ad Litem (effective 3/21/2016)	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Motion for Default	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Motion for Default Judgment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Motion for Indigency	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Motion for New Trial	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Motion for Order to Show Cause	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Motion for Reconsideration	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Motion for Revision	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Motion for Summary Judgment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Motion for Temporary Change to Parenting Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Motion for Temporary Non-Parent Custody Order and Restraining Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Motion for Trial Date	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Motion for Waiver of Fees	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Motion in Limine	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Motion to Amend Case Schedule	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Motion to Change Assignment Area w/o Argument	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Motion to Change Trial Date	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Motion to Compel	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Motion to Continue	FALSE	FileOnly	0	0	0	0	0

WA Spokane County Superior Court	4 Motion to Dismiss	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Motion to Reinstate Parenting Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Motion to Restrict Abusive Litigation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Motion to Serve by Mail	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Motion to Serve by Publication	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Motion to Suppress	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Motion to Vacate	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Motion to Validate Agreement	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Motion/Declaration for Ex Parte Restraining Order and Order to Show Cause	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Narrative Report Of Proceedings	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Note for Calendar	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Note for Calendar Court Administrator	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Note for Mandatory Mediation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Note for Motion Docket	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Note for Motion Docket - Late Filing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Notice	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Notice - Completion Documents Due	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Notice / Statement of Rights	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Notice and Request for Case Progress	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Notice and Summons	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Notice of Absence / Unavailability	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Notice of Address Change	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Notice of Appeal to Court Of Appeals	FALSE	FileOnly	290	8.7	0	0	0
WA Spokane County Superior Court	4 Notice of Appeal to Supreme Court	FALSE	FileOnly	290	8.7	0	0	0
WA Spokane County Superior Court	4 Notice of Appearance	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Notice of Appointment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Notice of Appointment and Pendency of Probate	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Notice of Appointment as Mediator	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Notice of Assignment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Notice of Association of Counsel	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Notice of Attorney's Claim of Lien	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Notice of Case Schedule	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Notice of Change of Trial Date	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Notice of Continuance	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Notice of Cross Appeal	FALSE	FileOnly	240	7.2	0	0	0
WA Spokane County Superior Court	4 Notice of Custody Determination Registration	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Notice of Deposition	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Notice of Discretionary Review to Court of Appeals	FALSE	FileOnly	290	8.7	0	0	0
WA Spokane County Superior Court	4 Notice of Discretionary Review to Supreme Court	FALSE	FileOnly	290	8.7	0	0	0
WA Spokane County Superior Court	4 Notice of Disqualification	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Notice of Filing Declaration of Completion	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Notice of Filing Petition for Removal to U.S. District Court	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Notice of Hearing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Notice of Intent to Withdraw	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Notice of Loss of Voting Rights	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Notice of Mediation Compliance	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Notice of Non-Representation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Notice of Oral Exam	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Notice of Order of Destruction	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Notice of Pending Decision	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Notice of Presentation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Notice of Probate Review Hearing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Notice of Proposed Mediators	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Notice of Sale	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Notice of Scheduling	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Notice of Setting for Pre-Trial Hearing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Notice of Status Conference	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Notice of Substantial Change in Circumstances	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Notice of Substitution of Counsel	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Notice of Trial Date	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Notice of Withdrawal and Substitution Of Counsel	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Notice of Withdrawal of Attorney	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Notice Petition to Approve Successor Guardian	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Notice Striking Hearing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Notice to Creditors	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Notice to Incapacitated Person	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Notice to Vulnerable Adult	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Notification of Finding of Child Abuse	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Oath	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Objection / Opposition	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Objection to Petition	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Or Grant Ltrs Adm and Non Intervention Pwrs	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Accepting Jurisdiction	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Adjudicating Intestacy and Heirship	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Adjudicating Testacy and Heirship	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Admitting Will	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Admitting Will Appointing Personal Representative, Adjudicating Solvency & Dir	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Advance Lawyer Fees and Cost	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Allowing for Bifurcation	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Allowing Jury to Separate	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Allowing Testimony by Electronic Means	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Allowing Testimony by Interrogatories	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Amending Case Schedule	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Appoint Vulnerable Youth Guardian	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Appointing	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Appointing a Court Visitor	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Appointing Attorney	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Appointing Emergency Minor Guardian	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Appointing Full Guardianship of Estate	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Appointing Full Guardianship of Estate/Person	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Appointing Full Guardianship of Person	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Appointing Guardian	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Appointing Guardian / Revoking Voting Rights	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Appointing Guardian Ad Litem	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Appointing Limited Guardianship of Estate	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Appointing Limited Guardianship of Person	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Appointing Minor Guardian	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Appointing Minor Guardian Limited	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Appointing Next Friend	FALSE	FileOnly	30	0.9	0	0	0

WA Spokane County Superior Court	4 Order Appointing Parenting Evaluator/Investigator	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Appointing Personal Representative	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Appointing Personal Representative with Will Annexed	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Appointing Standby Minor Guardian	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Appointing Standby Minor Guardian Limited	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Approving Final Account and Decree of Distribution	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Approving Final Report	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Approving Report	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Approving Settlement	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Authorizing	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Authorizing Payment	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Authorizing Removal of Court File	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Authorizing Sale	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Authorizing Substitution of Counsel	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Authorizing Withdrawal of Funds	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Authorizing Withdrawal of Will	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Closing Estate	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Compelling Answers to Interrogatories	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Compelling Discovery	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Conditionally Granting	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Confirming Award	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Confirming Commissioner's Ruling	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Confirming Ruling	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Confirming Sale	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Consolidating Cases	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Consolidating for Trial	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Declining Jurisdiction	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Deferring Filing Fee	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Denying Motion / Petition	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Discharging Next Friend	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Discharging Personal Representative	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Dismissing Party	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Expending Public Funds	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Extending	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Extending Jurisdiction	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Extending Time	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order for Change of Judge	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order for Change of Venue	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order for Compensation	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order for Continuance of Trial Date	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order for Continuance: Calendar Conflict	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order for Continuance: Court Mandated	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order for Continuance: Defense Requested	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order for Continuance: Plaintiff Requested	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order for Continuance: Setting	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order for Continuance: Stipulated	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order for Exam	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order for Family Allowance	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order for Hearing	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order for Publication	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order for Sale of Personal Property	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order for Sale of Real Property	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order for Stay of Proceedings	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order for Withdrawal of Attorney	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Granting Custody	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Granting Leave to Amend	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Granting Letters of Administration	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Granting Letters of Guardianship	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Granting Motion / Petition	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Granting Visits	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Joining Parties	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Modifying	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Modifying Guardianship - LRA	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Nunc Pro Tunc	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order of Continuance	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order of Destruction	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order of Dismissal	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order of Dismissal - Stipulated	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order of Dismissal With Prejudice	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order of Dismissal Without Prejudice	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order of Indigency	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order of Preassignment	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order of Redaction	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order of Sale - Issue	FALSE	FileOnly	20	0.6	0	0	0
WA Spokane County Superior Court	4 Order of Solvency	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order on Agreement	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order on Assignment / Reassignment	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order on Contempt	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order on Declination of Hearing - Jurisdiction Retained	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order on Guardianship Complaint or Motion	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order on Modification	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order on Motion for Parenting Plan or Residential Sched	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order on Motion for Reconsideration	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order on Motion for Revision of Court Commissioner's Ruling	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order on Pre-Trial Conference	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order on Show Cause	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order on Status Conference	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Probating Will	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Re: Exhibits	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Re: Marital Property	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Re: Out-Of-Home Care (Developmentally Disabled)	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Re: Release of Information	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Re: Service	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Re: Service Members Civil Relief Act	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Re: Settlement Conference	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Regarding Visitation	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Reopening Estate	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Requiring Joint Pretrial Report	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Restoring Voting Rights	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Return on Appeal	FALSE	FileOnly	30	0.9	0	0	0

WA Spokane County Superior Court	4 Order Revoking / Rescinding	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Revoking Letters	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Revoking Stay	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Sealing Document	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Sealing File	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Sealing File Denied	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Setting	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Setting Attorney Fees	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Setting Case Schedule	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Setting Court Costs	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Setting Review Hearing	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Setting Status Conference	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Setting Trial Confirmation Hearing	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Setting Trial Date	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Setting Trial Date - Pro Tem	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Shortening Time	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Striking	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Terminating	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Terminating Guardianship	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Terminating Guardianship - LRA	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Terminating Guardianship-Capacity Returns	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Terminating Guardianship-IP Death	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order to Appear for Pretrial HRG / CONF	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order to Appear on Guardianship Delinquency Calendar	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order to Compel	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order to Compel Production	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order to Continue Case Schedule	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order to Disburse Funds	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order to Extend Time to Complete Lay Guardian Training	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order to Issue	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order to Pay into Court	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order to Proceed In Forma Pauperis	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Order to Show Cause	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order to Unseal Document	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order to Unseal File	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order to Waive Requirements to Complete Lay Guardian Training	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Vacating	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Vacating Judgment	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Vacating Judgment Denied	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Validating Agreement	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Waiving	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Waiving Notice Requirements	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Order Withdrawing Exhibits	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Other	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Partial Release of Judgment Lien	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Partial Satisfaction of Judgment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Peremptory Challenge Sheet	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Perfection Notice from Court of Appeals	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Personal Care Plan	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Petition	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Petition / Motion for Revocation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Petition / Motion to Modify	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Petition Appointing Emergency Minor Guardian	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Petition for Appointment of Guardian	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Petition for Appointment of Guardian Ad Litem	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Petition for Approval of Settlement	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Petition for Judicial Review	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Petition for Letters of Administration	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Petition for Order Closing Guardianship	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Petition for Probate of Will	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Petition for Probate of Will for Order Adjudicating Solvency Directing Ad	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Petition for Visits	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Petition to Appoint a Minor Guardian	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Petition to Appoint a Standby Minor Guardian	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Petition to Approve	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Petition to Approve Final Report	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Plaintiff's Proposed Instructions	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Position Statement of Petitioner	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Position Statement of Respondent	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Powers of Attorney	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Pre-Trial Report	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Pretrial Affidavit / Statement	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Prior Record	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Proposed Order / Findings	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Receipt for Exhibits or Unopened Depositions	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Receipt(s)	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Record on Change of Venue	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Record on Transfer	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Record on Transfer of Jurisdiction	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Recusal of Judge	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Rejection of Claim	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Release	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Release of Judgment Lien	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Reply	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Report	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Report of Guardian Ad Litem	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Report of Next Friend	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Request	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Request for Admissions	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Request for Continuance	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Request for Court Review	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Request for Discovery	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Request for Interpreter Language Services	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Request for Production Of Documents	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Request for Reasonable Accommodation by Persons With Disabilities	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Request for Statement of Damages	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Response	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Response and Counter Petition	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Return of Service	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Return of Service not Found	FALSE	FileOnly	0	0	0	0	0

WA Spokane County Superior Court	4 Return on	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Return on Subpoena	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Return Receipt - Certified Mail	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Revocation of Joinder	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Satisfaction	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Satisfaction of Judgment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Satisfaction of Lien	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Sealed Birth Certificate or Paternity Document	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Sealed Confidential Reports Cover Sheet	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Sealed CPS Information	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Sealed Financial Source Document(s)	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Sealed Medical and Health Information Cover Sheet	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Sealed Personal Health Care Records Cover Sheet	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Sheriff's Office Receipt	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Sheriff's Return	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Sheriff's Return of Service - Not Served	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Sheriff's Return on A Bench Warrant	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Sheriff's Return on Service	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Sheriff's Return on Warrant of Arrest	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Social Media Message	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Special Verdict	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 State's List of Witnesses	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Statement	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Statement of Damages	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Statement of Qualifications	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Status Conference Setting	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Stay	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Stipulation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Stipulation for Pro Tem Judge Assignment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Stipulation of Trial Date	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Stipulation to Return or Destroy Exhibit	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Subpoena	FALSE	FileOnly	20	0.6	0	0	0
WA Spokane County Superior Court	4 Subpoena Duces Tecum	FALSE	FileOnly	20	0.6	0	0	0
WA Spokane County Superior Court	4 Summons	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Summons and Petition	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Summons by Publication	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Temporary Custody Order	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Temporary Non-Parent Custody Order	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Temporary Order	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Temporary Residential Schedule	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	4 Temporary Sexual Assault Protection Order and Notice of Hearing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Transcript	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Transcript of Proceedings	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Transmittal Letter Copy Filed	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Transmittal on Copy of Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Trial Brief	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Trial Memorandum	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Trial Minutes	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Verbatim Report of Proceedings	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Verbatim Report of Proceedings Transmitted	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Verdict	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Waiver	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Waiver of Counsel	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Warrant: Other	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Will and Affidavits	FALSE	FileOnly	20	0.6	0	0	0
WA Spokane County Superior Court	4 Withdrawal	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Witness List	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Witness Record	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	4 Writ of Execution	FALSE	FileOnly	20	0.6	0	0	0
WA Spokane County Superior Court	4 Writ of Garnishment	FALSE	FileOnly	20	0.6	0	0	0
WA Spokane County Superior Court	4 Writ of Habeas Corpus	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Acceptance of Service	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Acknowledgment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Acknowledgment Of Advice Of Rights	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Acknowledgment Of Paternity	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Acknowledgment Of Service	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Addendum	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Adoption Data Card Mailed	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Affidavit	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Affidavit / Declaration / Certificate Of Service	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Affidavit / Declaration Affirming Case Assignment Area	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Affidavit / Declaration Changing Case Assignment Area	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Affidavit / Declaration re: Service Member's Civil Relief	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Affidavit in Support	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Affidavit of Attempted Service By Certified And U.S. Mail	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Affidavit of Diligence	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Affidavit of Mailing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Affidavit of Military Service	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Affidavit of Non-Military Service	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Affidavit of Non-Payment Of Public Assistance	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Affidavit of Petitioner	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Affidavit of Posting	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Affidavit of Prejudice	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Affidavit of Publication	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Affidavit of Respondent	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Affidavit of Service By Mail	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Agreed Order	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Agreed Trial Continuance	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Agreement	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Amended Decree	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Amended Petition	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Amended Summons	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Answer	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Appearance Pro Se	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Application	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Application for Adoption Re-Registration	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Application for Paternity Re-Registration	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Assignment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Assignment of Support	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Attachment	FALSE	FileOnly	0	0	0	0	0

WA Spokane County Superior Court	5 Bench Warrant	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Bench Warrant Issued - Copy Filed	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Bill	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Bond	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Bond Cash	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Brief	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Certificate	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Certificate and Order	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Certificate Mailed to Olympia	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Certificate of Compliance	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Certificate of Finality	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Certificate of Mailing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Certificate of Mediation Completion (Changes case management status, see Note 1 below)	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Certification	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Child Support Worksheet	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Child Support Worksheet/Proposed	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Citation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Claim	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Clerk's Letter Re Exhibits / Depositions	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Clerk's Notice for Dismissal for Want of Prosecution	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Clerk's Order of Closure for Want of Prosecution	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Clerk's Order of Dismissal	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Commission	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Compromise Settlement	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Confidential Information Form	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Confidential Report In Sealed Envelope	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Confirmation of Blood Testing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Confirmation of Issues	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Confirmation of Joinder	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Confirmation of Parenting Class	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Confirmation of Service	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Confirmation of Service: Parties to be Served	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Consent	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Consent to Adoption	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Copy	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Correspondence	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Cost Bill	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Court Hearing Minutes	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Court's Decision	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Cover Sealed Birth Certificate or Paternity Document	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Cover Sheet Criminal History Record (Non-Parent Custody)	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Cover Sheet for Authorization	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Cover Sheet for Background Check	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Cover Sheet for Criminal History	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Cover Sheet Sealed CPS Information	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Criminal History Record (Non-Parent Custody)	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Custody Authorization	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Declaration	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Declaration about Public Assistance	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Declaration and Stipulation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Declaration in Lieu of Testimony	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Declaration in Supp of Parenting Plan	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Declaration of Mailing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Declaration of Non-Surrender	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Declination	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Decree	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Decree of Adoption	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Decree of Custody	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Demand for	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Deposition Destroyed	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Deposition of	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Deposition Published	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Deposition Received	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Designation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Designation of Clerk's Papers	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Disclosure	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Emails	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Ex Parte Motion for FInal Order Changing Parenting Plan - No Obj to Moving w/Children	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Ex Parte Order on MT for Final Order changing Parenting Plan - Moving w/Children	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Exhibit List	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Extension of Immediate Restraining Order and Hearing Notice	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Financial Declaration	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Financial Declaration of Petitioner	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Financial Declaration of Respondent	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Financial Statement	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Findings	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Findings of Fact and Conclusions of Law	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Findings of Indigency	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Home Study	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Index	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Instructions	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Interrogatories	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Interrogatories and Request for Production	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 JIS Check Confidential Document Cover Sheet	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Joinder	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Joint Status Report	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Judgment	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Judgment and Final Order on Petition to Challenge Paternity Acknowledgement or Denial	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Judgment and Final Order on Petition to Disprove Parentage of Presumed Parent	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Judgment and Order Disestablishing Parentage	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Judgment and Order Establishing Parentage	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Judgment and Order for Support / Residential Schedule	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Judgment and Order of Dismissal	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Judgment and Order RE: Acknowledgement of Paternity - Challenge / Recission	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Judgment on Verdict	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Judgment Rejected	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Judgment Requiring Parent To Reimburse	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Judgment Summary	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Judgment, Final Order and Findings for a Parenting Plan and/or Child Support	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Judgment, Final Order and Findings on Pet to Wdraw/Rescind Paternity Acknowldgmt or Denial	FALSE	FileOnly	30	0.9	0	0	0

WA Spokane County Superior Court	5 Letter	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Letter from D.S.H.S	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Letter of Transmittal Re Exhibits to Appellate Court	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Letter of Transmittal Re Exhibits to Supreme Court	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Letter or Notice of Schedule Conflict	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 List	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Mail Return - Unclaimed	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Mandate	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Memorandum	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Memorandum Of Authorities	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Motion	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Motion and Affidavit / Declaration	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Motion and Affidavit for Bench Warrant	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Motion Appointing Guardian ad Litem (effective 3/21/2016)	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Motion for Adequate Cause Decision	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Motion for Default	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Motion for Default Judgment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Motion for Genetic Testing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Motion for Immediate Order (Ex Parte) about a Hearing on Parenting Issues (Military Parent)	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Motion for Indigency	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Motion for New Trial	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Motion for Order to Show Cause	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Motion for Reconsideration	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Motion for Revision	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Motion for Summary Judgment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Motion for Temporary Change to Parenting Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Motion for Temporary Family Law Order and Restraining Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Motion for Temporary Order Allowing Move with Children (Relocation)	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Motion for Temporary Order Preventing Move with Children (Relocation)	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Motion for Trial Date	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Motion for Waiver of Fees	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Motion in Limine	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Motion to Adjust Child Support Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Motion to Allow Testimony (About Modifying Child Support)	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Motion to Amend Case Schedule	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Motion to Approve Parentage Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Motion to Change Assignment Area w/o Argument	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Motion to Change Trial Date	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Motion to Compel	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Motion to Continue	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Motion to Dismiss	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Motion to Limit Notice of Intent to Move with Children (Ex Parte)	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Motion to Permit Proceeding	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Motion to Reinstate Parenting Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Motion to Restrict Abusive Litigation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Motion to Serve by Mail	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Motion to Serve by Publication	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Motion to Suppress	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Motion to Vacate	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Motion to Validate Agreement	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Narrative Report Of Proceedings	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Note for Calendar	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Note for Calendar Court Administrator	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Note for Mandatory Mediation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Note for Motion Docket	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Note for Motion Docket - Late Filing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Note for Trial & Statement of Arbitrability	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Note for Trial & Statement of Non - Arbitrability	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Note for Trial Docket	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Notice	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Notice - Completion Documents Due	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Notice / Statement of Rights	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Notice and Request for Case Progress	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Notice and Summons	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Notice for Trial Setting	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Notice of Absence / Unavailability	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Notice of Address Change	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Notice of Appeal to Court Of Appeals	FALSE	FileOnly	290	8.7	0	0	0
WA Spokane County Superior Court	5 Notice of Appeal to Supreme Court	FALSE	FileOnly	290	8.7	0	0	0
WA Spokane County Superior Court	5 Notice of Appearance	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Notice of Appointment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Notice of Appointment as Mediator	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Notice of Assignment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Notice of Association of Counsel	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Notice of Attorney's Claim of Lien	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Notice of Case Schedule	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Notice of Change of Trial Date	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	Notice of Confirmation of Child Custody Determination Registration by Operation of Law under 5 UCCJEA	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Notice of Continuance	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Notice of Cross Appeal	FALSE	FileOnly	240	7.2	0	0	0
WA Spokane County Superior Court	5 Notice of Custody Determination Registration	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Notice of Deposition	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Notice of Discretionary Review to Court of Appeals	FALSE	FileOnly	290	8.7	0	0	0
WA Spokane County Superior Court	5 Notice of Discretionary Review to Supreme Court	FALSE	FileOnly	290	8.7	0	0	0
WA Spokane County Superior Court	5 Notice of Disqualification	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Notice of Filing Petition for Removal to U.S. District Court	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Notice of Hearing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Notice of Intended Relocation of Children	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Notice of Intent to Withdraw	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Notice of Mediation Compliance	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Notice of Non-Representation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Notice of Oral Exam	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Notice of Order of Destruction	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Notice of Pending Decision	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Notice of Presentation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Notice of Proposed Mediators	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Notice of Sale	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Notice of Scheduling	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Notice of Setting for Pre-Trial Hearing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Notice of Status Conference	FALSE	FileOnly	0	0	0	0	0

WA Spokane County Superior Court	S Notice of Substitution of Counsel	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	S Notice of Trial Date	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	S Notice of Withdrawal and Substitution Of Counsel	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	S Notice of Withdrawal of Attorney	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	S Notice Re: Dependent of a Person in Military Service	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	S Notice Striking Hearing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	S Notification of Finding of Child Abuse	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	S Objection / Opposition	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	S Objection to Petition	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	S Offer of Judgment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	S Offer of Settlement	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	S Order	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	S Order / Notice of Dismissal of Family Court	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	S Order Accepting Jurisdiction	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	S Order Advance Lawyer Fees and Cost	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	S Order Allowing for Bifurcation	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	S Order Allowing Testimony by Electronic Means	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	S Order Allowing Testimony by Interrogatories	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	S Order Amending Case Schedule	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	S Order and Authorization Re Health Care and Education	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	S Order Appointing	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	S Order Appointing Attorney	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	S Order Appointing Guardian Ad Litem	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	S Order Appointing Parenting Evaluator/Investigator	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	S Order Authorizing	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	S Order Authorizing Payment	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	S Order Authorizing Removal of Court File	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	S Order Authorizing Sale	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	S Order Authorizing Substitution of Counsel	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	S Order Compelling Answers to Interrogatories	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	S Order Compelling Discovery	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	S Order Compliance Review Hearing	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	S Order Conditionally Granting	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	S Order Confirming Award	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	S Order Confirming Commissioner's Ruling	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	S Order Confirming Ruling	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	S Order Confirming Sale	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	S Order Consolidating Cases	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	S Order Consolidating for Trial	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	S Order Continuing Hearing Weapons Compliance	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	S Order Declining Jurisdiction	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	S Order Deferring Filing Fee	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	S Order Denying Motion / Petition	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	S Order Denying Petition Motion for Protection	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	S Order Denying the Right to Possess a Firearm	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	S Order Detaining Respondent	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	S Order Determining Parentage	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	S Order Directing Issuance of Bench Warrant	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	S Order Dismissing Garnishee Defendant	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	S Order Dismissing Parent Pay Fees/Costs	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	S Order Dismissing Party	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	S Order Dismissing Temporary Protection Order	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	S Order Enforcing Canadian DV Protection Order	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	S Order Expending Public Funds	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	S Order Extending	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	S Order Extending Jurisdiction	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	S Order Extending Time	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	S Order for Change of Judge	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	S Order for Change of Venue	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	S Order for Compensation	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	S Order for Continuance of Trial Date	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	S Order for Continuance: Calendar Conflict	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	S Order for Continuance: Court Mandated	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	S Order for Continuance: Defense Requested	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	S Order for Continuance: Plaintiff Requested	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	S Order for Continuance: Setting	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	S Order for Continuance: Stipulated	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	S Order for Exam	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	S Order for Hearing	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	S Order for Protection	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	S Order for Protection From Civil Harassment	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	S Order for Protection-Renewal / Reissue	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	S Order for Protection-Stalking	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	S Order for Publication	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	S Order for Sale of Personal Property	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	S Order for Sale of Real Property	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	S Order for Stay of Proceedings	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	S Order for Support	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	S Order for Temporary Change to Parenting Order	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	S Order for Warrant	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	S Order for Withdrawal of Attorney	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	S Order Granting Custody	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	S Order Granting Leave to Amend	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	S Order Granting Motion / Petition	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	S Order Granting Partial Summary Judgment	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	S Order Granting Relocation	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	S Order Granting Respondent's Motion to Modify/Terminate Order Effective More than Two Years	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	S Order Granting Summary Judgment	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	S Order Granting Visits	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	S Order Joining Parties	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	S Order Modifying	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	S Order Modifying / Terminating Sexual Assault Protection Order	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	S Order Modifying / Terminating Terms of Protection Order From Unlawful Harassment	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	S Order Modifying / Terminating Terms of Protective Order	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	S Order Nunc Pro Tunc	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	S Order of Confirmation of Registered Child Custody Determination	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	S Order of Continuance	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	S Order of Default	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	S Order of Destruction	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	S Order of Dismissal	FALSE	FileOnly	30	0.9	0	0	0

WA Spokane County Superior Court	5 Order of Dismissal - Stipulated	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Order of Dismissal With Prejudice	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Order of Dismissal Without Prejudice	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Order of Indigency	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Order of Preassignment	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Order of Redaction	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Order of Sale - Issue	FALSE	FileOnly	20	0.6	0	0	0
WA Spokane County Superior Court	5 Order on Agreement	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Order on Assignment / Reassignment	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Order on Contempt	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Order on Contempt Not in Compliance Weapon Surrender	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Order on Declination of Hearing - Jurisdiction Retained	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Order on Modification	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Order on Motion for Order Restoring Parenting Plan	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Order on Motion for Parenting Plan or Residential Sched	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Order on Motion for Reconsideration	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Order on Motion for Revision of Court Commissioner's Ruling	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Order on Motion to Adjust Child Support Order	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Order on Motion to Allow Testimony (About Modifying Child Support)	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Order on Motion to Limit Notice of Intent to Move with Children	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Order on Pre-Trial Conference	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Order on Review Weapon Surrender Compliance	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Order on Show Cause	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Order on Status Conference	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Order Quashing	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Order Quashing Bench Warrant	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Order Re: Adequate Cause - Denied	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Order Re: Adequate Cause - Granted	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Order Re: Exhibits	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Order Re: Out-Of-Home Care (Developmentally Disabled)	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Order Re: Release of Information	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Order Re: Service	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Order Re: Service Members Civil Relief Act	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Order Re: Settlement Conference	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Order Redirecting Support Payments	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Order Regarding Access to Records	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Order Regarding Improperly Retained Records	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Order Regarding Visitation	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Order Reissuing Temporary Extreme Risk Protection Order Under 18yo	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Order Reissuing Temporary Protection Order	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Order Reissuing Temporary Restraining Order	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Order Requiring Blood Tests	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Order Requiring Joint Pretrial Report	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Order Return on Appeal	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Order Revising Ruling	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Order Revoking / Rescinding	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Order Revoking Stay	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Order Sealing Document	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Order Sealing File	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Order Sealing File Denied	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Order Setting	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Order Setting Attorney Fees	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Order Setting Bail	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Order Setting Case Schedule	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Order Setting Court Costs	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Order Setting Review Hearing	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Order Setting Status Conference	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Order Setting Trial Confirmation Hearing	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Order Setting Trial Date	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Order Setting Trial Date - Pro Tem	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Order Shortening Time	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Order Striking	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Order Terminating	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Order to Appear for Failure to Follow Case Schedule	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Order to Appear for Pretrial HRG / CONF	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Order to Compel	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Order to Compel Production	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Order to Continue Case Schedule	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Order to Disburse Funds	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Order to File Joint Status Report	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Order to Go to Court About Out-of-State Custody Order	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Order to Issue	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Order to Pay into Court	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Order to Pay Support - URESA	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Order to Proceed In Forma Pauperis	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Order to Release Weapon	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Order to Show Cause	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Order to Surrender Weapon	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Order to Surrender Weapon-CPL Restriction	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Order to Unseal Document	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Order to Unseal File	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Order Transferring to Mandatory Arbitration	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Order Transferring to Private Arbitration	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Order Vacating	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Order Vacating Judgment	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Order Vacating Judgment Denied	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Order Validating Agreement	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Order Waiving	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Order Waiving Mandatory Mediation	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Order Waiving Notice Requirements	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Order Withdrawing Case From Mandatory Arbitration	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Order Withdrawing Exhibits	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Other	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Partial Release of Judgment Lien	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Partial Satisfaction of Judgment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Perfection Notice from Court of Appeals	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Petition	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Petition / Motion for Revocation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Petition for a Parenting Plan and/or Child Support	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Petition for Adoption	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Petition for Appointment of Guardian Ad Litem	FALSE	FileOnly	0	0	0	0	0

WA Spokane County Superior Court	5 Petition for Custody	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Petition for Determination of Parentage	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Petition for Judicial Review	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Petition for Order for Protection	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Petition for Order of Protection (Unlawful Harassment)	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Petition for Order of Protection - Stalking	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Petition for Sexual Assault Protection Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Petition for Support	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Petition for Support Under URESA / UIFSA	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Petition for Visits	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Petition RE: Acknowledgement of Paternity	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Petition to Approve	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Petition to Challenge Paternity Acknowledgement and/or Denial of Paternity	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Petition to Decide Parentage - Genetic Surrogacy	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Petition to Decide Parentage - Gestational Surrogacy	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Petition to Disestablish Parentage Based on Presumption	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Petition to Disestablish Parentage Sexual Assault	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Petition to Enforce Out-of-State Custody Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Petition to Reopen Sexual Assault Protection Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Petition to Withdraw (Rescind) Paternity Acknowledgement or Denial of Paternity	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Plaintiff's Proposed Instructions	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Position Statement of Petitioner	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Position Statement of Respondent	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Post Placement Report	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Pre-Trial Report	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Preplacement Report	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Pretrial Affidavit / Statement	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Prior Record	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Proof of Surrender and Receipt of Weapons	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Proposed Order / Findings	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Proposed Order of Support	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Proposed Residential Schedule	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Proposed Temporary Order of Support	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Receipt for Exhibits or Unopened Depositions	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Receipt for Surrendered Firearms, Other Dangerous Weapons, and/or Concealed Pistol License	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Receipt of Firearm Surrender	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Receipt(s)	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Record on Change of Venue	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Record on Transfer	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Record on Transfer of Jurisdiction	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Recusal of Judge	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Release	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Release of Judgment Lien	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Reply	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Report	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Report of Guardian Ad Litem	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Request	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Request for Admissions	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Request for Child Custody Determination Registration under UCCJEA	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Request for Continuance	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Request for Court Review	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Request for Discovery	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Request for Interpreter Language Services	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Request for Production Of Documents	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Request for Reasonable Accommodation by Persons With Disabilities	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Request for Statement of Damages	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Request for Support Order Registration	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Residential Schedule (Final Order)	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Residential Time Summary Report	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Respondent's Motion to Modify/Terminate Order for Protection Effective More than Two Years	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Response	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Response and Counter Petition	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Response to Sexual Assault Allegation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Results of Blood Test	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Return from Warrant Status	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Return of Service	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Return of Service not Found	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Return on	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Return on Subpoena	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Return Receipt - Certified Mail	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Revocation of Joinder	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Satisfaction	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Satisfaction of Judgment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Satisfaction of Lien	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Sealed Acknowledgement / Denial of Paternity	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Sealed Birth Certificate or Paternity Document	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Sealed Confidential Reports Cover Sheet	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Sealed CPS Information	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Sealed Financial Source Document(s)	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Sealed Medical and Health Information Cover Sheet	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Sealed Personal Health Care Records Cover Sheet	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Settlement Conference Statement	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Sexual Assault Allegation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Sheriff's Office Receipt	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Sheriff's Return	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Sheriff's Return of Service - Not Served	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Sheriff's Return on A Bench Warrant	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Sheriff's Return on Service	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Sheriff's Return on Warrant of Arrest	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Social Media Message	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 State's List of Witnesses	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Statement	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Statement of Damages	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Status Conference Setting	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Stipulation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Stipulation and Order for Return of Exhibits and / or Unopened Depositions	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Stipulation for Pro Tem Judge Assignment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Stipulation of Trial Date	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Stipulation to Return or Destroy Exhibit	FALSE	FileOnly	0	0	0	0	0

WA Spokane County Superior Court	5 Subpoena	FALSE	FileOnly	20	0.6	0	0	0
WA Spokane County Superior Court	5 Subpoena Duces Tecum	FALSE	FileOnly	20	0.6	0	0	0
WA Spokane County Superior Court	5 Summons	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Summons and Petition for Determining Parentage	FALSE	FileOnly	260	0	0	0	0
WA Spokane County Superior Court	5 Summons and Petition for Modification (existing case)	FALSE	FileOnly	56	1.68	0	0	0
WA Spokane County Superior Court	5 Summons by Publication	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Temporary Antiharassment Protection Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Temporary Custody Order	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Temporary Family Law Order	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Temporary Order	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Temporary Order for Protection	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Temporary Order for Relocation of Child	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Temporary Protection Order and Notice of Hearing-Stalking	FALSE	FileOnly		0	0	0	0
WA Spokane County Superior Court	5 Temporary Residential Schedule	FALSE	FileOnly	30	0.9	0	0	0
WA Spokane County Superior Court	5 Temporary Restraining Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Temporary Restraining Order and Order to Show Cause	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Temporary Sexual Assault Protection Order and Notice of Hearing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Transcript	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Transcript of Proceedings	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Transmittal Letter Copy Filed	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Transmittal on Copy of Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Trial Brief	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Trial Memorandum	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Trial Minutes	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Verbatim Report of Proceedings	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Verbatim Report of Proceedings Transmitted	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Verification	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Waiver	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Waiver of Counsel	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Warrant: Other	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Withdrawal	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Witness List	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Witness Record	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	5 Writ of Execution	FALSE	FileOnly	20	0.6	0	0	0
WA Spokane County Superior Court	5 Writ of Garnishment	FALSE	FileOnly	20	0.6	0	0	0
WA Spokane County Superior Court	5 Writ of Habeas Corpus	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Acceptance of Service	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Acknowledgment Of Service	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Addendum	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Affidavit	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Affidavit / Declaration / Certificate Of Service	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Affidavit / Declaration Affirming Case Assignment Area	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Affidavit / Declaration Changing Case Assignment Area	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Affidavit / Declaration re: Service Member's Civil Relief	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Affidavit in Support	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Affidavit of Diligence	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Affidavit of Mailing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Affidavit of Petitioner	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Affidavit of Prejudice	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Affidavit of Respondent	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Affidavit of Service By Mail	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Agreed Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Agreed Trial Continuance	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Agreement	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Amended Petition	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Answer	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Appearance Pro Se	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Assignment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Attachment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Authorization and Notice of Detention	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Authorization for Initial Apprehension	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Authorization to Detain & Transport	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Bench Warrant	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Bench Warrant Issued - Copy Filed	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Bill	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Bond	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Bond Cash	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Brief	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Certificate	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Certificate and Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Certificate of Finality	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Certificate of Mailing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Certification	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Clerk's Letter Re Exhibits / Depositions	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Clerk's Notice for Dismissal for Want of Prosecution	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Clerk's Order of Closure for Want of Prosecution	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Clerk's Order of Dismissal	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Clerk's Papers Sent	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Commission	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Confirmation of Service	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Consent	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Copy	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Correspondence	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Cost Bill	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Court Hearing Minutes	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Court's Decision	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Cover Sheet for Authorization	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Cover Sheet for Background Check	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Cover Sheet for Criminal History	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Cover Sheet Sealed CPS Information	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Criminal History Record (Non-Parent Custody)	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Declaration	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Declaration and Stipulation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Declaration in Lieu of Testimony	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Declaration of Mailing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Declaration of Non-Surrender	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Declination	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Decree	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Defendant's List of Witnesses	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Demand for	FALSE	FileOnly	0	0	0	0	0

WA Spokane County Superior Court	6 Demand for Jury - 12 Person	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Demand for Jury - 6 Person	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Deposition Destroyed	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Deposition of	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Deposition Published	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Deposition Received	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Designation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Designation of Clerk's Papers	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Disclosure	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Emails	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Exhibit List	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Findings	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Findings of Fact and Conclusions of Law	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Findings of Indigency	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Index	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Initial Individual Plan Cover Sheet	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Instructions	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Interrogatories	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Interrogatories and Request for Production	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Judgment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Judgment on Verdict	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Judgment Rejected	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Judgment Summary	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Jury Confidential Profile Questionnaire	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Letter	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Letter of Transmittal Re Exhibits to Appellate Court	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Letter of Transmittal Re Exhibits to Supreme Court	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Letter or Notice of Schedule Conflict	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 List	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Mail Return - Unclaimed	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Mandate	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Medical Report	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Memorandum	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Memorandum Of Authorities	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Motion	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Motion and Affidavit / Declaration	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Motion and Affidavit for Bench Warrant	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Motion for Default	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Motion for Default Judgment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Motion for Indigency	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Motion for New Trial	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Motion for Order to Show Cause	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Motion for Reconsideration	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Motion in Limine	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Motion to Change Trial Date	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Motion to Compel	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Motion to Continue	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Motion to Dismiss	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Motion to Serve by Mail	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Motion to Serve by Publication	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Motion to Suppress	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Motion to Vacate	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Narrative Report Of Proceedings	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Note for Calendar	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Note for Calendar Court Administrator	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Note for Motion Docket	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Note for Motion Docket - Late Filing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Notice	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Notice - Completion Documents Due	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Notice / Statement of Rights	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Notice / Statement of Rights for the Involuntary Patient	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Notice and Request for Case Progress	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Notice and Summons	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Notice of Absence / Unavailability	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Notice of Acceptance of Voluntary Treatment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Notice of Address Change	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Notice of Appeal to Court Of Appeals	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Notice of Appeal to Supreme Court	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Notice of Appearance	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Notice of Appointment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Notice of Assignment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Notice of Association of Counsel	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Notice of Change of Trial Date	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Notice of Continuance	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Notice of Deposition	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Notice of Discretionary Review to Court of Appeals	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Notice of Discretionary Review to Supreme Court	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Notice of Disqualification	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Notice of Emergency Detention	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Notice of Filing Petition for Removal to U.S. District Court	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Notice of Hearing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Notice of Ineligibility to Possess a Firearm	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Notice of Intent to Withdraw	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Notice of Loss of Voting Rights	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Notice of Non-Representation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Notice of Oral Exam	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Notice of Order of Destruction	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Notice of Pending Decision	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Notice of Presentation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Notice of Scheduling	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Notice of Setting for Pre-Trial Hearing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Notice of Status Conference	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Notice of Substitution of Counsel	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Notice of Trial Date	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Notice of Withdrawal and Substitution Of Counsel	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Notice of Withdrawal of Attorney	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Notice Striking Hearing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Notice to Incapacitated Person	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Objection / Opposition	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Objection to Petition	FALSE	FileOnly	0	0	0	0	0

WA Spokane County Superior Court	6 Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order Accepting Jurisdiction	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order Advance Lawyer Fees and Cost	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order Allowing Testimony by Electronic Means	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order Allowing Testimony by Interrogatories	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order Amending Case Schedule	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order Appointing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order Appointing Attorney	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order Appointing Guardian Ad Litem	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order Authorizing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order Authorizing Medication	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order Authorizing Payment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order Authorizing Removal of Court File	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order Authorizing Substitution of Counsel	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order Compelling Answers to Interrogatories	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order Compelling Discovery	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order Conditionally Granting	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order Confirming Award	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order Confirming Commissioner's Ruling	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order Confirming Ruling	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order Consolidating Cases	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order Consolidating for Trial	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order Declining Jurisdiction	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order Denying Motion / Petition	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order Detaining Respondent	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order Determining Competency to Stand Trial	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	Order Directing Designated Crisis Responder to File Petition for Assisted Outpatient Behavioral 6 Health Treatment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order Directing Involuntary Treatment Evaluation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order Expending Public Funds	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order Extending	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order Extending Jurisdiction	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order Extending Time	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order for Change of Judge	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order for Change of Venue	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order for Compensation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order for Continuance of Trial Date	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order for Continuance: Calendar Conflict	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order for Continuance: Court Mandated	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order for Continuance: Defense Requested	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order for Continuance: Plaintiff Requested	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order for Continuance: Setting	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order for Continuance: Stipulated	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order for Exam	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order for Hearing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order for Involuntary Treatment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order for Publication	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order for Stay of Proceedings	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order for Withdrawal of Attorney	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order Granting Leave to Amend	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order Granting Motion / Petition	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order Inpatient Competency Restoration	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order Modifying	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order Nunc Pro Tunc	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order of Commitment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order of Commitment (Sexual Psychopathy)	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order of Continuance	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order of Destruction	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order of Detention	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order of Detention / 1 Year Less Restrictive Alternative	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order of Detention / 1 Year Less Restrictive Alternative (Substance Abuse)	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order of Detention / 14 Day Commitment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order of Detention / 14 Day Less Restrictive Alternative	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order of Detention / 180 Day Assisted Outpatient Behavioral Health Treatment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order of Detention / 180 Day Assisted Outpatient Behavioral Health Treatment (Substance Abuse)	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order of Detention / 180 Day Commitment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order of Detention / 180 Day Commitment (Substance Abuse)	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order of Detention / 180 Day Less Restrictive Alternative	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order of Detention / 180 Day Less Restrictive Alternative (Substance Abuse)	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order of Detention / 90 Day Assisted Outpatient Behavioral Health Treatment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order of Detention / 90 Day Assisted Outpatient Behavioral Health Treatment (Substance Abuse)	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order of Detention / 90 Day Commitment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order of Detention / 90 Day Commitment (Substance Abuse)	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order of Detention / 90 Day Less Restrictive Alternative	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order of Detention / 90 Day Less Restrictive Alternative (Substance Abuse)	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order of Detention / Court Ordered Commitment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order of Detention / Less Restrictive Alternative	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order of Dismissal	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order of Dismissal and Civil Commitment Eval	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order of Dismissal incompetency with a finding person has history of violent acts	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order of Dismissal With Prejudice	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order of Dismissal Without Prejudice	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order of Indigency	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order of Preassignment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order of Redaction	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order of Treatment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order on Agreement	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order on Assignment / Reassignment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order on Declination of Hearing - Jurisdiction Retained	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order on Modification	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order on Motion for Reconsideration	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order on Pre-Trial Conference	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order Outpatient Competency Restoration	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order Quashing Bench Warrant	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order Re: Exhibits	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order Re: Service	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order Return on Appeal	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order Revoking / Rescinding	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order Revoking LRA Treatment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order Revoking Stay	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order Sealing Document	FALSE	FileOnly	0	0	0	0	0

WA Spokane County Superior Court	6 Order Sealing File	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order Sealing File Denied	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order Setting	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order Setting Attorney Fees	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order Setting Court Costs	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order Setting Review Hearing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order Setting Status Conference	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order Setting Trial Confirmation Hearing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order Setting Trial Date	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order Setting Trial Date - Pro Tem	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order Shortening Time	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order Striking	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order Terminating	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order to Appear for Pretrial HRG / CONF	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order to Compel	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order to Compel Production	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order to Continue Case Schedule	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order to Disburse Funds	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order to Issue	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order to Proceed In Forma Pauperis	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order to Transport	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order to Unseal Document	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order to Unseal File	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order Vacating	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order Vacating Judgment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order Vacating Judgment Denied	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order Validating Agreement	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order Waiving	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order Waiving Hearing and Setting for Fact Finding	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Order Withdrawing Exhibits	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Other	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Partial Release of Judgment Lien	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Partial Satisfaction of Judgment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Perfection Notice from Court of Appeals	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Petition / Motion for Revocation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Petition / Motion to Modify	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Petition for Antipsychotic Medication - 14 Day	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Petition for Antipsychotic Medication - 180 Day	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Petition for Antipsychotic Medication - 90 Day	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Petition for Initial Detention	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Petition for Involuntary Alcohol Treatment not to Exceed 60 Days	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Petition for Involuntary Treatment - 14 Day	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Petition for Involuntary Treatment - 180 Day	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Petition for Involuntary Treatment -90 Day	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Petition for Judicial Review	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Petition for Less Restrictive Alternative	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Petition Mental Illness No Evaluation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Petition Mental Illness Review	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Petition to Approve	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Petition to Modify or Revoke Less Restrictive Alternative	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Plaintiff's Proposed Instructions	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Pre-Trial Report	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Pretrial Affidavit / Statement	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Prior Record	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Proposed Order / Findings	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Receipt for Exhibits or Unopened Depositions	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Receipt(s)	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Record on Change of Venue	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Record on Transfer	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Record on Transfer of Jurisdiction	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Recusal of Judge	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Refer for Involuntary Treatment Evaulation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Release	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Release of Judgment Lien	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Reply	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Report	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Request	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Request for Admissions	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Request for Continuance	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Request for Court Review	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Request for Discovery	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Request for Interpreter Language Services	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Request for Production Of Documents	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Request for Reasonable Accommodation by Persons With Disabilities	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Request for Statement of Damages	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Response	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Return of Service	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Return of Service not Found	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Return on	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Return on Commitment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Return on Subpoena	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Return Receipt - Certified Mail	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Satisfaction	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Satisfaction of Judgment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Satisfaction of Lien	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Sheriff's Office Receipt	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Sheriff's Return	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Sheriff's Return of Service - Not Served	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Sheriff's Return on A Bench Warrant	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Sheriff's Return on Service	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Sheriff's Return on Warrant of Arrest	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Social Media Message	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 State's List of Witnesses	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Statement	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Statement of Damages	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Status Conference Setting	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Stay	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Stipulation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Stipulation and Order for Return of Exhibits and / or Unopened Depositions	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Stipulation for Pro Tem Judge Assignment	FALSE	FileOnly	0	0	0	0	0

WA Spokane County Superior Court	6 Stipulation of Trial Date	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Stipulation to Return or Destroy Exhibit	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Summons	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Summons by Publication	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Temporary Custody Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Temporary Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Transcript	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Transcript of Proceedings	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Transmittal Letter Copy Filed	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Transmittal on Copy of Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Trial Brief	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Trial Memorandum	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Trial Minutes	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Twenty - Four Hour Treatment Notice	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Verbatim Report of Proceedings	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Verbatim Report of Proceedings Transmitted	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Waiver	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Waiver of Counsel	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Warrant: Other	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Withdrawal	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Witness List	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	6 Witness Record	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Acceptance of Service	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Acknowledgment Of Service	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Addendum	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Affidavit	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Affidavit / Declaration / Certificate Of Service	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Affidavit / Declaration Affirming Case Assignment Area	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Affidavit / Declaration Changing Case Assignment Area	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Affidavit / Declaration re: Service Member's Civil Relief	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Affidavit Declaration Certificate Confirmation of Service	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Affidavit in Support	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Affidavit of Attempted Service By Certified And U.S. Mail	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Affidavit of Diligence	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Affidavit of Mailing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Affidavit of Petitioner	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Affidavit of Prejudice	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Affidavit of Publication	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Affidavit of Respondent	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Affidavit of Service By Mail	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Agreed Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Agreed Trial Continuance	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Agreement	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Amended Petition	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Answer	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Appearance Pro Se	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Application	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Assignment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Attachment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Bench Warrant	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Bench Warrant Issued - Copy Filed	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Bill	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Bond	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Bond Cash	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Brief	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Bureau of Indian Affairs Notice	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Certificate	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Certificate and Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Certificate of Finality	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Certificate of Mailing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Certification	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Child Placed with Relatives	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Clerk's Letter Re Exhibits / Depositions	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Clerk's Notice for Dismissal for Want of Prosecution	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Clerk's Order of Closure for Want of Prosecution	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Clerk's Order of Dismissal	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Clerk's Papers Sent	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Commission	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Community Truancy Board Agreement Cover sheet	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Community Truancy Board Return of Case	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Confirmation of Joinder	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Confirmation of Service	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Confirmation of Service: Parties to be Served	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Consent	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Consent to Adoption	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Copy	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Correspondence	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Court Hearing Minutes	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Court Report - Individual Safety and Service Plan	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Court's Decision	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Court's Instructions To Jury	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Cover Sheet for Authorization	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Cover Sheet for Background Check	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Cover Sheet for Criminal History	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Cover Sheet Sealed CPS Information	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Criminal History Record (Non-Parent Custody)	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Declaration	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Declaration Affidavit	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Declaration and Stipulation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Declaration in Lieu of Testimony	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Declaration of Mailing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Declaration of Non-Surrender	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Declination	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Decree	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Decree of Custody	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Defendant's Proposed Instructions	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Dependency - Abandonment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Dependency - Abuse\Neglect	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Dependency - No Parent, Guardian, or Custodian	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Dependency Petition	FALSE	FileOnly	0	0	0	0	0

WA Spokane County Superior Court	7 Dependency Review Hearing Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Dependent Interview	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Deposition Destroyed	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Deposition of	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Deposition Published	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Deposition Received	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Designation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Designation of Clerk's Papers	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Developmental Disability Placement Review Hearing Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Disclosure	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Early Dependency Review Hearing Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Emails	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Exhibit List	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Fact Finding	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Fact Finding and Disposition	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Findings	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Findings and Order on Post 18 Extended Foster Care	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Findings and Order Regarding Eligibility for Special Immigrant Juvenile Status	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Findings of Fact and Conclusions of Law	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Findings of Indigency	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 First Dependency Review Hearing Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Hearings, Findings, and Decision on Information (Juv)	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Home Detention Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Home Study	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Incarcerated Parent Mntain Relation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Index	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Instructions	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Interrogatories	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Interrogatories and Request for Production	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Invoice Voucher	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Judgment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Judgment on Verdict	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Judgment Rejected	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Judgment Summary	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Jury Confidential Profile Questionnaire	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Letter	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Letter of Transmittal Re Exhibits to Appellate Court	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Letter of Transmittal Re Exhibits to Supreme Court	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Letter or Notice of Schedule Conflict	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 List	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Log Sheet	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Mail Return - Unclaimed	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Mail Returned Unclaimed	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Mandate	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Memorandum	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Memorandum Of Authorities	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Motion	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Motion and Affidavit / Declaration	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Motion and Affidavit for Bench Warrant	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Motion for Default	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Motion for Default Judgment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Motion for Indigency	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Motion for New Trial	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Motion for Order to Show Cause	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Motion for Reconsideration	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Motion for Revision	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Motion Hearing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Motion in Limine	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Motion to Change Trial Date	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Motion to Compel	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Motion to Continue	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Motion to Dismiss	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Motion to Serve by Mail	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Motion to Serve by Publication	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Motion to Suppress	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Motion to Vacate	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Narrative Report Of Proceedings	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Note for Calendar	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Note for Calendar Court Administrator	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Note for Motion Docket	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Note for Motion Docket - Late Filing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Notice	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Notice - Child is Legally Free	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Notice - Completion Documents Due	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Notice / Statement of Rights	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Notice and Request for Case Progress	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Notice and Summons	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Notice and Summons to Juvenile	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Notice Child is Legally Free	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Notice of Absence / Unavailability	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Notice of Address Change	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Notice of Appeal to Court Of Appeals	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Notice of Appeal to Supreme Court	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Notice of Appearance	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Notice of Appearance and Request for Discovery	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Notice of Appointment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Notice of Assignment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Notice of Association of Counsel	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Notice of Change of Trial Date	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	Notice of Confirmation of Child Custody Determination Registration by Operation of Law under 7 UCCJEA	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Notice of Continuance	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Notice of Custody Determination Registration	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Notice of Deposition	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Notice of Discretionary Review to Court of Appeals	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Notice of Discretionary Review to Supreme Court	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Notice of Disqualification	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Notice of Filing Petition for Removal to U.S. District Court	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Notice of Hearing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Notice of Ineligibility to Possess a Firearm	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Notice of Intent to File Dependency Petition-Extended Foster Care	FALSE	FileOnly	0	0	0	0	0

WA Spokane County Superior Court	7 Notice of Intent to Withdraw	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Notice of Modification or Violation of Court Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Notice of Non-Representation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Notice of Oral Exam	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Notice of Order of Destruction	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Notice of Pending Decision	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Notice of Presentation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Notice of Scheduling	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Notice of Setting for Pre-Trial Hearing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Notice of Status Conference	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Notice of Substitution of Counsel	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Notice of Trial Date	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Notice of Withdrawal and Substitution Of Counsel	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Notice of Withdrawal of Attorney	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Notice Striking Hearing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Notification of Finding of Child Abuse	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Notification of Respondent's New School	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Objection / Opposition	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Objection to Petition	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Accepting Jurisdiction	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Advance Lawyer Fees and Cost	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Allowing for Bifurcation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Allowing Testimony by Electronic Means	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Allowing Testimony by Interrogatories	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Amending Case Schedule	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order and Authorization Re Health Care and Education	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Appointing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Appointing Attorney	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Appointing Guardian Ad Litem	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Appointing Guardian Ad Litem - CASA	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Authorizing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Authorizing Continued Shelter Care	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Authorizing Payment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Authorizing Removal of Court File	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Authorizing Substitution of Counsel	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Compelling Answers to Interrogatories	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Compelling Discovery	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Compliance Review Hearing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Conditionally Granting	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Confirming Award	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Confirming Commissioner's Ruling	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Confirming Ruling	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Consolidating Cases	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Consolidating for Trial	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Declining Jurisdiction	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Denying Motion / Petition	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Detaining Respondent	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Determining Parentage	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Directing Issuance of Bench Warrant	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Dismissing Dependency 3rd Party Custody	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Dismissing Dependency Child Adopted	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Dismissing Dependency Death of Child	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Dismissing Dependency Ext Foster Care Req Dismissal	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Dismissing Dependency Extend Foster Care Not Eligible	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Dismissing Dependency No Extended Foster Care Request	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Dismissing Dependency Not Established	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Dismissing Dependency Other	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Dismissing Dependency Perm Plan Ach Return Home	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Dismissing Dependency PP Res Schedule Entered	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Dismissing Dependency Title 13 RCW Guardianship Estab	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Dismissing Dependency-Child Adopted	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Dismissing Dependency-Death of Child	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Dismissing Dependency-Not Established	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Dismissing Dependency-Other	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Dismissing Dependency-Parenting Plan/Residential Schedule Entered	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Dismissing Dependency-Permanent Plan Achieved-3rd Party Custody	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Dismissing Dependency-Permanent Plan Achieved-Return Home	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Dismissing Dependency-Title 13 RCW Guardianship Established	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Dismissing Dependency-Youth 18-1/2 No Extended Foster Care Requested	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Dismissing Dependency-Youth Extended Foster Care-No Longer Eligible for Services	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Dismissing Dependency-Youth Extended Foster Care-Requests Dismissal	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Dismissing Parent Pay Fees/Costs	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Dismissing Party	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Expending Public Funds	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Extending	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Extending Jurisdiction	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Extending Time	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Finding Child Truant	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order for Change of Judge	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order for Change of Venue	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order for Compensation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order for Continuance of Trial Date	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order for Continuance: Calendar Conflict	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order for Continuance: Court Mandated	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order for Continuance: Defense Requested	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order for Continuance: Plaintiff Requested	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order for Continuance: Setting	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order for Continuance: Stipulated	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order for Exam	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order for Hearing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order for Protection	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order for Publication	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order for Stay of Proceedings	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order for Warrant	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order for Withdrawal of Attorney	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Granting Custody	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Granting Leave to Amend	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Granting Motion / Petition	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Granting Visits	FALSE	FileOnly	0	0	0	0	0

WA Spokane County Superior Court	7 Order Modifying	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Nunc Pro Tunc	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Oath and Approval of Judge Pro Tempore Stipulation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order of Confirmation of Registered Child Custody Determination	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order of Continuance	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order of Default	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order of Dependency	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order of Dependency - Extended Foster Care	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order of Dependency Both	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order of Dependency Father	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order of Dependency Mother	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order of Destruction	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order of Dismissal	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order of Disposition On Dependency	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order of Indigency	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order of Preassignment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order of Redaction	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order of Relinquishment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order of Transfer Transferring	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order on Agreement	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order on Alternative Residential Placement	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order on Assignment / Reassignment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order on At-Risk Youth	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order on Child In Need of Services Petition	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order on Contempt	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order on Declination of Hearing - Jurisdiction Retained	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order on Interim Review Hearing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order on Modification	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order on Motion for Reconsideration	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order on Pre-Trial Conference	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order on Review Hearing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order on Show Cause	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order on Status Conference	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order on Truancy Review	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Quashing Bench Warrant	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Re: Exhibits	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Re: Service	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Regarding Visitation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Reinstating Parental Rights	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Return on Appeal	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Revoking / Rescinding	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Revoking Stay	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Sealing Document	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Sealing File	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Sealing File Denied	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Setting	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Setting Attorney Fees	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Setting Bail	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Setting Case Schedule	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Setting Contempt hearing Issue Summons - Placement	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Setting Court Costs	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Setting Review Hearing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Setting Status Conference	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Setting Trial Confirmation Hearing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Setting Trial Date	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Setting Trial Date - Pro Tem	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Shortening Time	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Striking	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Terminating	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Terminating Parent - Child Relationship	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order to Appear for Pretrial HRG / CONF	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order to Compel	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order to Compel Production	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order to Continue Case Schedule	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order to Disburse Funds	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order to Issue	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order to Proceed In Forma Pauperis	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order to Take Child Into Custody	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order to Unseal Document	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order to Unseal File	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Vacating	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Vacating Judgment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Vacating Judgment Denied	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Validating Agreement	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Waiving	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Order Withdrawing Exhibits	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Other	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Parent In/Compliant-Treatment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Partial Release of Judgment Lien	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Partial Satisfaction of Judgment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Peremptory Challenge Sheet	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Perfection Notice from Court of Appeals	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Permanency Planning Hearing Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Petition - A.R.Y.	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Petition - Child In Need Of Services (CHINS)	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Petition / Motion for Revocation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Petition / Motion to Modify	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Petition for Appointment of Guardian Ad Litem	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Petition for Judicial Review	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Petition for Order for Protection	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Petition for Order of Protection (Unlawful Harassment)	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Petition for Order of Protection - Stalking	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Petition for Sexual Assault Protection Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Petition for Termination of Parent - Child Relationship	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Petition for Visits	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Petition Regarding Truancy	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Petition to Approve	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Petition to Reinstate Parental Rights	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Petition to Reopen Sexual Assault Protection Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Plaintiff's Proposed Instructions	FALSE	FileOnly	0	0	0	0	0

WA Spokane County Superior Court	7 Pre-Trial Report	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Preliminary Order on Truancy Petition	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Pretrial Affidavit / Statement	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Prior Record	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Proposed Order / Findings	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Receipt for Exhibits or Unopened Depositions	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Receipt(s)	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Record on Change of Venue	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Record on Transfer	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Record on Transfer of Jurisdiction	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Recusal of Judge	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Release	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Release of Judgment Lien	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Relinquishment of Parental Rights (Father)	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Relinquishment of Parental Rights (Mother)	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Reply	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Report	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Report of Guardian Ad Litem	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Request	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Request for Admissions	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Request for Child Custody Determination Registration under UCCJEA	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Request for Continuance	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Request for Court Review	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Request for Discovery	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Request for Interpreter Language Services	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Request for Production Of Documents	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Request for Reasonable Accommodation by Persons With Disabilities	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Request for Statement of Damages	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Response	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Response to Statement of Arbitrability	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Results of Blood Test	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Return from Warrant Status	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Return of Service	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Return of Service not Found	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Return on	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Return on Subpoena	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Return Receipt - Certified Mail	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Satisfaction	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Satisfaction of Judgment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Satisfaction of Lien	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Sexual Assault Allegation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Shelter Care	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Shelter Care Hearing: Contested	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Shelter Care Hearing: Uncontested	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Shelter Care Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Sheriff's Office Receipt	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Sheriff's Return	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Sheriff's Return of Service - Not Served	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Sheriff's Return on A Bench Warrant	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Sheriff's Return on Service	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Sheriff's Return on Warrant of Arrest	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Show Cause/Contempt	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Social Media Message	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Special Verdict	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 State's List of Witnesses	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Statement	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Statement of Damages	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Status Conference Setting	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Stipulation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Stipulation and Order for Return of Exhibits and / or Unopened Depositions	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Stipulation and Order for Return of Exhibits and or Unopen	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Stipulation for Pro Tem Judge Assignment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Stipulation of Trial Date	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Stipulation to Return or Destroy Exhibit	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Subpoena	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Subpoena Duces Tecum	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Summons	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Summons and Petition	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Summons by Publication	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Temporary Antiharassment Protection Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Temporary Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Temporary Order for Protection	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Temporary Protection Order and Notice of Hearing-Stalking	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Temporary Restraining Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Temporary Restraining Order and Order to Show Cause	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Termination Hearing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Transcript	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Transcript of Proceedings	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Transmittal Letter Copy Filed	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Transmittal on Copy of Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Trial Brief	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Trial Memorandum	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Trial Minutes	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Verbatim Report of Proceedings	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Verbatim Report of Proceedings Transmitted	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Verdict	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Victim Statement	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Waiver	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Waiver of Counsel	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Warrant of Arrest	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Warrant: Other	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Withdrawal	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Witness List	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Witness Record	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	7 Writ of Garnishment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Acceptance of Service	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Acknowledgment Of Service	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Addendum	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Affidavit	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Affidavit / Declaration / Certificate Of Service	FALSE	FileOnly	0	0	0	0	0

WA Spokane County Superior Court	8 Affidavit / Declaration Affirming Case Assignment Area	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Affidavit / Declaration Changing Case Assignment Area	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Affidavit / Declaration Of Probable Cause	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Affidavit / Declaration re: Service Member's Civil Relief	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Affidavit in Support	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Affidavit of Diligence	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Affidavit of Mailing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Affidavit of Petitioner	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Affidavit of Prejudice	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Affidavit of Respondent	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Affidavit of Service By Mail	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Agreed Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Agreed Trial Continuance	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Agreement	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Amended Information	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Answer	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Appearance Pro Se	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Appendix	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Assignment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Attachment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Bail Bond	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Bench Warrant	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Bench Warrant Issued - Copy Filed	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Bill	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Bond	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Bond Cash	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Brief	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Certificate	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Certificate and Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Certificate of Finality	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Certificate of Mailing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Certification	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Clerk's Letter Re Exhibits / Depositions	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Commission	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Confirmation of Service	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Consent	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Court Hearing Minutes	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Court's Decision	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Court's Instructions To Jury	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Criminal History Record (Non-Parent Custody)	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Declaration	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Declaration and Stipulation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Declaration in Lieu of Testimony	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Declaration of Mailing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Declination	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Defendant's List of Witnesses	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Defendant's Proposed Instructions	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Deferred Prosecution Agreement	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Deposition Destroyed	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Deposition of	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Deposition Published	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Deposition Received	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Designation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Designation of Clerk's Papers	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Disclosure	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Diversion Referral	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Emails	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Exhibit List	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Findings	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Findings of Fact and Conclusions of Law	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Findings of Indigency	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Index	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Instructions	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Interrogatories	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Judgment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Judgment and Order Deferring Sentence / Adjudication	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Judgment and Order Suspending Sentence and Granting Probation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Judgment of Acquittal	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Judgment on Verdict	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Judgment Rejected	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Judgment Summary	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Jury Confidential Profile Questionnaire	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Letter	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Letter and Probation Report	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Letter of Transmittal Re Exhibits to Appellate Court	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Letter of Transmittal Re Exhibits to Supreme Court	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Letter or Notice of Schedule Conflict	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 List	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Mail Return - Unclaimed	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Mandate	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Memorandum	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Memorandum Of Authorities	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Motion	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Motion and Affidavit / Declaration	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Motion and Affidavit for Bench Warrant	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Motion and Affidavit to Terminate Diversion	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Motion for Default	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Motion for Default Judgment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Motion for Deferred Disposition	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Motion for Indigency	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Motion for New Trial	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Motion for Order to Show Cause	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Motion for Reconsideration	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Motion in Limine	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Motion to Change Trial Date	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Motion to Compel	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Motion to Continue	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Motion to Dismiss	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Motion to Serve by Mail	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Motion to Serve by Publication	FALSE	FileOnly	0	0	0	0	0

WA Spokane County Superior Court	8 Motion to Suppress	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Motion to Vacate	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 No Contact Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Note for Calendar	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Note for Calendar Court Administrator	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Note for Motion Docket	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Note for Motion Docket - Late Filing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Notice	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Notice - Completion Documents Due	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Notice / Statement of Rights	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Notice and Request for Case Progress	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Notice and Summons	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Notice and Summons to Parent / Guardian	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Notice for Work Release / Eligibility Notice	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Notice of Absence / Unavailability	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Notice of Address Change	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Notice of Appeal to Court Of Appeals	FALSE	FileOnly	290	8.7	0	0	0
WA Spokane County Superior Court	8 Notice of Appeal to Supreme Court	FALSE	FileOnly	290	8.7	0	0	0
WA Spokane County Superior Court	8 Notice of Appearance	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Notice of Appearance and Request for Discovery	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Notice of Appointment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Notice of Arraignment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Notice of Arrest	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Notice of Assignment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Notice of Association of Counsel	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Notice of Change of Trial Date	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Notice of Continuance	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Notice of Deposition	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Notice of Detention	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Notice of Discharge	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Notice of Discretionary Review to Court of Appeals	FALSE	FileOnly	290	8.7	0	0	0
WA Spokane County Superior Court	8 Notice of Discretionary Review to Supreme Court	FALSE	FileOnly	290	8.7	0	0	0
WA Spokane County Superior Court	8 Notice of Disqualification	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Notice of Emergency Detention	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Notice of Filing Petition for Removal to U.S. District Court	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Notice of Hearing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Notice of Intent to Withdraw	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Notice of Non-Representation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Notice of Oral Exam	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Notice of Order of Destruction	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Notice of Pending Decision	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Notice of Presentation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Notice of Release	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Notice of Scheduling	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Notice of Setting for Pre-Trial Hearing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Notice of Status Conference	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Notice of Substitution of Counsel	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Notice of Trial Date	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Notice of Withdrawal and Substitution Of Counsel	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Notice of Withdrawal of Attorney	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Notice Striking Hearing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Notice to Defendant	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Notification Registration (Sex Offender)	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Objection / Opposition	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Objection to Arraignment Date	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Objection to Petition	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Omnibus Application by Defendant	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Omnibus Application of Prosecuting Attorney	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Omnibus Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Opted Out of Therapeutic Court	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Accepting Into Juvenile Drug Court	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Accepting Jurisdiction	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Advance Lawyer Fees and Cost	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order after Sexual Assault Fact-finding Hearing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Allowing for Bifurcation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Allowing Testimony by Electronic Means	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Allowing Testimony by Interrogatories	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Amending Case Schedule	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Appointing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Appointing Attorney	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Appointing Guardian Ad Litem	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Authorizing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Authorizing Medication	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Authorizing Payment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Authorizing Removal of Court File	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Authorizing Substitution of Counsel	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Compelling Answers to Interrogatories	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Compelling Discovery	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Compliance Review Hearing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Conditionally Granting	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Confirming Award	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Confirming Commissioner's Ruling	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Confirming Ruling	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Consolidating Cases	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Consolidating for Trial	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Declining Jurisdiction	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Declining to Detain	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Denying Motion / Petition	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Determining Competency to Stand Trial	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Determining Probable Cause	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Directing Issuance of Writ	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Dismissing Deferred Disposition	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Dismissing Probation / Parole violation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Establishing Conditions of Release	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Expending Public Funds	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Extending	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Extending Jurisdiction	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Extending Jurisdiction - Juvenile	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Extending Probation	FALSE	FileOnly	0	0	0	0	0

WA Spokane County Superior Court	8 Order Extending Time	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order for Apprehension / Pick-Up	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order for Change of Judge	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order for Change of Venue	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order for Compensation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order for Competency Evaluation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order for Continuance of Trial Date	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order for Continuance: Calendar Conflict	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order for Continuance: Court Mandated	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order for Continuance: Defense Requested	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order for Continuance: Pending Prosecution	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order for Continuance: Plaintiff Requested	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order for Continuance: Setting	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order for Continuance: Stipulated	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order for Exam	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order for Expert Services	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order for Failure to Appear	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order for Hearing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order for HIV Test	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order for Incarceration	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order for Involuntary Treatment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order for Pretrial Release	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order for Protection	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order for Publication	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order for Stay of Proceedings	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order for Warrant	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order for Withdrawal of Attorney	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order for Work Release	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Forfeiting Bail / Bond	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Granting Exemption from Community Notification	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Granting Leave to Amend	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Granting Motion / Petition	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Increasing Bail / Bond	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Modifying	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Modifying Conditions of Probation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Modifying Deferred to Suspended Sentence	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Modifying Disposition	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Modifying Judgment and Sentence	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Modifying Sentence	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Nunc Pro Tunc	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order of Arraignment / Order Assigning Lawyer	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order of Commitment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order of Commitment (Sexual Psychopathy)	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order of Continuance	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order of Deferred Disposition	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order of Destruction	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order of Detention	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order of Dismissal	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order of Dismissal Of Total Charges	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order of Disposition	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order of Indigency	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order of Probation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order of Redaction	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order of Release	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order of Release From Pre-Trial Conditions	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order of Treatment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order on Agreement	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order on And Agreement Waiving Arraignment Hearing And Setting Court Date	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order on Arraignment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order on Assignment / Reassignment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order on Declination of Hearing - Jurisdiction Retained	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order on Detention Review	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order on First Appearance Of Defendant	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order on Modification	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order on Motion for Reconsideration	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order on Pre -Trial Conference	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order on Termination of Diversion Agreement	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order on Unpaid Restitution Re: Dismissed Deferred Disposition	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Outpatient Competency Restoration	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Permitting Filing of Amended Information	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Quashing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Quashing Bench Warrant	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Quashing Warrant Of Arrest	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Re: Exhibits	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Re: Service	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Re: Withdrawal Of Guilty Plea, Vacation Of Conviction	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Reducing Bail	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Reinstating Probation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Return on Appeal	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Revoking / Rescinding	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Revoking Bail	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Revoking Conditional Release	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Revoking Deferred Sentence / Adjudication	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Revoking or Modifying Community Supervision	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Revoking Probation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Revoking Stay	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Revoking Suspended Sentence	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Sealing Document	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Sealing File	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Sealing File Denied	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Sealing Records of Previously Vacated Deferred Disposition	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Setting	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Setting Attorney Fees	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Setting Bail	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Setting Court Costs	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Setting Drug Court Dates	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Setting Omnibus Hearing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Setting Restitution	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Setting Review Hearing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Setting Status Conference	FALSE	FileOnly	0	0	0	0	0

WA Spokane County Superior Court	8 Order Setting Trial Confirmation Hearing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Setting Trial Date	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Setting Trial Date - Pro Tem	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Shortening Time	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Striking	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Terminating	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Terminating Competency Evaluation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Terminating Probation / Supervision	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order to Appear for Pretrial HRG / CONF	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order to Compel	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order to Compel Production	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order to Continue Case Schedule	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order to Continue Omnibus Hearing	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order to Detain Material Witness	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order to Disburse Funds	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order to Issue	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order to Proceed In Forma Pauperis	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order to Report to Treatment - DOSA	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order to Transport	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order to Unseal Document	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order to Unseal File	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Transferring - Respondent Under 18 Years	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Transferring Juvenile To Resident County / State For Disposition	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Vacating	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Vacating Community Supervision / Probation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Vacating Judgment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Vacating Judgment Denied	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Validating Agreement	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Waiving	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Waiving Hearing and Setting for Fact Finding	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Waiving Hearing and Setting for Plea	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Waiving Interest on Legal Financial Obligations	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Waiving Mandatory Decline Hearing/Retaining Jurisdiction	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Order Withdrawing Exhibits	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Other	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Partial Release of Judgment Lien	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Partial Satisfaction of Judgment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Perfection Notice from Court of Appeals	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Petition / Motion for Revocation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Petition / Motion to Modify	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Petition for Judicial Review	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Petition for Order Revoking or Modifying Probation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Petition for Termination of Diversion Agreement	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Petition to Approve	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Plaintiff's Proposed Instructions	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Plea - Case Forwarded To Criminal / Motions	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Plea Agreement / Sentence Recommendation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Plea Of Guilty	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Plea Of Not Guilty	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Plea Of Not Guilty - Reason of Insanity	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Pre Sentencing Information Report	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Pre-Trial Report	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Preliminary Appearance, Findings, and Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Presentence Investigation Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Pretrial Affidavit / Statement	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Prior Record	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Probable Cause Hearing Notice of Detained Persons Rights	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Probation Report	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Proposed Order / Findings	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Receipt for Exhibits or Unopened Depositions	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Receipt(s)	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Record on Change of Venue	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Record on Transfer	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Record on Transfer of Jurisdiction	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Recusal of Judge	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Release	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Release of Judgment Lien	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Reply	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Report	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Request	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Request for Admissions	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Request for Continuance	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Request for Court Review	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Request for Discovery	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Request for Interpreter Language Services	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Request for Production Of Documents	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Request for Reasonable Accommodation by Persons With Disabilities	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Request for Statement of Damages	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Response	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Restraining Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Restraining Order and Order to Show Cause	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Results of Blood Test	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Return from Warrant Status	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Return of Service	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Return of Service not Found	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Return on	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Return on Subpoena	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Return Receipt - Certified Mail	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Satisfaction	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Satisfaction of Judgment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Satisfaction of Lien	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Schedule of Conditions of Placement / Probation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Sentence Recommendation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Sheriff's Office Receipt	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Sheriff's Return	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Sheriff's Return of Service - Not Served	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Sheriff's Return on A Bench Warrant	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Sheriff's Return on Service	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Sheriff's Return on Warrant of Arrest	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Social Media Message	FALSE	FileOnly	0	0	0	0	0

WA Spokane County Superior Court	8 State's List of Witnesses	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Statement	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Statement of Damages	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Statement of Defendant on Plea Of Guilty	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Statement of Deferred Adjudication	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Statement of Facts	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Statement of Juvenile for Deferred Disposition	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Statement of Juvenile Offender on Plea of Guilty	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Statement of Prosecuting Attorney	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Status Conference Setting	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Stay	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Stipulation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Stipulation and Order for Return of Exhibits and / or Unopened Depositions	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Stipulation and Waiver of Presentence Investigation	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Stipulation for Pro Tem Judge Assignment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Stipulation of Trial Date	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Stipulation to Return or Destroy Exhibit	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Subpoena	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Subpoena Duces Tecum	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Summons	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Summons by Publication	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Supervised Release Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Temporary Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Transcript	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Transcript of Proceedings	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Transmittal Letter Copy Filed	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Transmittal on Copy of Order	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Trial Brief	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Trial Memorandum	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Trial Minutes	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Verbatim Report of Proceedings	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Verbatim Report of Proceedings Transmitted	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Verdict	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Victim Statement	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Violation Report	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Waiver	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Waiver of Counsel	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Warrant of Arrest	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Warrant of Commitment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Warrant: Other	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Withdrawal	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Withdrew from Therapeutic Court	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Witness List	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Witness Record	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Writ of Garnishment	FALSE	FileOnly	0	0	0	0	0
WA Spokane County Superior Court	8 Writ of Habeas Corpus	FALSE	FileOnly	0	0	0	0	0

TRUEFILING™ LICENSE AGREEMENT

This agreement is made and entered into by and between the Benton County, WA (hereinafter "Customer"), and i3-ImageSoft, LLC., having a place of business at 200 W. 2nd St. #582, Royal Oak, MI 48068 (hereinafter "ImageSoft").

1. Definitions.

1.1. "Agreement" this Electronic Filing Agreement, including Exhibits.

1.2. "TrueFiling™" ImageSoft Web e-filing system described and specified with the same name in ImageSoft product documentation and any updates or upgrades to such system which may be generally released by ImageSoft to customers from time to time.

1.3. "Internet Data Centers." The facilities used by ImageSoft to provide TrueFiling™. All Internet Data Centers shall be located in the United States, unless with the prior written consent of Customer.

1.4. "Click-thru User Agreement" An agreement that is presented to a prospective user during the registration process which outlines the terms and conditions under which the TrueFiling™ system may be used.

1.5. "Authorized Users" Any user that completes the system registration process and accepts the Click-thru User Agreement and is not revoked by either ImageSoft or Customer is authorized to use the system. The system is generally open to persons through a public website. Prior to using the system, a user must go through an authorization process, whereby the system will prompt the user to provide certain identifying information which will be used to create a unique User ID. Optionally, the court may elect to approve each new filer prior to acceptance, in which case the user would have limited or no access to the system until approved by Customer. A user may identify themself as part of a Filing Organization, in which case approval of the User ID is subject to approval of the administrator of the Filing Organization.

1.6. "Filing Organization" A group of Authorized Users, which share billing and other information. Typically, a Filing Organization is a law firm. A single person, known in legal terms as a "Pro Se Filer", may register with the system, in which case the filing organization may be system generated.

1.7. "User Data" Authorized User information or other data processed, stored or transmitted by, in or through TrueFiling™.

1.8. "Proprietary Rights" Any and all rights, whether registered or unregistered, in and with respect to patents, copyrights, trademarks, confidential information, know-how, trade secrets, contract or licensing rights, confidential and proprietary information protected under contract or otherwise under law, trade names, domain names, trade dress, logos, animated characters, trademarks, service marks, and other similar rights or interests in intellectual or industrial property.

1.9. "OnBase" A commercial third-party Enterprise Content Management (ECM) that may be used as a component of the ImageSoft TrueFiling™ system. Exhibit C defines whether OnBase is being used and the terms of the license.

1.10. "SOW" a Statement of Work agreement that is attached to and governed by the terms of this Agreement to describe additional services required.

2. Description of Service

TrueFiling™ is a web-based computer system used by Courts and other organizations to electronically receive one or more documents from an Authorized User. The system allows the receiving organization to perform a number of tasks and actions related to the incoming documents, including reviewing, accepting and rejecting.

3. License Grant.

Subject to the terms and conditions hereof, during the term hereof, ImageSoft hereby grants to the Customer a non-exclusive, revocable license to use the TrueFiling™ system for the purpose of receiving electronic filings from an unlimited number of Authorized Users. Customer and ImageSoft have the unilateral right to revoke an Authorized User's privilege of using the system for any reason and for any period of time. All rights not expressly granted to Customer herein are expressly reserved by ImageSoft.

4. Use Restrictions.

Customer covenants and agrees that its use of TrueFiling™ will be in a manner consistent with this Agreement and with all applicable laws and regulations, including trade secret, copyright, trademark, and export control laws. Without limiting the generality of the foregoing, Customer shall not, nor shall it permit or assist others, (i) to abuse or fraudulently use the system; or (ii) to process or permit to be processed the data of any third party that is not expressly authorized herein to access and use the TrueFiling™ system; or (iii) to attempt to copy, reverse-engineer, decompile, disassemble, create a derivative work from, or otherwise attempt to derive the source codes of any part of the TrueFiling™ system; or (iv) to access, alter, or destroy any information by any fraudulent means or device, or attempt to do so.

5. Customer User Setup and Configuration.

Customer access to TrueFiling™ is limited to specific configuration screens and other special functions that are defined in the most current version of the "TrueFiling™ Administration Guide" document. Customer User ID and password shall be granted by ImageSoft and provided to Customer.

6. Security.

Customer shall be solely responsible for acquiring and maintaining technology and procedures for maintaining the security of its link to the Internet. As part of TrueFiling™, ImageSoft shall implement reasonable security procedures consistent with prevailing industry standards to protect User Data and Customer Data from unauthorized access (the "Security Standard"). Provided that ImageSoft is in compliance with the Security Standard, the parties agree that ImageSoft shall not, under any circumstances, be held responsible or liable for situations (i) where data or transmissions are accessed by third parties through illegal or illicit means, or (ii) where the data or transmissions are accessed through the exploitation of security gaps, weaknesses, or flaws unknown to ImageSoft at the time. ImageSoft will promptly report to Customer any unauthorized access to Customer Data or User Data promptly upon discovery by ImageSoft, and ImageSoft will use diligent efforts to promptly remedy any breach of security that permitted such unauthorized access. In the event notification to persons included in such Customer Data or User Data is required, Customer shall cooperate with ImageSoft using all reasonable means.

7. Payment Card Industry Data Security Standard (PCI DSS).

The PCI DSS is a proprietary information security standard for organizations that handle payment cardholder information for the major debit, credit, prepaid, e-purse, ATM, and POS cards. The primary purpose of the standard is to ensure that websites that store credit card information are secure in order to

avoid fraud. TrueFiling™ utilizes a PCI-compliant third-party credit card processing service for the processing of transactions and the storage of credit card information (details available upon request). The TrueFiling™ servers store only the last four (4) digits of payment card account numbers in the system's database.

8. Set-Up of Services.

ImageSoft and Customer shall work cooperatively to complete all tasks required to make TrueFiling™ accessible to Customer as defined in Exhibit A.

9. Infrastructure.

TrueFiling™ data and servers reside within the Microsoft Azure cloud platform. Further details on the infrastructure will be provided upon request.

10. Backups and Data Retention.

TrueFiling™ maintains incremental hourly and nightly on-site data backups of Customer Data and User data stored within the TrueFiling™ system, as well as full weekly-offsite server-level backups which are stored in a secured off-site location.

For an additional fee ImageSoft will create and send a separate Full Backup copy to Customer on an agreed upon interval. The TrueFiling™ System should not be considered the "system of record" or the definitive copy of User Data. Customer is responsible for backing up and protecting their data and the backups created by ImageSoft should not be relied upon as the sole source for either Customer Data or User Data.

ImageSoft may purge User Data one hundred and eighty (180) days after it is submitted by an Authorized User unless otherwise specified in Exhibit B.

11. Payments and Fees.

See Exhibit B.

12. Additional Terms for Payment Processing Provider

Exhibits E includes additional standard Terms & Conditions required for payment processing. The handling of credit card chargebacks is defined in Exhibit B.

13. Taxes.

All fees are exclusive of taxes or duties. If ImageSoft is required to pay or collect any federal, state, local, value added, tax or duty on any fees charged under this Agreement, or any other similar taxes or duties levied by any governmental authority, excluding taxes levied on ImageSoft's net income, then such taxes and/or duties shall be billed to and paid by Customer immediately upon receipt of ImageSoft's invoice and supporting documentation for the taxes or duties charged.

14. Support.

ImageSoft shall provide support to the TrueFiling™ system as described in Exhibit D at no additional cost.

15. Additional Consulting Services.

If additional services are required, ImageSoft shall develop a separate SOW agreement and submit to Customer for approval.

Nothing in this agreement restricts ImageSoft's right to solicit for and to provide products and services to, Authorized Users or other third parties.

16. Customer Contacts.

Customer shall designate below one or more of its employees as its principal contact for communicating with ImageSoft regarding technical matters and for e-filing matters. Customer may change its contacts from time to time by written notice to ImageSoft.

Technical Contact(s): _____

_____

_____

E-filing Contact(s): _____

_____

_____

_____

_____

17. Proprietary Rights Ownership.

Ownership of the Proprietary Rights embodied in the TrueFiling™ system shall remain exclusively vested in and be the sole and exclusive property of ImageSoft and its licensors. In addition, Customer hereby transfers and assigns to ImageSoft any rights Customer may have to any suggestions, ideas, enhancement requests, feedback, recommendations or other information provided by Customer personnel relating to changes or enhancements to the TrueFiling™ system. The TrueFiling™ internet domain name, product names and logos associated with the system are trademarks of ImageSoft, and no right or license is granted to them, except as follows: Customer may for the purposes of advertising the TrueFiling™ system as provided by ImageSoft or for the purpose of redirecting web users to the TrueFiling™ domain use the then-current TrueFiling™ domain name and logo in printed and Web materials.

18. Term and Termination.

This license is effective for three (3) years, unless terminated as defined herein ("Initial Term"). During the licensing term Customer agrees to utilize no other like system for electronic filing of court documents and agrees to promote the system to its customers as the exclusive way to electronically file court documents. After the Initial Term this agreement will renew automatically for successive one (1) year terms unless either party provides written notice of non-renewal at least 30 days prior the end of the then current term. After the initial term the annual fee charged for the system by ImageSoft shall not increase more than 5% per year without a commensurate increase in either e-filing volume or Customer-requested changes to the solution. In all cases, changes to the annual fee will require Customer approval.

Other than by expiration or non-renewal, the Agreement may be terminated only (a) by mutual agreement of both parties, (b) in the event that either Party materially breaches the Agreement and fails to cure the breach within thirty (30) days after receiving written notice from the non-breaching Party, or (c) in the event ImageSoft is not able to correct a valid warranty defect within the limited warranty period, as described in section 20 ; or (d) in the event either Party is declared insolvent or bankrupt, or if any assignment of its property shall be made for the benefit of creditors or otherwise, or if a petition is filed in any court to declare bankruptcy, or for reorganization under any bankruptcy or insolvency law or similar statute and is not dismissed in ten (10) days, or if a trustee in bankruptcy or similar offices or receiver is appointed to either Party.

19. Effect of Termination

Upon termination ImageSoft shall provide for a nominal fee (not more than $500) a one-time data export of any TrueFiling™ system data that is related to Customer and has not been previously purged. The export will be in a format of ImageSoft's choosing and will be prepared without encryption or proprietary layout. IMAGESOFT'S ONLY OBLIGATION TO CUSTOMER IN THE EVENT OF TERMINATION OF THIS AGREEMENT IS TO PROVIDE CUSTOMER WITH A ONE-TIME EXPORT OF DATA FOR A NOMINAL FEE, AS DESCRIBED ABOVE.

20. Limited Warranty.

In the absence of any optional warranty or continuing provisions extended by a formal written agreement, ImageSoft warrants its Software in accordance with the following:

(a) Limited Warranty. ImageSoft warrants solely on its behalf and for Customer benefit alone, that the TrueFiling™ system will perform substantially in accordance with the accompanying documentation for a period of ninety (90) days from your start of production usage by Customer (the "Warranty Period"). Customer warranty remedy is to notify ImageSoft of a defect, in which case ImageSoft will confirm and then correct the defect within twenty (20) business days exclusive of the original ninety (90) day period. If the defect cannot be corrected in this timeframe then Customer is entitled to a full refund of any money's paid to ImageSoft for the TrueFiling™ system and is entitled to terminate this agreement. Except as expressly provided herein, neither ImageSoft nor its suppliers warrant the performance or results of the TrueFiling™ system, that the system will meet your requirements, or that the system will run uninterrupted or error free.

(b) WARRANTY DISCLAIMER. THE EXPRESS WARRANTIES SET FORTH IN THIS AGREEMENT ARE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION, ANY WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE AND NON-INFRINGEMENT, AND TO THE EXTENT PERMITTED BY APPLICABLE LAW ALL SUCH OTHER WARRANTIES ARE HEREBY DISCLAIMED AND EXCLUDED BY IMAGESOFT AND ITS SUPPLIERS. Some jurisdictions do not allow certain disclaimers and limitations of warranties, so portions of the above limitations may not apply to you. This limited warranty gives you specific rights and you may also have other rights which vary from state to state.

21. Limitation of Liability.

The TrueFiling™ system is intended to allow for the remote capture of documents related to court cases and is expressly not intended to be used as a system of record for court case documents, nor as a long-term repository for court records. Documents in the TrueFiling™ system are by definition transient, and

may be removed, or rendered to a different format as part of the process. It is the Customer's responsibility to carefully review prior to acceptance documents that are presented through the TrueFiling™ system.

Customer data may be presented to public users of the TrueFiling™ system. It is the Court's responsibility to ensure that data provided to the TrueFiling™ system by Customer is free of personal identifying information, such as Social Security Numbers and other personal information. IMAGESOFT DOES NOT REVIEW THE CONTENTS OF DATA PROVIDED BY CUSTOMER THAT MAY OR MAY NOT BE POSTED ON THE TRUEFILING™ WEBSITE.

IN NO EVENT SHALL IMAGESOFT OR ITS SUPPLIERS BE LIABLE FOR ANY DAMAGES, INCLUDING, WITHOUT LIMITATION, ANY SPECIAL, INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES, ARISING OUT OF OR IN CONNECTION WITH THE USE OR PERFORMANCE OF THE EFILING SYSTEM, INCLUDING WITHOUT LIMITATION, LOSS OF PROFITS, BUSINESS, DATA, GOODWILL, OR ANTICIPATED SAVINGS, EVEN IF ADVISED OF THE POSSIBILITY OF THOSE DAMAGES. IN NO EVENT WILL IMAGESOFT'S AGGREGATE LIABILITY FOR DIRECT DAMAGES TO PROPERTY OR PERSON (WHETHER IN ONE INSTANCE OR A SERIES OF INSTANCES) EXCEED THE AMOUNT PAID BY YOU FOR THE TRUEFILING™ SYSTEM OUT OF WHICH SUCH CLAIM AROSE. In those jurisdictions that do not allow the exclusion or limitation of damages, ImageSoft's liability shall be limited or excluded to the maximum extent allowed within those jurisdictions.

22. Maintenance and Updates.

All maintenance and updates to the TrueFiling™ system shall be performed by ImageSoft. Refer to Exhibit C for Additional information related to scheduled maintenance.

23. Support for Third-Party Electronic Filing Service Providers (EFSP)

ImageSoft reserves the right to charge reasonable fees to Customer or to third party EFSPs that Customer wishes TrueFiling™ to be integrated with. Fees may include, but are not limited to: setup, testing, support, and transaction fees. To integrate with a third-party EFSP ImageSoft will perform a review of the requirements and then develop a unique Statement of Work.

24. Export.

Customer agrees to not directly or indirectly export or transmit any part of the TrueFiling™ system or related documentation and technical data to any country to which such export or transmission is restricted by any applicable U.S. regulation or statue, without the prior written consent by ImageSoft and, if required, of the Bureau of Export Administration of the U.S. Department of Commerce, or such other governmental entity as may have jurisdiction over such export or transmission. Customer represents and warrants that you are not located in, under the control of, or a national or resident of any such country.

25. Indemnification.

Customer shall defend, indemnify, and hold ImageSoft, its officers, directors and employees, harmless from and against any and all claims, damages, losses, costs or other expenses (including reasonable attorneys' fees) that arise directly or indirectly related to: (a) Customer willful misconduct or unauthorized use of the TrueFiling™ system; or (b) a claim by an Authorized user or other party that the TrueFiling™ system in any manner improperly affected the outcome of a court case or other process or operation of the Customer or affiliate; or (c) a claim by an Authorized user or other party that the TrueFiling™ system compromised the personal identity of a person or group where the data in question was provided by Customer.

26. Miscellaneous.

(a) Severability. If any provision of this Agreement is invalid or unenforceable under applicable law, then it shall be, to that extent, deemed omitted and the remaining provisions will continue in full force and effect.

(b) Governing Law. The validity and performance of this Agreement shall be governed by the laws of the State of Washington, USA (without reference to choice of law principles), and applicable federal law.

(c) Construction. This Agreement is deemed entered into in the State of Washington and shall be construed as to its fair meaning and not strictly for or against either party.

(d) Reserved.

(e) Entire Agreement; Modification. This Agreement sets forth the entire understanding and agreement between Customer and ImageSoft and may be amended only in a writing signed by both parties.

(f) Consent to use e-signature. The parties agree that e-signature technology may be used within the TrueFiling™ system and signatures performed in this way are the same as handwritten signature for the purposes of validity, enforceability, and admissibility.

(g) Customer access to Authorized User data. Authorized Users of TrueFiling™ may use the system to transmit data to entities other than Customer. Customer shall only be provided access to Authorized User data that is specifically transmitted to Customer through the normal use of TrueFiling™.

(h) Non-Discrimination. ImageSoft shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability.

CUSTOMER ACKNOWLEDGES THAT YOU HAVE READ THIS AGREEMENT, UNDERSTAND IT AND AGREE TO BE BOUND BY ITS TERMS AND CONDITIONS. YOU FURTHER AGREE THAT IT IS THE COMPLETE AND EXCLUSIVE STATEMENT OF THE AGREEMENT BETWEEN YOU AND IMAGESOFT, WHICH SUPERSEDES ANY PROPOSAL OR PRIOR AGREEMENT, ORAL OR WRITTEN, AND ANY OTHER COMMUNICATIONS BETWEEN YOU AND IMAGESOFT RELATING TO THE SUBJECT MATTER OF THIS AGREEMENT.

THIS TRUEFILING™ SYSTEM CONTAINS CONFIDENTIAL INFORMATION AND TRADE SECRETS OF I3-IMAGESOFT, LLC. USE, DISCLOSURE OR REPRODUCTION IS PROHIBITED WITHOUT THE PRIOR EXPRESS WRITTEN PERMISSION OF I3-IMAGESOFT, LLC.

IN WITNESS WHEREOF, the parties have duly executed this Agreement.

CUSTOMER	***IMAGESOFT***
Benton County, WA **7122 West Okanogan Place** **Kennewick, WA 99336**	**i3-ImageSoft, LLC.** **200 W. 2nd St. #582** **Royal Oak, MI 48068**
By: _____ Authorized Signature	By: _____ Authorized Signature
Date: _____	Date: 12/20/2022
Name (type or print): _____	Name (type or print): Scott Bade
Title (type or print): _____	Title (type or print): CEO

Exhibit A – Tasks to be Completed Before Go-Live

A list of go-live tasks will be developed and managed by ImageSoft in a separate Statement of Work agreement.

Exhibit B – Pricing and Fees

Pricing and fees shall be defined in a SOW that is unique for each court.

eFiling a document: using TrueFiling to submit a document for filing to the court.

eService a document: using TrueFiling to serve a document to one or more case parties through e-mail.

Filing Fee: The fee that is charged by the court for a particular type of filing. This fee normally exists whether the customer is filing electronically or in person.

Bundle: a grouping of one or more documents which are, based on court rules, allowed to be filed together. All documents in a bundle must be related to a single case number.

Convenience Fee: The fee that is charged to use the TrueFiling System.

Credit Card Processing Fee: An additional fee charged to the filer to cover fees charged by the credit card companies.

Payments:
ImageSoft shall pay Customer through a direct bank deposit in the following ways:

- **Daily Cash Transfer**: ImageSoft will electronically deliver all of the Filing Fees collected within 48 hours to the Court. The daily cash transfer will be scheduled for early in the morning (normally before 8am).

Financial Statements / Reports:
ImageSoft will deliver daily and monthly reconciliation statements to the Court. The statement layout and contents will be designed cooperatively.

The end user will have a real-time report that can be run over a date range to display all transaction activity and fees for a period of time.

Payment Exceptions:

- **End user disputed credit card payments**: Occasionally a filer may dispute a charge with their credit card company. ImageSoft has added an additional 1% to the Credit Card Processing Fee to cover potential Chargebacks and therefore the Court will not be debited for Chargebacks.

- **Indigent Filers**: Certain filers will be allowed to use TrueFiling without paying fees. The Court must approve indigent status, and a mechanism to approve is available within TrueFiling. ImageSoft and Customer agree to allow these filing to go through with no fees where the court has approved Indigent status. eService will not be available for an indigent filing.

- **Bulk Filers**: ImageSoft may from time to time provide an interface to automate the processing of multiple filings through an electronic feed of data from Customer or a Customer-approved third party. ImageSoft reserves the right to charge a reasonable fee for the technical services required.

Exhibit C – TrueFiling™ Service Level Agreement

1. **Standards.** ImageSoft, Inc., hereinafter "Provider", shall exert commercially reasonable efforts to make the TrueFiling™ system, hereinafter "Service", available to the courts authorized by the Customer, hereinafter "Subscriber" twenty-four hours per day, seven days per week, 365 days per year excluding planned maintenance outages.

2. "**Planned Maintenance Outages"** shall mean such time up to a total of 10 hours per month when, upon 3 business days' notice, the Service may be temporarily interrupted or curtailed due to scheduled maintenance such as equipment modifications, upgrades, relocation, repairs and other similar activities necessary during the operation and upgrade of the Service, which action shall not constitute System Downtime. Provider shall provide Subscriber reasonable notice of any Planned Maintenance Outages that are scheduled to occur. Provider will use commercially reasonable efforts to perform scheduled interruptions on weekends and outside of the hours between 7:00 a.m. and 8:00 p.m. eastern time.

3. "**System Downtime**" shall mean any period that the Service is unavailable to Subscriber for use reasonably as contemplated in this Agreement. The following shall not be deemed to be periods of "System Downtime":

a) failure of an Internet infrastructure provider other than those retained by Provider or its vendors/providers;

b) reported outages where no outage can be verified by Provider (giving due consideration to evidence supplied by Subscriber);

c) outages caused by a breach by the Subscriber of its obligations under this Agreement;

d) outages related to hardware, software or network failure at Subscriber's facilities;

e) outages caused by the negligence or intentional acts and omissions of Subscriber or its employees or agents;

f) Subscriber's delay or not permitting Provider maintenance changes for the Service for any reason;

g) A discrete failure of system unavailability for 10 (ten) minutes or less

Exhibit D – TrueFiling™ Support

1. TRUEFILING™ SUPPORT

a) Support Scope. ImageSoft's primary support responsibility is to ensure that the TrueFiling™ system functions in a manner consistent with the then-current ImageSoft published documentation. ImageSoft will correct agreed-upon and reproducible computer bugs or functional inconsistencies with said documentation.

ImageSoft shall provide support to both the Customer and the Authorized Users. In this role ImageSoft shall provide direct telephone and e-mail support to Customer and Authorized Users. Support to Authorized Users is considered level-1 support whereby ImageSoft takes the initial call from the Authorized Users and, when necessary, directs (provides contact information) the Authorized User to Customer (Level-2) for matters that are specific to the Court.

b) Upgrades and Enhancements. ImageSoft shall implement from time to time upgrades and enhancements to the TrueFiling™ software at no additional cost to Customer. Any Upgrades and Enhancements to the TrueFiling™ software and Documentation shall remain proprietary to and the sole and exclusive property of ImageSoft and shall be subject to all of the restrictions, limitations and protections of ImageSoft's license agreement. All applicable rights to patents, copyrights, trademarks, other intellectual property rights, applications for any of the foregoing and trade secrets in the TrueFiling™ software and Documentation and any Upgrades and Enhancements are and shall remain the exclusive property of ImageSoft.

c) Errors in TrueFiling™ software. All Error(s) discovered by Customer within TrueFiling™ software must be properly reported to ImageSoft in accordance with Section 2. ImageSoft shall use its commercially reasonable efforts to correct any properly reported Error(s) in the TrueFiling™ software that are mutually confirmed by ImageSoft, in the exercise of their commercially reasonable judgment.

d) General Assistance and Advice. ImageSoft shall upon the request of Customer, provide technical support, including remote assistance and advice, related to the operation, best practices, and use of the TrueFiling™ software by Customer. Remote assistance and advice is provided over the telephone or through e-mail correspondence. Remote assistance and advice is intended to provide general assistance and guidance related to the everyday usage and maintenance of the system.

e) Remote Access to Customer system. Portions of the system may run on Customer workstation computers (Clerk Review interface, etc.). Customer acknowledges and agrees that ImageSoft may require on-line access to a Customer workstation computer in order for ImageSoft to provide Maintenance and Support Services hereunder. Accordingly, Customer shall provide a connection to the Internet to facilitate ImageSoft's remote access to Customer's workstation. ImageSoft shall provide remote connection software, which may require installation of a software component on a workstation. NO REMOTE ACCESS WILL BE INITIATED BY IMAGESOFT WITHOUT CUSTOMER PERSONNEL PRESENT.

2. SUPPORT PROCEDURES

a) Support Hours. Unless extended support coverage is defined within and purchased through a related SOW, Maintenance and Support Services shall be available during the hours of 9 a.m. to 5 p.m., Eastern Standard Time, Monday through Friday, excluding the following US holidays, as defined by the US Federal Government (www.opm.gov/fedhol), including: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve and Christmas day.

b) Error Reporting. Proper notice shall include prompt telephonic and written (either via e-mail or postal mail) notice to ImageSoft of any alleged Error. If requested by ImageSoft, Customer agrees to provide written documentation of Errors to substantiate the Errors and to otherwise assist ImageSoft in the detection, verification and correction of said Errors. ImageSoft will use its

commercial reasonable judgment to determine if an Error exists. If ImageSoft determines that a new Error exists, ImageSoft will assign an Error Tracking Number ("ETN") to the Error and provide this to the Customer. A NOTIFICATION OF ANY KIND DOES NOT BECOME AN "ERROR", AS DEFINED WITHIN THIS AGREEMENT, UNTIL AN ERROR TRACKING NUMBER IS ASSIGNED BY IMAGESOFT.

c) Call Tracking and Response. ImageSoft's help desk shall track all Customer notifications and categorize them as follows:

Type	Description	Response Time
Error: Critical	Error has been confirmed and Error Tracking Number has been assigned. The Error is either causing a significant portion of the system to be unusable or is significantly affecting Customer productivity. These calls are addressed before all others.	4 business hours
Error: Non-critical	Error has been confirmed and Error Tracking Number has been assigned. A workaround is available, or the issue is NOT significantly affecting Customer productivity.	8 business hours
Inquiry	System is operating as documented; however Customer has requested a change to the system or Customer has requested General Assistance or Advice.	24 business hours

ImageSoft will record information in a concise manner in an internal issue tracking database. A summary report will be provided to Customer upon request of the notifications that have been received.

Once a notification is received from Customer, regardless of whether an ETN is assigned, ImageSoft will respond to Customer notifications within the timeframes shown above. Response will include attempting to make direct contact with the Party that submitted the notification. Direct contact will first be attempted via telephone or pager. Secondly, an e-mail may be sent or another Customer party may be contacted. The course of action will vary depending upon the nature and severity of the notification.

3. CUSTOMER RESPONSIBILITIES FOR SUPPORT

a) Notice of Errors; Documentation of Errors. Customer shall provide prompt notice of any Errors in the System discovered by Customer, or otherwise brought to the attention of Customer. Procedures for proper ImageSoft notification are defined in Section 2.

b) Assistance in Error Correction. ImageSoft may request, and Customer is responsible for providing reasonable assistance during the course of Error isolation and correction. Assistance may include, but is not limited to, collecting error logs, sending data and screen images to ImageSoft, running all or part of the system in a test mode, or otherwise assisting in the creation of an environment similar to that in which the Error was detected. If an Error cannot be successfully reproduced, it may be impossible to determine a root cause and provide a correction.

c) Desktop Support. Customer is responsible for providing desktop support to the end users of the System and other related systems. Desktop support is to be performed by a trained Customer system administrator and is to cover any desktop workstations that are being used to communicate with TrueFiling, along with the overall Customer computing and business environment.

d) Integration Support. The TrueFiling™ system in most cases is integrated with other customer systems in order to leverage existing Customer case data. Customer is responsible for providing, or alternatively working with a third-party vendor to provide, technical support and general assistance related to integration to Customer systems.

Exhibit E – Payment Processing Terms and Conditions (Burton)

1. Definitions: The following definitions apply to this Exhibit E:

"Application" means the application for the Services, Credit Card Processing Form, or other documentation we require and completed and delivered by you as a prerequisite for participating in the Services.

"Applicable Laws" shall mean all applicable state, federal, and local laws, rules and regulations, including without limitation, the Bank Secrecy Act, the implementing regulations issued by the U.S. Treasury's Office of Foreign Assets Control (OFAC) and the Federal Trade Commission, as well as any and all other federal and state anti-money laundering laws and regulations.

"Merchant Payment Account" shall mean your bank account identified in your Application or other documentation provided to us to set up the Services.

"Cardholder" shall mean any person authorized to use a Card or the accounts established in connection with a Card.

"Cards" shall mean MasterCard, VISA, Discover and Other Network cards, account numbers assigned to a Cardholder or other forms of payment accepted by Processor, for which pricing is set forth in the account opening documentation.

"Chargeback" shall mean a Card transaction dispute (or disputed portion) that is returned to us by the issuer.

"Dispute" means an instruction initiated by a Customer for the return of funds for an existing Charge (including a Chargeback or dispute on a payment card network; and disputes on the Automated Clearinghouse (ACH) network).

"Fine" means any fines, levies, or other charges imposed by us, a Payment Method Provider or a Payment Method Acquirer, caused by your violation of Laws or this Agreement, or as permitted by the applicable Payment Method Rules.

"Force Majeure Event" shall mean errors in data provided by you or others, labor disputes, except labor disputes involving employees of Burton or ImageSoft fire, weather or other casualty, power outages, and funding delays, however caused, governmental orders or regulations, or any other cause, whether similar or dissimilar to the foregoing, beyond Processor's, Member Bank's, or Provider's reasonable control.

"Gateway Services" means the delivery of payment transaction authorization and settlement data to and from Merchants and transaction processors, and related services we provide.

"Instruction Based Funding" shall mean the process for funding your transactions, as more fully described in this Exhibit E.

"Member Bank" as used in this Agreement shall mean a member of VISA, MasterCard and/or Discover, as applicable, that provides sponsorship services in connection with this Agreement. As of the commencement of this Agreement, Member Bank shall be Fifth Third Bank, an Ohio banking corporation, located in Cincinnati, Ohio. The Member Bank may be changed, and your rights and obligations assigned to another party by Processor at any time without notice.

"Merchant Service Agreement" shall mean the agreement attached to this Exhibit as Attachment B.

"Operating Regulations" shall mean the by-laws, operating regulations and/or all other rules, guidelines, policies and procedures of VISA, MasterCard, Discover, and/or Other Networks, and all other applicable rules, regulations and requirements of Processor, Member Bank, Provider, banks, institutions, organizations, associations, or networks which govern or affect any services provided under this Agreement, and all state and federal laws, rules and regulations which govern or otherwise affect the activities of Provider, including, but not limited to, those of the National Automated Clearing House Association ("NACHA") and the Federal Trade Commission ("FTC"), as any or all of the foregoing may be amended and in effect from time to time.

"Other Network" shall mean any funds transfer network, including without limitation the network operated by NACHA, or card association other than VISA, MasterCard, or Discover that is identified in the Price Schedule or any subsequent amendment to this Agreement and in which Provider participates pursuant to these Terms and Conditions.

"Payments" shall mean payments initiated by Payors using a Card or by means of ACH transfer.

"Refund" means an instruction initiated by you to return funds to a customer for an existing charge.

"Return" means an instruction initiated by you, a customer, Acquirer or us to return funds unrelated to an existing charge. "Reversal" means an instruction initiated by us or Acquirer to return funds for an existing charge. Reversals may result from

(i) invalidation of a charge by us or Acquirer; (ii) funds settled to you in error or without authorization; and (iii) submission of a charge in violation of the applicable Rules, or where submission of the charge or your use of Services violates this Agreement.

"Payment Processing" shall mean the process for funding your customer's sales transactions, as more fully described in Attachment A to this Exhibit.

"Payor" shall mean any customer of you who authorizes a payment to you, or who authorizes you to initiate a payment to the credit of your account, and for purposes hereof, "Payor" shall include a Cardholder.

"PSP" shall mean Payment Service Provider, as defined in the Operating Regulations.

"Rules Summary" shall mean the Processor's Bank Card you Rules and Regulations, as amended from time to time, which are at all times consistent with the Operating Regulations.

"Services"

"Your Supplier" shall mean a third party other than Processor used by you or a Provider in connection with the Services received hereunder, including but not limited to, your software providers, equipment providers, and/or third-party processors.

2. Your Responsibilities and Prohibitions

2.1. You agree to:

(a) permit us to perform risk monitoring functions as required by the Operating Regulations and Rules Summary;

(b) notify us immediately of any Payor disputes or other matters that require escalation to

Processor and immediately forward any notices received by you concerning a disputed payment transaction;

(c) ensure that only sales transactions produced as the direct result of bona fide sales to Payors for such identified products and/or services are completed and delivered to us for processing;

(d) restrict access to ID's and passwords to access the Services and will disclose such IDs and passwords to your employees and agents on an as-needed basis, only as necessary for the use of the Services;

(e) promptly notify us in the event you become aware of any unusual or suspicious activity regarding your customers and will cooperate with us, Processor or Member Bank and the Associations, as applicable, in connection with any investigation of your customers' background or activity;

(f) automatically be deemed to have accepted, and will be bound by, the Merchant Services Agreement with Acquirer, the terms of which will be independently enforceable by Acquirer in the event that more than $1,000,000 in Visa transactions and/or $1,000,000 in MasterCard transactions (or such other amount provided by the Operating Regulations) is processed through and on behalf of you in any 12-month period;

(g) take all steps necessary to assist us in complying with your obligations under the Operating Regulations and Applicable Laws related to the settlement of sales transactions, including but not limited to filing of quarterly or other reports required under the Operating Regulations in connection with transactions processed under this Agreement; and

(h) take all available steps and precautions to prevent fraud, theft, or misappropriation of Payor data.

4.2 You agree that neither you nor any third party under your control, will:

(a) submit any sales transaction to Processor (i) that adds any surcharge to the transaction, except to the extent authorized by the Operating Regulations or Applicable Law; (ii) that adds any tax to the transaction, unless Applicable Law expressly allows for the customer to impose a tax. Any tax amount, if allowed, must be included in the transaction amount and not collected separately; (ii) that represents the refinancing or transfer of an existing Payor obligation that is deemed to be uncollectible or arises from the dishonor of a Payor's personal check or from the acceptance of a Card at a terminal that dispenses scrip; (iv) that you know or should have known to be fraudulent or not authorized by the Payor, or that it knows or should have known to be authorized by a customer colluding with you for a fraudulent purpose; (v) until after the services are performed, and/or you have completed the transaction, unless you have obtained Payor consent for a recurring transaction; (vi) where a valid authorization was required but not obtained; (vii) where multiple authorizations for amounts less than the total sale amount have been obtained; (vii) which results in a disbursement of cash or cash equivalent to a Payor; (viii) that establishes a maximum dollar sale transaction amount, except to the extent authorized by the Operating Regulations; (ix) for any purposes related to pornography or any illegal or prohibited activity, including but not limited to money-laundering or financing of terrorist activities;

(b) submit any Refund transaction to Processor: (i) that does not correlate to an original sales transaction from the Payor; (ii) that exceeds the amount shown as the total on the original sale transaction; (iii) more than 3 business days following either a regulatory requirement granting a Payor's right to a Refund or a non-disputed Payor request;

(c) use or disclose any Payor data or other transaction data for any purpose not authorized by this Agreement; to any entity except for necessary disclosures to affected Payors, and through Processor to affected Association entities

(d) provide any inaccurate, incomplete, or misleading information or fail to provide timely notification of events that have caused or could cause material changes in your ability to fulfill your obligations under this Agreement, including but not limited to (i) adverse changes in your financial health; (ii) adverse changes in your business conditions or environment; (iii) actions by governmental or non-governmental agencies;

(e) transfer or attempt to transfer your financial liability by asking or requiring Payors to waive their dispute rights;

(f) submit transactions on behalf of another entity that the Associations would consider a sub-ISO, Payment Service Provider (PSP), or any third-party payment provider or for entities that do not have their principal places of business in the United States;
(g) require a Cardholder to complete a postcard or similar device that includes the Cardholder's Account Number, Card expiration date, signature, or any other Card account data in plain view when mailed;
(h) request or use an Account Number for any purpose other than as payment for your goods or services;
(i) disburse funds in the form of travelers cheques, if the sole purpose is to allow the Cardholder to make a cash purchase of goods or services from the you;
(j) disburse funds in the form of cash, unless you are dispensing funds in the form of travelers cheque, TravelMoney cards, or foreign currency, in which case, the Transaction amount is limited to the value of the travelers cheques, TravelMoney cards, or foreign currency plus any commission or fee charged by the you
(k) deposit an electronic or paper record of a transaction (or a copy), generated at the point-of-transaction that does not result from an act between the Cardholder and you; or
(l) interchange any transaction receipt for a transaction that was previously charged back to the Acquirer and subsequently returned to the you, irrespective of Cardholder approval.

3. **Settlement; Reserve Account; Right of Setoff**.
4. **Audits**. At any reasonable time upon reasonable notice to you, you shall allow auditors, including our auditors, any Association or any third party we designate, Processor or the applicable Association, to review the files held and the procedures followed by you at any or all of your offices or places of business. Any such audit shall be at our expense unless it is required by Processor or by an Association. You will assist such auditors as may be necessary for them to complete their audit and will cooperate where necessary and appropriate.
5. **Data Security and Privacy**. You agree to comply, and to cause third parties acting as your agent ("Agents") to comply, with the Operating Regulations, the Payment Card Industry Data Security Standards ("PCI-DSS"), the VISA Cardholder Information Security Program ("CISP"), the MasterCard Site Data Protection Program("SDP"), and (where applicable), the PCI Security Standards Council, Visa, and MasterCard PA-DSS ("Payment Application Data Security Standards") (collectively, the "Security Guidelines"). You may review the VISA, MasterCard, and Discover websites for a copy of the Visa, MasterCard and Discover regulations. You will comply with the Card acceptance and website requirements set forth in the Operating Regulations. Without limiting the foregoing, you agree that you will fully comply with any and all anti-money laundering laws and regulations, including but not limited to the Bank Secrecy Act, the US Treasury's Office of foreign Assets control ("OFAC") and the Federal Trade Commission. For purposes of this section, Agents include, but are not limited to, your software providers and/or equipment providers. You represent that you do not have access to Card information (such as the Cardholder's account number, expiration date, and CVV2) and will not request access to such Card information from us. In the event that you receive such Card or other personal information of your customers in connection with the processing services provided under this Agreement, you agree that you will not use it for any fraudulent purpose or in violation of any Card Organization Rules, including but not limited to PCI-DSS or Applicable Laws. If at any time Sub-merchant believes that customer personal information has been compromised, you must notify us promptly and assist in providing notification to the proper parties. You must ensure your compliance and compliance by any third-party service provider utilized by you, with all security standards and guidelines that are applicable to you and published from time to time. We will not be responsible for unauthorized use or access to customer's personal information or financial data by you, your employees, or any other party associated with you, except to the extent such use or access is due to our fault or negligence. If any Card Organization requires an audit of you due to a data security compromise event or suspected event, you agree to cooperate with such audit. You may not use any Card information other than for the sole purpose of completing the transaction authorized by the customer for which the information was provided to you, or as specifically allowed by Card Organization Rules, Operating Regulations, or as required by law.
6. **Modification of this Agreement or the Services**. We may from time to time without prior notice amend or modify this Agreement or the Services and Website, including without limitation a change

to the pricing, terms or products offered; provided, however, if we modify the Services in a manner that would, in your sole discretion, significantly adversely affect your use thereof, we will provide at least 30 days' prior notice to us of any such modification. Such notice may be made by means of email or a posting on the Website. Your continued use of the Services following notification of any change or amendment to this Agreement, or the Services shall be evidence of your consent and agreement to the modification and/or amendment. Posting notice of any modification or amendment on the Website shall be deemed adequate notification.

7. **Fees**. You shall pay the fees as described in and in the amounts set forth in Exhibit A to the License Agreement. Your customers may be required to pay fees in order to make online Payments, if provided for in the enrollment documentation for the Services as set forth on the Website. You are responsible for disclosing all customer-paid fees to customers. If a dispute arises related to non-disclosure of customer-paid fees, you shall be liable to us for the full transaction amount including fees or charges for facilitating the payment of amounts due to you, as Provider may determine in your sole discretion. We reserve the right to modify and amend all fees payable for the Services upon ten days' notice to you.
8. **Limitation of Liability; Indemnification.** In addition to the Limitation of Liability provisions in the Agreement:

8.1. You agree to notify us in writing of any alleged breach by Processor of this Agreement, which notice will specifically detail such alleged breach, within thirty (30) days of the date on which the alleged breach first occurred. Failure to so provide notice shall be deemed an acceptance by you and a waiver of any and all rights to dispute such breach. You hereby authorize us to assert any such claim against Processor on your behalf, and to take all steps deemed necessary or appropriate in connection with such claim.

8.2. You are liable for all acts, omissions, Payor disputes, and other Payor customer service-related issues. Sub- merchant acknowledges that Processor may refuse to process transactions for it in Processor's reasonable discretion, and you agree that you, and not us, shall be responsible for resolving any issues, problems, or disputes with your customers.

ATTACHMENT A

PAYMENT PROCESSING

A. Sub-merchant agrees that it will take all steps necessary to assist Provider in complying with its obligations under the Operating Regulations and Applicable Laws related to the settlement of sales transactions, including but not limited to filing of quarterly or other reports required under the Operating Regulations and the payment of assessments, chargebacks and fees in connection with transactions processed under this Agreement.

The Associations make excerpts of their Operating Regulations available online, including via: https://www.mastercard.us/en-us/business/overview/support/rules.html; https://usa.visa.com/support/consumer/visa-rules.html; https://www.americanexpress.com/merchantopguide; https://www.discoverglobalnetwork.com/content/dam/discover/en_us/dgn/pdfs/MIT-Implementation-Guide.pdf.

Each applicable Association's complete Operating Regulations are incorporated by reference into this Agreement and will control with respect to any conflict in terms between this Agreement and such Operating Regulations. Sub-merchant will not discriminate against Cards or Issuers (e.g., limited acceptance options) except in full compliance with the Operating Regulations and will comply with all Operating Regulations, applicable laws, and regulations related to its business operations, PCI- DSS obligations, the use of an Association's marks, and each transaction acquired hereunder. Sub- merchant expressly agrees that it will accept Cards and protect, utilize, or restrict transaction data, including the magnetic stripe and CVV2, in accordance with the terms of this Agreement, applicable law or regulation, and the Operating Regulations and will cooperate with any audit requested by an Association until such audit is completed.

In addition to complying with each Association's obligations or prohibitions related to acceptance, disbursement, or resubmission of a transaction, Sub-merchant may not submit any illegal, fraudulent, or unauthorized transaction and shall only submit transactions for the sale of its own goods or services, and not any other person or company, and may not receive payment on behalf of or, unless authorized by law, redirect payments to any other party. Sub-merchant covenants that it is not a third-party beneficiary under any agreement with an Association, however, an Association may be a third-party beneficiary of this Agreement and shall have the rights, but not any obligation, necessary to fully enforce the terms of this Agreement against the Sub-merchant.

B. Sub-merchant will establish and maintain its Bank Account with a financial institution to credit the payments and fees Sub-merchant charges its customers. Sub-merchant authorizes Processor and Member Bank to initiate and make transfers to and from the Bank Account to effect the transactions contemplated by this Agreement ("Payments"). Any deficit in the Bank Account owing shall be paid by Sub-merchant into the Bank Account or directly to Provider to cover any deficit. Sub-merchant agrees to reimburse Provider, on demand, for any losses incurred as a result of insufficient funds in the Bank Account. Sub- merchant and Provider will mutually agree upon the provision of reporting and exchange of data as may be required by Provider to monitor and manage the activity relative to the Bank Account including any transfers to and from the Bank Account.

C. During the term of this Agreement and for no less than one year thereafter, Sub-merchant will maintain a positive balance in the Bank Account at all times sufficient to accommodate all funding required by this Agreement. If at any time a deficit balance exists in the

Bank Account, Provider shall give Sub-merchant written notice of such deficit and Sub-merchant shall have two (2) business days to cure such deficit and Provider reserves the right to require that Sub-merchant maintain a minimum balance in the Bank Account in an amount to be reasonably determined by Provider. Any fees, interest expenses or other expenses with respect to the Bank Account will be the sole responsibility of Sub-merchant and will be paid directly by Sub- merchant. If Processor or Provider incurs any fees, interest expenses or other expenses with respect to funding any deficit in the Bank Account, such amount shall be reimbursed by Sub-merchant, on demand by Provider, at Processor's standard Cost of Funds rate on Processor's Provider Price Schedule. Alternatively, if Provider has required the establishment of a Reserve Account, Provider may offset such amount against the Reserve Account in accordance with Section 8 of this Agreement.

D. Processor has established a partitioned credit limit for eCheck activity. Processor may limit Sub-merchant's eCheck activity under this Agreement if necessary to maintain such limit. Sub-merchant acknowledges and agrees that Provider may at any time determine to restrict the amount or type of transactions Provider or Processor is willing to accept based on standards established and administered by Processor in its sole discretion. Processor and/or Member Bank may reject any ACH entry ("Entry") which does not comply with the requirements of this Agreement, the NACHA Operating Regulations, Applicable Law or Member Bank's or Processor's requirements and specifications. Sub-merchant has no right to cancel or amend any Entry after its receipt by Processor or Member Bank. Sub-merchant is responsible for payment for an Entry even if the Entry is erroneous or is a duplicate Entry and regardless of whether Sub-merchant was the source of the error or duplicate Entry. Sub-merchant agrees not to initiate any Entry or other transaction in violation of Applicable Law.

E. The terms of this Attachment A do not modify Sub-merchant's due diligence obligations, including, without limitation, Sub-merchant's responsibility to satisfy all applicable anti-money laundering (AML) policies. Sub-merchant will ensure that each customer authorizes Processor to initiate credit and debit ACH entries to the customer's Bank Account.

F. Each time Sub-merchant transmits an Entry to Processor or Member Bank, Sub-merchant represents and warrants to Processor and Member Bank that:

(1) The Originator has authorized Sub-merchant to transmit Entries to Processor and Member Bank on behalf of Sub-merchant, in a manner that complies with the NACHA Operating Regulations, for processing and transmittal by Processor and Member Bank through the ACH system, which authorization has not been terminated and is in full force and effect, and Sub-merchant has agreed to make payment for any credit Entries originated and for any debit Entries returned by the RDFI;

(2) Sub-merchant agrees to be bound by the NACHA Operating Regulations and to not initiate transactions in violation of United States law, and agrees to assume the responsibilities and perform he obligations of an Originator under the NACHA Operating Regulations;

(3) Each Receiver of an Entry has authorized, in a manner that complies with the requirements of the Operating Regulations, Sub-merchant, or an agent of Sub-merchant, to initiate the Entry, and no such authorization has been revoked;

(4) Sub-merchant has no knowledge of the revocation of the Receiver's authorization or the termination of the agreement between the RDFI and the Receiver concerning the Entry; and\

(5) The Entry accurately reflects the entry data furnished to Sub-merchant and does not violate any agreement between Originator and Sub-merchant.

G. In the event the Sub-merchant accepts American Express, Sub-merchant agrees:

(1) To comply with, and accept Cards in accordance with, the terms of its Provider Merchant Agreement and the American Express Merchant Operating Guide, as such terms may be amended from time to time.

(2) That the American Express Merchant Operating Guide is incorporated by reference into the Provider Merchant Agreement. (available here: https://icm.aexp-

static.com/content/dam/gms/en_us/optblue/us-mog.pdf). Sub-merchant expressly authorizes payment facilitator to submit transactions to, and receive settlement from, American Express on behalf of the Sub-merchant.

(3) To American Express disclosures and consents necessary for (i) Provider to collect and disclose Transaction Data, Sub- merchant Data, and other information about the Sub-merchant to American Express; and (ii) American Express to use such information to perform its responsibilities in connection with the Program, promote the American Express Network, perform analytics and create reports, and for any other lawful business purposes, including commercial marketing communication purposes within the parameters of the Program Agreement, and important transactional or relationship communications from American Express.

(4) To provide a marketing opt-out mechanism for Sub-merchants. Such mechanism should contain a clear disclosure to Sub- merchant that opting-out of marketing messages will not preclude them from receiving important transactional or relationship communications from American Express.

(5) It may be converted from the Program to a direct Card acceptance relationship with American Express if and when it becomes a High CV Merchant in accordance with Section 10.5, "High CV Merchant Conversions".

(6) That, upon conversion, (i) the Sub-merchant will be bound by American Express' then-current Card Acceptance Agreement; and (ii) American Express will set pricing and other fees payable by the Sub-merchant for Card acceptance.

(7) It shall not assign to any third party any payments due to it under their respective Provider Merchant Agreement, and all indebtedness arising from Charges will be for bona fide sales of goods and services (or both) at its Establishments and free of liens, claims, and encumbrances other than ordinary sales taxes; provided, however, that the Sub-merchant may sell and assign future Transaction receivables to payment facilitator, its affiliated entities and/ or any other cash advance funding source that partners with payment facilitator or its affiliated entities, without consent of American Express.

(8) American Express is an intended third-party beneficiary of the rights, but not obligations, of the Provider Merchant Agreement and that American Express may directly enforce the terms of the Provider Merchant Agreement against the Sub-merchant.

(9) Sub-merchant may opt out of accepting Cards at any time without directly or indirectly affecting its rights to accept Other Payment Products.

(10) Provider has the right to terminate the Sub-merchant's right to accept Cards if it breaches any of the provisions in this Section or the American Express Merchant Operating Guide.

(11) Provider has the right to immediately terminate a Sub-merchant for cause or fraudulent or other activity, or upon American Express' request.

(12) To maintain refund policies for purchases on the Card must that are at least as favorable as its refund policy for purchases on any Other Payment Products, and the refund policy be disclosed to Cardmembers at the time of purchase and in compliance with Applicable Law.

- NOTE: American Express may use the information obtained in the Sub-merchant application at the time of setup to screen, communicate, and/or monitor Sub-merchant in connection with Card marketing and administrative purposes.

ATTACHMENT B

MERCHANT SERVICES AGREEMENT FOR SUB-MERCHANTS
(processing more than $1M in Visa or MasterCard in any 12 months)

MERCHANT SERVICES AGREEMENT FOR SUB-MERCHANTS

This MERCHANT SERVICES AGREEMENT FOR SUB-MERCHANTS ("Agreement") is made among WORLDPAY, LLC, having its principal office at 8500 Governors Hill Drive, Symmes Township, OH 45249-1384 and its designated Member Bank (collectively "Acquirer") and _____ ("Sub-merchant") in connection with the agreement between Sub-merchant and _____ ("Provider"). Acquirer will provide Sub-merchant with certain payment processing services ("Services") in accordance with the terms of this Agreement. In consideration of Sub-merchant's receipt of credit or debit card funded payments, and participation in programs affiliated with MasterCard International Inc. ("MasterCard"), VISA U.S.A. Inc. ("VISA"), Discover ("Discover"), and certain similar entities (collectively, "Associations"), Sub-merchant is required to comply with the Operating Regulations (defined below) as they pertain to applicable credit and debit card payments. In addition, if Sub-merchant meets certain requirements under the Operating Regulations or an Association or the Operating Regulations otherwise require, Sub-merchant may be required to enter into a direct relationship with an entity that is a member of the Associations. By executing this Agreement, Sub-merchant has fulfilled such requirement. However, Acquirer understands that Sub-merchant may have contracted with Provider to obtain certain processing services and that Provider may have agreed to be responsible to Sub-merchant for all or part of Sub-merchant's obligations contained herein.

NOW, THEREFORE, in consideration of the foregoing recitals and of the mutual promises contained herein, the parties agree as follows:

1. **Certain Sub-merchant Responsibilities.** Sub-merchant agrees to comply, and to cause third parties acting as Sub-merchant's agent ("Agents") to comply, with the Association's and other payment network's by-laws, operating regulations and/or all other rules, policies and procedures, including but not limited to the Payment Card Industry Data Security Standard, the VISA Cardholder Information Security Program, the MasterCard Site Data Protection Program, and any other program or requirement that may be published and/or mandated by the Associations or payment networks (collectively "Operating Regulations"). Sub-merchant may review the VISA, MasterCard, and Discover websites for a copy of the Visa, MasterCard and Discover regulations. The websites are: https://usa.visa.com/support/small-business/regulations-fees.html and http://www.mastercard.com/us/merchant/ and http://www.discovernetwork.com/merchants/. Sub-merchant also agrees to comply with all applicable state, federal, and local laws, rules, and regulations ("Laws"). Without limiting the foregoing, Sub-merchant agrees that it will fully comply with any and all anti-money laundering laws and regulations, including but not limited to the Bank Secrecy Act, the US Treasury's Office of Foreign Assets Control (OFAC) and the Federal Trade Commission. For purposes of this section, Agents include, but are not limited to, Sub-merchant's software providers and/or equipment providers.

   If appropriately indicated in Sub-merchant's agreement with Provider, Sub-merchant may be a limited-acceptance merchant, which means that Sub-merchant has elected to accept only certain Visa and MasterCard card types (i.e., consumer credit, consumer debit, and commercial cards) and must display appropriate signage to indicate the same. Acquirer has no obligation other than those expressly provided under the Operating Regulations and applicable law as they may relate to limited acceptance. Sub-merchant, and not Acquirer, will be solely responsible for the implementation of its decision for limited acceptance, including but not limited to policing the card type(s) accepted at the point of sale.

   Sub-merchant shall only complete sales transactions produced as the direct result of bona fide sales made by Sub-merchant to cardholders, and is expressly prohibited from presenting sales transactions which are produced as a result of sales made by any person or entity other than Sub-merchant, or for any purposes related to any illegal or prohibited activity, including but not limited to money-laundering or financing of terrorist activities.

   Sub-merchant may set a minimum transaction amount to accept a card that provides access to a credit account, under the following conditions: i) the minimum transaction amount does not differentiate between card issuers; ii) the minimum transaction amount does not differentiate between MasterCard, Visa, or any other acceptance brand; and iii) the minimum transaction amount does not exceed ten dollars (or any higher amount established by the Federal Reserve). Sub-merchant may set a maximum transaction amount to accept a card that provides access to a credit account, under the following conditions: Sub-merchant is a i) department, agency or instrumentality of the U.S. government; ii) corporation owned or controlled by the U.S. government; or iii) Sub-merchant whose primary business is reflected by one of the following MCCs: 8220, 8244, 8249 –Schools, Trade or Vocational; and the maximum transaction amount does not differentiate between MasterCard, Visa, or any other acceptance brand.

2. **Sub-merchant Prohibitions.** Sub-merchant must not i) require a cardholder to complete a postcard or similar device that includes the cardholder's account number, card expiration date, signature, or any other card account data in plain view when mailed, ii) add any tax to transactions, unless applicable law expressly requires that a Sub-merchant impose a tax (any tax amount, if allowed, must be included in the transaction amount and not collected separately), iii) request or use an account number for any purpose other than as payment for its goods or services, iv) disburse funds in the form of travelers checks if the sole purpose is to allow the cardholder to make a cash purchase of goods or services from Sub-merchant, v) disburse funds in the form of cash unless Sub-merchant is dispensing funds in the form of travelers checks, TravelMoney cards, or foreign currency (in such case, the transaction amount is limited to the value of the travelers checks, TravelMoney cards, or foreign currency, plus any commission or fee charged by the Sub-merchant), or Sub-merchant is participating in a cash back service, vi) submit any transaction receipt for a transaction that was previously charged back to the Acquirer and subsequently returned to Sub-merchant, irrespective of cardholder approval, vii) accept a Visa consumer credit card or commercial Visa product issued by a U.S. issuer to collect or refinance an existing debt, viii) accept a card to collect or refinance an existing debt that has been deemed uncollectable, or ix) submit a transaction that represents collection of a dishonored check. Sub-merchant further agrees that, under no circumstance, will Sub-merchant store cardholder data in violation of the Laws or the Operating Regulations including but not limited to the storage of track-2 data. Neither Sub-merchant nor its Agent shall retain or store magnetic-stripe data subsequent to the authorization of a sales transaction.

RESOLUTION

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON:

IN THE MATTER OF COUNTY FUNDS RE: TRANSFER OF FUNDS WITHIN CURRENT EXPENSE FUND NUMBER 0010, DEPARTMENT NUMBER 106

BE IT RESOLVED, by the Board of Benton County Commissioners, that funds shall be transferred as outlined in Exhibit "A", attached hereto; and

Dated this _____ day of _____, _____

_____
Chairman of the Board

_____
Member

_____
Member

Constituting the Board of County Commissioners
of Benton County, Washington.

Attest: _____
Clerk of the Board

cc: Dept., Auditor, File,

Prepared by: Delvin

EXHIBIT "A"

BENTON COUNTY LINE ITEM TRANSFER

Dept Name: Clerk

Dept Nbr: 106

Fund Name: Current expense

Fund Nbr: 0010

TRANSFER FROM:

TRANSFER TO:

BASE SUB (6 digit)	LINE ITEM (4 digit)	LINE ITEM NAME	AMOUNT	BASE SUB (6 digit)	LINE ITEM (4 digit)	LINE ITEM NAME	AMOUNT
5123170	51330	Legal Process Assistant II	$4,000	5123170	51925	Overtime	$4,000
TOTAL			$4,000	TOTAL			$4,000

Explanation:

Transfer funds to overtime so that line item is not over budget. This is for the 2021-2022 budget cycle.

Prepared by: Josie Delvin

Date: 13-Dec-2022

Approved ☐

Denied ☐

Date: _____

_____
Chairman

_____
Member

_____
Member

RESOLUTION

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON

IN THE MATTER OF ORGANIZATION OF BENTON COUNTY COMMISSIONERS FOR THE YEAR 2023; RESCINDING RESOLUTION 2022-024

NOW, THEREFORE, BE IT HEREBY RESOLVED that the following constitutes the organization of the Benton County Commissioners and staff for the Year 2023 effective upon execution of this resolution.

CHAIRMAN OF THE BOARD ..... Will McKay

CHAIRMAN PRO TEM ..... Jerome Delvin

COUNTY ADMINISTRATOR ..... Jerrod MacPherson

CLERK OF THE BOARD ..... Cami McKenzie
..... Marilu Flores, Alt.

BENTON COUNTY ENGINEER ..... Matt Rasmussen

BENTON COUNTY PEST BOARD SUPERINTENDENT ..... Frank Wolf

BENTON COUNTY PURCHASING AGENT ..... Robert Blain

BENTON COUNTY WSU EXTENSION DIRECTOR ..... Gwen-Alyn Hoheisel

ACCESSIBLE COMMUNITIES ADVISORY COMMITTEE ..... Brenda Chilton
..... Shyanne Palmus

BI-PIN ..... Jerrod MacPherson
Matt Rasmussen, Alt.

BENTON-FRANKLIN REGIONAL REVOLVING LOAN FUND BOARD ..... Will McKay
..... Jerome Delvin, Alt.

BEN FRANKLIN TRANSIT BOARD ..... Will McKay
..... Michael Alvarez, Alt.

BENTON CITY LIBRARY CAPITAL FACILITIES AREA BOARD ..... Jerome Delvin
..... Michael Alvarez
..... Will McKay

BENTON CLEAN AIR AUTHORITY ..... Will McKay
..... Jerome Delvin, Alt.

BENTON COUNTY EMERGENCY SERVICES BOARD.....Michael Alvarez
.....Matt Rasmussen, Alt.

BENTON COUNTY FINANCE COMMITTEE (rotate w/chair) ..... Will McKay

BENTON COUNTY HISTORICAL PRESERVATION COMMITTEE.....Shyanne Palmus

BENTON COUNTY LEOFF DISABILITY BOARD.....Michael Alvarez

BENTON-FRANKLIN COUNCIL OF GOVERNMENTS .....Michael Alvarez
..... Will McKay, Alt.

BENTON-FRANKLIN LAW LIBRARY BOARD.....Jerome Delvin

BI-COUNTY HEALTH BOARD .....Michael Alvarez
Jerome Delvin
Will McKay

COLUMBIA REGIONAL ECONOMIC DEVELOPMENT TRUST (CREDIT) ..... Will McKay

ENERGY COMMUNITIES ALLIANCE.....Jerome Delvin
.....Michael Alvarez
..... Adam Fyall, Alt.

GREATER COLUMBIA BEHAVIORAL HEALTH (ASO).....Michael Alvarez
Kyle Sullivan, Alt.

HANFORD ADVISORY BOARD .....Bob Suyama
..... Pam Larsen, Alt.

HANFORD AREA ECONOMIC INVESTMENT FUND COMMITTEE…. ..... Will McKay

HANFORD COMMUNITIES..... Governing Board – Jerome Delvin
.....Administrative Board – Adam Fyall

HOMELESS HOUSING..... Kyle Sullivan

HUMAN SERVICES ADMINISTRATOR..... Kyle Sullivan

METRO .....Michael Alvarez
.....Matt Rasmussen, Alt.

NATIONAL ASSOCIATION OF COUNTIES (NACo).....Jerome Delvin

PARK BOARD ..... Adam Fyall

PROSSER ECONOMIC DEVELOPMENT ASSOCIATION (ex-officio).....Michael Alvarez

SOLID WASTE ADVISORY COMMITTEE ..... Will McKay
Matt Mahoney, Alt.

cc: BOCC; Admin; website

TRI-CITIES RIVERSHORE ENHANCEMENT COMMITTEE (TREC)
..... Strategic Committee – Adam Fyall
..... Technical Committee – Shyanne Palmus

TRI-CITY REGIONAL CHAMBER OF COMMERCE (ex-officio) ..... Will McKay

TRI-CITY VISITOR & CONVENTION BUREAU..... Will McKay

TRI-COUNTY METROPOLITAN TRANSPORTATION.....Jerome Delvin
Will McKay, Alt.

TRIDEC..... Will McKay
Jerome Delvin, Alt.

WASHINGTON COUNTIES INSURANCE FUND.....Jerome Delvin
Carlee Nave, Alt.

WASHINGTON STATE ASSOCIATION OF COUNTIES (WSAC)
Legislative Steering Committee (LSC) TRANSPORTATION ASSOCIATION..Michael Alvarez
Board of Directors ..... Will McKay
..... Michael Alvarez, Alt.
Columbia River Caucus.....Jerome Delvin

WEST RICHLAND AREA CHAMBER OF COMMERCE.....Jerome Delvin

WORKFORCE DEVELOPMENT COUNCIL..... Will McKay
Michael Alverez, Alt.

YAKIMA FISH & WILDLIFE RECOVERY BOARD .....Michael Alvarez
Adam Fyall, Alt.

YAKIMA BASIN INTEGRATED PLAN.....Michael Alvarez
Adam Fyall, Alt.

Dated this _____ day of January 2023.

_____
Chairman

ATTEST:

_____
Chairman Pro-Tem

_____
Clerk of the Board

_____
Member
Constituting the Board of
Benton County Commissioners

cc: BOCC; Admin; website

RESOLUTION

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON:

IN THE MATTER OF COUNTY FUNDS RE: TRANSFER OF FUNDS WITHIN CURRENT EXPENSE FUND NUMBER 0010, DEPARTMENT NUMBER 115 TO 120.

BE IT RESOLVED, by the Board of Benton County Commissioners, that funds shall be transferred as outlined in Exhibit "A", attached hereto.

Dated this _____ day of _____, _____

_____
Chairman of the Board

_____
Member

_____
Member

Constituting the Board of County Commissioners
of Benton County, Washington.

Attest: _____
Clerk of the Board

cc: Dept., Auditor

Linda Ivey

EXHIBIT "A"

BENTON COUNTY LINE ITEM TRANSFER

Dept Name: Non-Departmental to Corrections Dept Nbr: 115 to 120

Fund Name: Current Expense Fund Nbr: 0010

TRANSFER FROM: 115 TRANSFER TO: 120

BASE SUB (6 digit)	LINE ITEM (4 digit)	LINE ITEM NAME	AMOUNT	BASE SUB (6 digit)	LINE ITEM (4 digit)	LINE ITEM NAME	AMOUNT
5116000	54931	Fenced Item Contingency	$425,000	5236100	54102	Contract Services	$425,000
TOTAL			$425,000	TOTAL			$425,000

Explanation:

2021/2022 budget: To allocate budget for Jail Medical contract services due to unbudgeted increase in medical contract services

Prepared by: Linda Ivey Date: 21-Dec-2022

Approved ❑ Denied ❑ Date: _____

_____
Chairman

_____
Member

_____
Member

RESOLUTION

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON:

IN THE MATTER OF COUNTY FUNDS RE: TRANSFER OF FUNDS WITHIN CAPITAL PROJECTS, FUND NUMBER 3050, DEPARTMENT NUMBER 000.

BE IT RESOLVED, by the Board of Benton County Commissioners, that funds shall be transferred as outlined in Exhibit "A", attached hereto.

Dated this _____ day of _____, _____

_____
Chairman of the Board

_____
Member

_____
Member

Constituting the Board of County Commissioners
of Benton County, Washington.

Attest: _____
Clerk of the Board

cc: Dept., Auditor

L. Ivey

EXHIBIT "A"

BENTON COUNTY LINE ITEM TRANSFER

Dept Name: | Dept Nbr: 000

Fund Name: Capital Projects | Fund Nbr: 3050

TRANSFER FROM: / TRANSFER TO:

BASE SUB (6 digit)	LINE ITEM (4 digit)	LINE ITEM NAME	AMOUNT	BASE SUB (6 digit)	LINE ITEM (4 digit)	LINE ITEM NAME	AMOUNT
5942000	54103	Professional Services	$1,150,000	5941300	56101	Land	$900,000
				5941300	56201	Building	$250,000
TOTAL			$1,150,000	TOTAL			$1,150,000

Explanation:

2023/2024 Budget: To appropriate budget for the purchase of City of Kennewick Property known as Fire Station 3, per Resolution 2022-979

Prepared by: Linda Ivey | Date: 20-Dec-2022

Approved ❑ | Denied ❑ | Date: _____

_____
Chairman

_____
Member

_____
Member

RESOLUTION

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON:

IN THE MATTER OF COUNTY FUNDS RE: TRANSFER OF FUNDS WITHIN CURRENT EXPENSE FUND NUMBER 0010, DEPARTMENT NUMBER 115 TO 126.

BE IT RESOLVED, by the Board of Benton County Commissioners, that funds shall be transferred as outlined in Exhibit "A", attached hereto.

Dated this _____ day of _____, _____

_____
Chairman of the Board

_____
Member

_____
Member

Constituting the Board of County Commissioners
of Benton County, Washington.

Attest: _____
Clerk of the Board

cc: Dept., Auditor

Linda Ivey

EXHIBIT "A"

BENTON COUNTY LINE ITEM TRANSFER

Dept Name: Non-Departmental to Parks Dept Nbr: 115 to 126

Fund Name: Current Expense Fund Nbr: 0010

TRANSFER FROM: 115 TRANSFER TO: 126

BASE SUB (6 digit)	LINE ITEM (4 digit)	LINE ITEM NAME	AMOUNT	BASE SUB (6 digit)	LINE ITEM (4 digit)	LINE ITEM NAME	AMOUNT
5116000	54931	Fenced Item Contingency	$4,000	5768000	54804	Repair Maintenance Other	$4,000
TOTAL			$4,000	TOTAL			$4,000

Explanation:

2021/2022 Budget :To allocate budget for Repairs & Maintenance for 2 light poles at Horse Heaven Rest Area.

Prepared by: Linda Ivey Date: 19-Dec-2022

Approved ❑ Denied ❑ Date: _____

_____
Chairman

_____
Member

_____
Member

COMMISSIONERS' AGENDA ACTION SHEET

Meeting Date:	1/10/2023
Subject:	Amendment I to Appraisers 2022-2024 CBA
Presenter:	
Prepared By:	C Nave
Reviewed By:	E Wyant, S Hallstrom

PA Review, Approval to Form: ☒ Yes ☐ No ☐ N/A *(If no, include reasoning for no approval)*

Type of Agenda Item:

- ☒ Consent Agenda
- ☐ Public Hearing
- ☐ Scheduled Business

Type of Action Needed: *(Multiple boxes can be checked, if necessary)*

- ☐ Discussion Only
- ☐ Decision / Direction
- ☐ Sign Letter / Document
- ☐ Pass Motion
- ☒ Pass Resolution
- ☐ Pass Ordinance
- ☒ Execute Contract

Summary / Background Information

After one negotiation session, the Benton County negotiating team has successfully negotiated the 2023 and 2024 wages and benefits openers for the 2022-2024 Agreement between Benton County and the Appraisers Union.

Fiscal Impact

No supplement required.

Recommendation

Recommend the Board of Benton County Commissioners sign the Resolution and Amendment I to the 2022-2024 Agreement between Benton County and Council 2, Local 2658B, representing Appraisers.

Suggested Motion

Approve as part of the consent agenda.

cc: HR, Auditor, Hallstrom, Assessor

Prepared by: C Nave

RESOLUTION

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON

IN THE MATTER OF AMENDMENT I TO THE 2022-2024 AGREEMENT BETWEEN BENTON COUNTY AND COUNCIL 2, LOCAL 2658B, WASHINGTON STATE COUNCIL OF COUNTY AND CITY EMPLOYEES, REPRESENTING APPRAISERS

WHEREAS, negotiators for Benton County have negotiated and reached an agreement with Council 2, Local 2658B, representing Appraisers, for Amendment I to the 2022-2024 Collective Bargaining Agreement, addressing wages and benefits for 2023 and 2024; **NOW THEREFORE**,

BE IT RESOLVED, the Benton County Commissioners approve Amendment I to the 2022-2024 Collective Bargaining Agreement between Benton County and Council 2, Local 2658B, Washington State Council of County and City Employees, representing Appraisers as negotiated and are authorized to sign the same; and

BE IT FURTHER RESOLVED, that the amendment is effective January 1, 2023, except as otherwise provided, and shall remain in effect until December 31, 2024.

Dated this_____ day of _____, 2023.

_____

Chairman of the Board

_____

Member

_____

Member

Constituting the Board of Commissioners

of Benton County, Washington

Attest.....

Clerk of the Board

cc: HR, Auditor, Hallstrom, Assessor

Prepared by: C Nave

AMENDMENT I
to

2022 - 2024 AGREEMENT
Between
BENTON COUNTY
And
COUNCIL 2, LOCAL 2658B

Washington State Council of County and City Employees,
AFSCME, AFL-CIO

Representing APPRAISERS

Benton County (Employer) and WSCCCE, AFSCME, AFL-CIO, Local 2658B, Council 2, (Union), hereby agree to amend the Collective Bargaining Agreement (CBA) in effect from January 1, 2022, through December 31, 2024, as follows:

1. Article 8.2 is hereby amended to read:

   2022: Effective January 1, the 2022 Salary Schedule will be increased by three percent (3%). The Salary Schedule is attached as Appendix A.

   2023: Effective January 1, 2023, or the first payroll cycle following ratification by all parties, whichever is later, the 2023 salary schedule will be adopted. Current employees will be placed at the same step in the new grade that they would otherwise be in on January 1, 2023. No anniversary dates will be changed.

   Effective January 1, 2023, the 2023 salary schedule will be increased by three percent as reflected in Appendix A as 2023a Salary Schedule.

   2024: Effective January 1, 2024, the salary schedule will be increased by three percent.

   ~~2023 and 2024: For 2023 and 2024, this agreement will be open for limited negotiations to determine any wage adjustments for the salary schedule.~~

   This calculation and process shall be determined and established by the Benton County Commissioner's Office.

2. Article 9.2 is hereby amended to read:

   The Employer will provide United Employees Benefit Trust (UEBT) Plan A6 (Composite) and Kaiser Options as the medical and hospital plans for medical insurance coverage available to all employees.

2022: Effective with the first payroll cycle following the date of the last signature affixed to the CBA, the Employer agrees to pay up to a maximum of One Thousand, One Hundred, Nineteen and 60/100 Dollars ($1,119.60) per month, as follows:

1. Employer agrees to divert Twenty-Five and 00/100 ($25.00) per month of its total monthly health and welfare contribution into the employees' VEBA account. This VEBA contribution is in exchange for a reduction in the Employer's monthling insurance contribution by Twenty-Five and 00/100 Dollars ($25.00) per month.

2. Employer agrees to pay the remaining contribution after the diverted amount first towards basic life insurance, dental, vision, and then medical coverage.

2023: Effective January 1, 2023, the Employer agrees to pay up to a maximum of $1,145.60 per month, as follows:

1. Employer agrees to divert $25.00 per month of its total benefits contribution into the employees' VEBA account.

2. The Employer agrees to apply the remaining $1,120.60 toward basic life insurance, dental, vision, and then medical coverage.

2024: Effective January 1, 2024, the Employer agrees to pay up to five percent based on the 2023 baseline of $1,145.60. Any increase over five percent will be borne by the Employee. In the event the premium is increased by ten percent or more, this agreement will be open for limited negotiations to determine any health and welfare adjustments. In the event the premium is reduced, the Employer will reduce their contribution by that amount.

~~2023 and 2024: For 2023 and 2024, this agreement will be open for limited negotiations to determine any health and welfare adjustments.~~

[THIS SECTION INTENTIONALLY LEFT BLANK]

3. Appendix A is hereby amended to read:

2023a SALARY SCHEDULE

2022-2024
Agreement by and between
Board of Benton County Commissioners
and
Local 2658, Council 2
American Federation of State, County and
Municipal Employees, AFL-CIO

COVERING APPRAISERS

GRADE	STEPS in $..... A	B	C	D	E	F	G	H	I
13	4994	5094	5272	5457	5648	5846	6051	6263	6482
12	4756	4851	5021	5197	5379	5567	5762	5964	6173
11	4530	4621	4783	4950	5123	5302	5488	5680	5879
10	4315	4401	4555	4714	4879	5050	5227	5410	5599
9	4109	4191	4338	4490	4647	4810	4978	5152	5332
8	3913	3991	4131	4276	4426	4581	4741	4907	5079

Appraiser /Auditor	13
Commercial Appraiser	13
Farm Appraiser	13
Residential Appraiser	11
Residential Appraiser Trainee	9

4. No other language in the CBA is amended or intended to be changed or modified.

5. Except as otherwise stipulated above, this Amendment is effective the last day affixed to this Amendment.

IN WITNESS WHEREOF, the parties have caused this Agreement to be signed by their duly constituted and legal representatives as follows:

BENTON COUNTY ASSESSOR

William Spencer

Date: 1-3-2023

WSCCCE, AFSCME, AFL/CIO
Local 2658, COUNCIL 2

Laura Hanson, Area Representative

Date: 12-29-2022

BOARD OF BENTON COUNTY COMMISSIONERS

Chair

Member

Member

Attest:

Clerk to the Board

Date: _____

Approved as to form:

Stephen Hallstrom
Deputy Prosecuting Attorney

COMMISSIONERS' AGENDA ACTION SHEET

Meeting Date:	1/10/2023
Subject:	Sheriff's Command Guild 2023-2025 CBA
Presenter:	
Prepared By:	C Nave
Reviewed By:	E Wyant

PA Review, Approval to Form: ☒ Yes ☐ No ☐ N/A *(If no, include reasoning for no approval)*

Type of Agenda Item:

- ☒ Consent Agenda
- ☐ Public Hearing
- ☐ Scheduled Business

Type of Action Needed: *(Multiple boxes can be checked, if necessary)*

- ☐ Discussion Only
- ☐ Decision / Direction
- ☐ Sign Letter / Document
- ☐ Pass Motion
- ☒ Pass Resolution
- ☐ Pass Ordinance
- ☒ Execute Contract

Summary / Background Information

After six negotiation sessions and several e-mail communications, the Benton County negotiating team has successfully negotiated the 2023-2025 Agreement between Benton County and the Corrections Command Guild. On December 20, 2022, the Board approved a motion accepting the tentative agreement effective January 1, 2023. The contract presented today reflects the tentative agreement as accepted by the Board on December 20, 2022.

Fiscal Impact

No supplement required

Recommendation

Recommend the Board of Benton County Commissioners sign the Resolution and the 2023-2025 Agreement between Benton County and the Sheriff's Command Guild.

Suggested Motion

Approve as part of the consent agenda

cc: HR, Auditor, Hallstrom, Sheriff

Prepared by: C Nave

RESOLUTION

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON

IN THE MATTER OF THE 2023-2025 AGREEMENT BETWEEN BENTON COUNTY AND THE SHERIFF'S COMMAND GUILD

WHEREAS, negotiators for Benton County have negotiated and reached an agreement with the Sheriff's Command Guild for the 2023-2025 Collective Bargaining Agreement; **NOW THEREFORE**,

BE IT RESOLVED, the Benton County Commissioners approve the 2023-2025 Collective Bargaining Agreement between Benton County and the Sheriff's Command Guild as negotiated and are authorized to sign the same; and

BE IT FURTHER RESOLVED, that the Collective Bargaining Agreement is effective January 1, 2023, except as otherwise provided, and shall remain in effect until December 31, 2025.

Dated this_____ day of _____, 2023.

_____

Chair of the Board

_____

Member

_____

Member

Constituting the Board of Commissioners

of Benton County, Washington

Attest.....

Clerk of the Board

cc: HR, Auditor, Hallstrom, Sheriff

Prepared by: C Nave

2023 – 2025 AGREEMENT

Between

BENTON COUNTY and the BENTON COUNTY SHERIFF'S OFFICE

And

The BENTON COUNTY SHERIFF'S COMMAND GUILD

Representing

COMMISSIONED PATROL COMMANDERS AND COMMUNITY SERVICES LIEUTENANTS

Cc: Benton County Sheriff's Command Guild
Prosecuting Attorney's Office
Sheriff's Office
Commissioners' Office
Human Resources
Payroll

TABLE OF CONTENTS

PREAMBLE 1
ARTICLE 1 – CONSIDERATION 1
ARTICLE 2 – CONDITIONS AND DURATION OF AGREEMENT 1
ARTICLE 3 – NEGOTIATIONS 1
ARTICLE 4 – SUBORDINATE TO STATUTES, ETC. 1
ARTICLE 5 – RECOGNITION 2
ARTICLE 6 – GUILD ACTIVITY 2
ARTICLE 7 – DISBURSEMENTS FROM SALARIES 3
ARTICLE 8 - MANAGEMENT RIGHTS 3
ARTICLE 9 – EMPLOYEE RIGHTS 5
ARTICLE 10 – GUILD SECURITY 6
ARTICLE 11 – NO STRIKE AND NO LOCKOUT 6
ARTICLE 12 – POLITICAL ACTIVITY 7
ARTICLE 13 – SAVINGS CLAUSE 7
ARTICLE 14 – ENTIRE AGREEMENT 7
ARTICLE 15 - VACATIONS 7
ARTICLE 16 - SICK LEAVE 8
ARTICLE 17-HOLIDAYS 10
ARTICLE 18 – PENSIONS AND RETIREMENT 11
ARTICLE 19 – MILITARY LEAVE, JURY DUTY 11
ARTICLE 20 - HOURS OF WORK 11
ARTICLE 21-GRIEVANCE PROCEDURE 12
ARTICLE 22 - TRAVEL 15
ARTICLE 23 - MEDICAL, HOSPITAL, AND LIFE INSURANCE 15
ARTICLE 24 – COMPENSABLE (ON-THE-JOB) INJURIES 16
ARTICLE 25 - USE OF DEADLY FORCE 17
ARTICLE 26 - WAGE RATES AND OTHER COMPENSATIONS 19
ARTICLE 27 – ABSENCE WITHOUT DULY AUTHORIZED LEAVE 20
ARTICLE 28 – NON-DISCRIMINATION 21
ARTICLE 29 – LEAVE SHARING 21

ARTICLE 30 – TERM OF AGREEMENT 22
ARTICLE 31 - OFF-DUTY/EXTRA-DUTY EMPLOYMENT 22
APPENDIX A – SALARY SCHEDULE 28

PREAMBLE

THIS AGREEMENT is entered into by and between Benton County and the Benton County Sheriff's Office, hereinafter referred to as County or Employer, and the Benton County Sheriff's Command Guild, representing all fully commissioned uniformed Commissioned Patrol Commanders and Community Services Lieutenants, herein after referred to as Guild.

ARTICLE 1 – CONSIDERATION

The consideration for this binding Agreement is the covenants mutually bargained and agreed to by the parties as expressed herein.

ARTICLE 2 – CONDITIONS AND DURATION OF AGREEMENT

This Agreement shall be in full force and effect for the period commencing on January 1, 2023, except as otherwise provided, and terminating on December 31, 2025. It is further understood and agreed that all expenditures or compensation to be paid employees in accordance with this Agreement must first meet the requirements and procedures required by law.

ARTICLE 3 – NEGOTIATIONS

3.1 Either party to this Agreement may select for itself such negotiator or negotiators for purposes of carrying on conferences and negotiations under the provisions of law, as such party may determine. No consent from either party shall be required in order to name such negotiator or negotiators.

3.2 Attendance at Bargaining: No more than two (2) employees shall be permitted to attend negotiating sessions with the County without loss of pay for the purpose of securing a Collective Bargaining Agreement renewal. Notice shall be given to the County at least twenty-four (24) hours in advance of the anticipated absence and, if the employee is scheduled to be on-duty at the time of the negotiating session, the employee shall obtain prior approval from the Sheriff or designee for the absence. The parties agree that the absence will not be approved if it will result in back-filling with another employee. The dates, times and places for these negotiating sessions shall be established by mutual consent between the parties.

3.3 The parties agree to commence negotiations for a successor collective bargaining agreement approximately five (5) months prior to the expiration date.

ARTICLE 4 – SUBORDINATE TO STATUTES, ETC.

4.1 This Agreement shall be subject and subordinate to statutes and the ordinances of the County, unless such ordinances or regulations are enacted *ex post facto* addressing the same issue that has already been negotiated by the parties and incorporated into this Agreement.

4.2 Upon written request by the Guild, the Employer will negotiate effects on wages, hours, and/or working conditions of Guild members that result from ordinances and/or regulations that are enacted after the execution of this Agreement, in accordance with the PECBA.

ARTICLE 5 – RECOGNITION

The County recognizes the Guild as the certified bargaining agent for the purposes of negotiating and establishing salaries, wages, hours and working conditions of employment for all fully commissioned uniformed Commissioned Patrol Commanders and Community Services Lieutenants, as defined in RCW 41.56.030(14), excluding the Sheriff, non-civil service appointments other than those referenced above, and all Civil Service positions.

ARTICLE 6 – GUILD ACTIVITY

6.1 No Guild meeting shall be held on County time unless the Sheriff or designee has given prior approval.

6.2 E-mail use: Use of the County's E-mail System:

A. The parties recognize that the County's E-mail system is the sole property of the County and that use of that system is currently governed by the Benton County Electronic Mail Policy.

B. Certified Guild Officers and/or Representatives may use the County's E-mail system to conduct Guild business for the limited purposes of:

i. Notifying Guild members of meetings and scheduling meetings (date, time, place and agenda); and

ii. Filing official correspondence with the County *(i.e.*, grievance documents, demand to bargain notices), which in the E-mail "subject" line will clearly be identified as such.

C. E-mail from the Guild to its members under this section may be read while on duty.

D. The parties recognize that misuse of the County's E-mail system is considered a violation of policy and the parties agree that any violation of this limited exception for the use of the County's E-mail system may result in discipline, up to and including termination.

6.3 From time-to-time, the Guild will certify to the County's Human Resources Manager or designee and the Sheriff or designee, an up-to-date list of Guild Officers and/or the Bargaining Team.

6.4 Information Requests: When the Guild or an employee represented by the Guild makes an information request related to a pending PECBA matter, grievance and/or ULP, the Employer will provide the information requested by the Guild or employee to the Guild or employee within PECBA time frames and applicable authority unless mutual agreement is reached to provide the information at a different time. The Employer shall not charge the Guild or employee when the cost of the information requested is less than twenty dollars ($20). The twenty dollars ($20) threshold will be based upon the County's usual and

customary public disclosure act fee and cost assessments. If the cost of the request is more than twenty dollars ($20) the Guild or employee may work with the County to reduce the information requested or the Guild or employee may choose to pay the actual cost for the information requested.

ARTICLE 7 – DISBURSEMENTS FROM SALARIES

Pay Day: The salaries and wages of employees shall be paid monthly, via direct deposit, not later than the fifth day of the month. Draw-pay provisions exist which permit partial payment at mid-month on request. Implementation of a different payroll date, including bi-monthly payroll, will be preceded by a thirty (30) day written notice to the Guild and the employees. Upon written request by the Guild, the Employer will negotiate the effects on wages, hours, and/or working conditions of Guild members.

The Employer shall have the right to implement a different payroll framework based on the implementation of a new payroll system when it becomes administratively possible for the Employer to do so. The Employer will provide thirty (30) days written notice to the Guild and affected employees of the date when the new payroll system will begin. Upon written request by the Guild, the Employer will negotiate the effects on wages, hours, and/or working conditions of Guild members.

ARTICLE 8 - MANAGEMENT RIGHTS

8.1 The Guild recognizes the prerogative of the Employer to operate and manage its affairs in all respects in accordance with its responsibilities, lawful powers and legal authority except as limited by the terms of this Agreement. All matters not expressly or clearly covered by the language of this Agreement or by state law shall be administered for the duration of this Agreement by the Employer as the Employer from time-to-time may determine the affairs and prerogatives of the Employer which the Employer shall decide and implement include, but are not limited to, the following matters:

A. The right to operate and manage all staff, facilities, and equipment.

B. The right to establish the mission, strategic direction, service levels, and resource requirements for all operations and services.

C. The right to establish and institute any and all lawful work rules, policies, and procedures, upon reasonable written notice to bargaining unit members and the Guild. The Employer has the right to develop, adopt, amend, administer, and enforce work rules, policies, and procedures that cover matters not specifically described in this Agreement, so long as such rules and policies have been bargained with the Guild to the extent required by the PECBA. Further, the Employer has the right to make changes to personnel rules and policies, so long as such rules and policies have been bargained with the Guild to the extent required by the PECBA. All employees shall abide by said changes. Written personnel rules, policies, and procedures will be distributed and provided to affected employees and to the Guild.

D. The right to schedule all work, and the methods and processes by which said work is to be performed in a manner most advantageous to the Employer and consistent with the requirements of the public interest.

E. The right to hire, transfer, discipline and discharge, lay off, recall, or promote employees.

F. The right to determine the need for additional training of employees (e.g., educational courses, training programs, on-the-job training, and/or class training) and to assign employees to such training for periods to be determined by the Employer.

G. The right to determine the size and composition of the work force and to assign employees to work locations.

H. The right to determine what law enforcement duties shall be performed by various Sheriff Personnel.

I. The parties understand duties assigned by the Sheriff or designee shall be performed when requested.

J. The right to take any and all types of actions as may be determined by Management to be necessary in the event of emergencies. The Employer shall determine whether or not an emergency exists. An emergency shall be a sudden or unexpected happening or situation that calls for action without delay.

K. The right to close, relocate, reorganize, combine, or eliminate an office, branch, operation, or facility.

L. The right to determine utilization of technology.

M. Employer shall not be held liable or responsible to the Guild, nor deemed to have defaulted under or breached this Agreement for failure or delay in fulfilling or performing any obligation under this Agreement when such failure or delay is caused by, due to, or as a result of, causes beyond the reasonable control of Employer, from causes beyond the reasonable control of Employer, including but not limited to pandemics or acts of God and/or related governmental shutdown: provided however, that the Employer shall use reasonable efforts to avoid or remove such causes of nonperformance, and shall continue performance hereunder with reasonable dispatch whenever such causes are removed. Employer shall provide the Guild with prompt written notice of any delay or failure to perform that occurs by reason of force majeure.

8.2 Nothing in this Agreement shall be interpreted to detract or circumscribe the trust placed in the elected officials, in this case, the Board of Benton County Commissioners and the Sheriff of Benton County, and the rights and obligations owed thereby to the electorate.

8.3 With respect to the Management Rights set forth in this Article, the Employer's failure to exercise any right, prerogative, or function shall not be considered a waiver of the Employer's right to exercise such right, prerogative, or function provided that doing so is not in conflict with the express provisions of this Agreement.

ARTICLE 9 – EMPLOYEE RIGHTS

9.1 An employee or the Guild President or designee shall have the right upon request to inspect a Guild-represented employee's personnel file in the presence of a department/office representative at a reasonable time during the work-day and said request shall be granted not later than two (2) days after the request. No material referring to the employee's performance shall be placed in the file without the employee's signature acknowledging receipt and the opportunity to attach their comments. A copy of any entry to their file will be given to the employee.

A. When a Guild-represented employee has not given written authorization for the Guild to access their personnel file, the Guild shall be provided access to such file to the extent provided by law.

B. A "personnel file" located in the Sheriff's Office shall be defined as any file pertaining to the bargaining unit member's employment status, work history, training, disciplinary records, or other personnel related matters relating to the officer. Certain portions of the personnel file may be exempt from public release under the Washington Public Records Act. Medical files shall be kept in a separate locked confidential file from the Employee's personnel file, but the Employee shall have access to that file during normal working hours.

C. The Employer will promptly notify an Employee upon receipt of a court order, subpoena, or a public disclosure request for information in the Employee's Sheriff's Office personnel file. The Employer will also provide at least seventy-two (72) hours' notice before releasing any requested documents, provided however, that in the event the County is required to respond to a subpoena or other court order in a time frame less than seventy-two (72) hours, it will provide prompt notice of its response date. The Employer will allow the Employee and the Guild the fullest possible opportunity to legally object to disclosures without delaying the Employer's legal requirements to disclose.

9.2 The off-duty activities of an employee shall not be cause for disciplinary action unless said activity is detrimental to the employee's work performance.

9.3 Bulletin Boards: The Employer agrees to furnish reasonable bulletin board space to be used by the Guild. The Guild agrees to maintain said bulletin board in a presentable condition. If the bulletin board fails to be maintained appropriately and becomes an eyesore, the County shall have the right to discontinue the availability of said Guild bulletin board.

9.4 Employees may report what they believe to be an unsafe or unhealthy working condition to Management for investigation.

9.5 Work Rules: Employees shall comply with all existing reasonable rules that are not in conflict with the express terms of this Agreement. The Sheriff will follow the existing and future Benton County Anti-Harassment policy, the Guild agrees to waive the right, if any, to bargain changes.

9.6 The County and the Sheriff recognize, under the terms of the Agreement, the rights of employees concerning freedom of political association, expression, and other rights contained in RCW 41.06.250 and further recognize the right of employees to be free from Employer requests or requirements of political association, expression and support contained in RCW 41.14.190.

ARTICLE 10 – GUILD SECURITY

10.1 Fee Processing: The Employer agrees to deduct and forward to the Guild, on a monthly basis, the amount of dues, initiation fee and/or transfer fee, designated by the Guild and certified by the Secretary of the Guild, from the wages of the employees who have authorized such deductions in writing. The Guild agrees to notify the Employer at least thirty (30) days in advance of any increase in Guild dues. The Guild agrees to indemnify and hold harmless the Employer from all claims stemming from the administration of this Article.

The County will make the Guild aware of any leave without pay, new employee, transferred employee, demoted, separated employee, promoted, or like circumstances affecting Guild membership numbers (or ability to pay dues).

10.2 EFT: If and when the County provides for electronic funds transfer (EFT) for Accounts Payable, then at the Guild's option the County will transmit dues by EFT to a Guild designated financial account.

10.3 Revocation: An employee make revoke their authorization for payroll deduction of payments to the Guild by written notice to the Employer. Every effort will be made to end the deduction effective on the first payroll, but not later than the second payroll, after the Employer's receipt of the employee's written notice.

10.4 Indemnification: The Guild agrees to indemnify and save the Employer harmless against any liability which may arise by reason of any action taken by the Employer to comply with the provisions of this Article, including reimbursement for any legal fees, costs and/or expenses incurred in connection with such action. The Employer will promptly notify the Guild in writing of any claim, demand, suit or other form of liability asserted against it relating to its implementation of this Article.

ARTICLE 11 – NO STRIKE AND NO LOCKOUT

11.1 Neither the Guild nor the employees shall cause, condone or participate in any strike or

work stoppage, slow-down or other interference with Employer functions by employees under this Agreement, and should same occur, the Guild agrees to take appropriate steps to end such interference.

11.2 County employees who engage in any of the above-referenced activities shall not be entitled to any pay and/or benefits during the period in which they are engaged in such activity. Employees covered by this Agreement who engaged in any of the foregoing actions shall be subject to disciplinary action as may be determined by the Employer, up to and including termination.

11.3 No lockouts of employees will be instituted by the Employer during the term of this Agreement.

11.4 The Employer may seek relief in Superior Court inclusive of injunctive relief and/or damages.

ARTICLE 12 – POLITICAL ACTIVITY

Employees of the Sheriff's Office subject to this Agreement shall be governed by the Revised Code of Washington.

ARTICLE 13 – SAVINGS CLAUSE

If any Article or Section of this Agreement or any addendum thereto should be held invalid by operation of law or by any court of competent jurisdiction, or if compliance with or enforcement of any Article or Section should be restrained by such court, the remainder of this Agreement and Addendum shall not be affected thereby. Upon the issuance of such a decision, the parties agree to immediately to negotiate a substitute, if possible, for the invalidated section or portion thereof.

ARTICLE 14 – ENTIRE AGREEMENT

The terms of this Agreement, including all Appendices, constitute the entire Agreement between the parties and no verbal statements shall supersede any of its provisions.

ARTICLE 15 - VACATIONS

15.1 The vacation accrual system for the bargaining unit will be at the following monthly rates depending on the employee's length of service with Benton County:

Years of Service	Working Hours Leave or Major Portion Thereof
1 through 5	10 hours
6 through 10	12 hours
11 through 15	15 hours
16 through 19	16.5 hours
20 and over	18 hours

15.2 Annual leave credit may be accumulated during the first six (6) months of regular full-time service with the County; however, said annual leave credit may not be used. During the

seventh month, or any subsequent month, annual leave may be allowed up to the limit of the amount earned. Annual leave credited for any month of service beyond the first six (6) months of service may be allowed during the month earned or any subsequent month. The employee must request and receive prior approval by the Employer before the employee can use accrued annual leave.

An employee is eligible to cash out thirty (30) or sixty (60) hours of vacation leave (at the employee's option), if the employee has used a minimum of sixty (60) hours of vacation leave since January 1st of the current calendar year, through November of that year. Employees with fifteen (15) or more years of service with the County may cash out thirty (30), sixty (60), or ninety (90) hours. This cash out will be paid in December, with the November payroll.

NOTE: Monthly accrual shall credit for the employee's use at the completion of a major portion of a month of continuous service. "Continuous service" shall include employees on paid leave status.

Employees with less than fifteen (15) years of service shall be allowed to accumulate accrued vacation up to a maximum of two hundred forty (240) hours. Employees with fifteen (15) or more years of service shall be allowed to accumulate accrued vacation up to a maximum of two hundred eighty (280) hours. Employees shall be expected to schedule vacations as necessary to maintain a balance within the above limitations.

Only regular full-time employees who have completed six (6) months of service or regular part-time employees who have completed one thousand forty (1,040) hours of service shall upon separation from Benton County for any reason, be allowed to cash out the employee's accumulated annual leave balance but not to exceed two hundred forty (240) hours.

15.3 Vacation time for employees will be arranged on such schedules which will least interfere with the functions of the Sheriff's Office. Vacation schedules may be sequential with employees' scheduled days off.

15.4 Prior to being hired, the Sheriff or designee may, with the approval of the Board of Commissioners, allow a lateral employee with six (6) or more years of prior law enforcement experience to start accruing vacation equivalent to an employee who has six (6) continuous years with the County, twelve (12) hours per month, after completing six (6) months of employment with the County.

ARTICLE 16 - SICK LEAVE

16.1 Eligibility for sick leave use shall begin after an employee completes one (1) month of continuous service, but earning credit shall start with date of employment, per the application of 49.46 RCW and authority interpreting same.

16.2 Regular full-time employees shall earn credit at the rate of eight (8) hours of sick leave with pay per month. Per the application of 49.46 RCW and authority interpreting same,

every January 1st all employee's maximum accrual of sick leave will be up to one thousand and forty (1,040) hours of sick leave as earned pursuant to the CBA. Monthly accrual shall credit to the employee's sick leave account at the completion of a major portion of a month of continuous service. "Continuous service" shall include employees on paid leave status.

16.3 Sick leave with pay may be used for the following reasons:

A. Per the application of 49.46 RCW and authority interpreting same.

B. Bereavement Leave: For death in the immediate family, forty (40) hours maximum per death, regardless of whether the deceased resided in the employee's household. For purposes of this section only, immediate family includes a child of any age. The bereavement leave must be used within six (6) months of the death; or

C. For death of a friend or relative not meeting the definition of immediate family in Section 16.4, eight (8) hours maximum per death, to be used on the day of the death, on the day of the funeral, or on the day of the memorial service.

When practical, sickness shall be reported to the Sheriff's Office at the beginning of any period of sick leave prior to the beginning work hour. Upon return to work the employee shall submit the appropriate leave request for the leave time. Any employee who is off work due to illness in excess of three (3) workdays or less if sick leave abuse is an issue as determined by the Employer may be required to provide a Health Care Provider's (HCP's) verification of the illness as well as their HCP's approval to return to work.

If the Sheriff's Office has reason to believe that an employee returning to work after the use of sick leave may be unfit for duty, then prior to being eligible to return to work, the employee may be required by the Sheriff's Office to provide an HCP's statement explaining that the employee is capable of performing all job duties contained in the job description and that the employee is capable of performing those duties at normal levels of efficiency, or otherwise indicating the employee's work restrictions.

16.4 "Immediate family" is defined per the application of 49.46 RCW and authority interpreting same.

16.5

A. Employees employed before January 1, 1994, will be paid for fifty percent (50%) of unused sick leave at voluntary termination or retirement into the employee's VEBA Trust Account.

B. Employees hired on or after January 1, 1994, who retire under the County's retirement program or who voluntarily resign, shall receive a lump sum payment to their VEBA Trust Account, equivalent to twenty-five percent (25%) of their unused sick leave up to eight hundred (800) hours. The hours above eight hundred (800) have no cash value. Such payment shall be limited to employees with five (5) or more years of service.

16.6 Family and Medical Leave. The County shall provide Family and Medical Leave to employees in accordance with the federal Family Medical Leave Act (FMLA), other applicable laws and regulations, and the Benton County Family and Medical Leave Policy (Benton County Resolution 09-503) or subsequent County replacement FM LA resolutions and policies that have been effects bargained with the Guild, if requested by the Guild. This Article does not modify the language in Article 24 - Compensable (On-The-Job) Injuries.

ARTICLE 17 - HOLIDAYS

17.1 The following are County recognized holidays with pay:

New Year's Day	January 1st
Martin Luther	3rd Monday in January
President's Day	3rd Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19th
Independence Day	July 4th
Labor Day	1st Monday in September
Veterans Day	November 11th
Thanksgiving Day	4th Thursday in November
Day immediately following Thanksgiving	
Christmas Eve	December 24th
Christmas Day	December 25th
One (1) Floating Holiday	At employee's choice and upon Supervisor's concurrence

17.2 Each employee is entitled to one (1) floating holiday per calendar year after six (6) months of employment. In order for the employee to use the one (1) floating holiday, the employee must give the Employer sufficient notice so that the Employer can properly plan for continuity of service. A floating holiday does not occur until it has been requested in writing and approved in writing by the Employer. A floating holiday shall be deemed approved if not denied in writing within five (5) calendar days of a written request. Employees may be granted the requested floating holiday off if minimum staffing requirements on a shift by shift basis are met as determined and at the discretion of the Employer. Such minimum staffing requirements shall be based upon the projected minimum staffing at the time of the written request. When such time off is workable it will be granted in order of seniority among those employees who so request the time off and will also depend on priorities of when employees request the time off. The floating holiday may be taken only in full and, if not scheduled for use or used by October 31st, it will be cashed out in the first pay period in December.

17.3 If a holiday falls on a Saturday, it shall be observed on the preceding Friday. If a holiday falls on a Sunday, it shall be observed on the following Monday.

ARTICLE 18 – PENSIONS AND RETIREMENT

Employees shall participate in the State Employees Retirement Plan as set forth in applicable statutes.

ARTICLE 19 – MILITARY LEAVE, JURY DUTY

19.1 Military Leave. Employees who are members of the Military Reserve or National Guard shall be granted leave for a period not exceeding twenty-one (21) work-days during each federal fiscal year beginning October 1st and ending the following September 30th. Such leave shall be granted in order that the person may report for active duty, when called, or take part in active training duty in such manner and at such time as they may be ordered to active duty or active training duty. During the period of military leave, the employee shall receive their regular County pay in addition to any military pay the employee receives. This provision shall be subject to applicable State and Federal laws.

19.2 Jury Duty. An employee receiving a summons to report for jury duty shall notify the Sheriff or designee within three (3) working days of receiving the summons. An employee shall be granted paid leave for attendance at jury duty. Each employee who performs jury duty shall be paid their regular County salary for each day the employee performs jury duty. If the employee receives compensation from the court for jury duty, the employee shall sign over to the County the compensation received from the court, except for mileage for the use of the employee's personal vehicle. This provision of turning over compensation received from the court does not apply to employees called to jury duty on their scheduled days off.

ARTICLE 20 - HOURS OF WORK

20.1 The workdays(s) and shift(s) will be determined by the Sheriff or designee. The normal workday consists of a twenty-four (24) hour period beginning at the start of the employee's work shift. An employee's work shift shall consist of eight (8), nine (9), ten (10), ten-forty (10:40) or twelve (12) consecutive hours.

20.2 The normal work week(s) will be determined by the Sheriff or designee.

20.3 The Sheriff or designee shall have the right to implement a work period consisting of a seven (7) day work period, fourteen (14) day work period and/or twenty-eight (28) day work period.

The Sheriff or designee shall have the right to implement, if deemed in the best interest of the Employer, an eight (8), nine (9), ten (10) ten-forty (10:40) or twelve (12) hour work shift.

20.4 Daily work shift hours will be established by the Sheriff or designee. Employees assigned to work an eight (8), nine (9), ten-forty (10:40), or ten (10) hour work shift will be allowed a thirty (30) minute paid lunch. Employees assigned to work a twelve (12) hour work shift will be allowed a forty-five (45) minute paid lunch. Employees are subject to call and

remain on duty during lunch time.

20.5 The Sheriff or designee has the right to assign employees to particular shifts.

A. Employees assigned twelve (12) hour work shifts will have a normal work schedule consisting of working thirteen (13) twelve-(12)-hour work shifts per twenty eight (28) day work period; and follow the section 20.7 below.

B. Employees assigned eight (8)-hour work shifts will have a normal work schedule of five (5) consecutive work shifts per seven (7) day work period.

C. Employees assigned nine (9) hour work shifts will have a normal work schedule of five (5) consecutive work shifts one (1) week and four (4) consecutive work shifts in the other week, per fourteen (14) day work period.

D. Employees assigned to ten-forty (10:40) shifts will work ten hour and forty-minute shifts, on a 28 day cycle, that repeats throughout the year. Three separate rotations will make up the 28 consecutive day cycle consisting of:
5 days on duty, 4 days off duty, followed by
5 days on duty, 4 days off duty, followed by
5 days on duty, 5 days off duty.

D. Employees assigned ten (10)-hour work shifts will have a normal work schedule of four (4) consecutive work shifts per seven (7) day work period.

20.6 The Sheriff's Office will make every reasonable effort to ensure that an employee will not work more than sixteen (16) hours consecutively unless deemed necessary by the Sheriff or designee.

20.7 The Sheriff's Office will make every reasonable effort to ensure that an employee receives at least fourteen (14) calendar days' notice of a change to an employee's regular work schedule, unless mutually agreed upon with the employee to be sooner.

ARTICLE 21 - GRIEVANCE PROCEDURE

21.1 Procedure.
Any dispute concerning the application, interpretation or enforcement of this Agreement shall be resolved in the following manner and sequence:

Step 1.
Within ten (10) working days immediately following the date the employee or Guild had or should have had knowledge of the grievance, whichever date is earlier, the employee or the Guild shall make a good faith attempt to resolve the dispute informally with the Sheriff or designee. The Sheriff or designee shall attempt to resolve the dispute within ten (10) working days of their discussion with the employee/Guild and provide a written response to the parties.

Step 2.
If the grievance remains unresolved, the Guild or the employee, but not both, may present the grievance, in writing, to the Sheriff or designee within ten (10) working days immediately following the Step 1 response. At this and each subsequent step of the grievance procedure, the written grievance shall include:
(a) a statement of the grievance and the factual allegations upon which it is based;
(b) the section(s) of this Agreement alleged to have been violated;
(c) the remedy sought;
(d) the name of the individual(s) submitting the grievance.

Following receipt of the grievance, the Sheriff or designee may schedule a meeting to discuss the dispute with the grieving party prior to making a written response. The Sheriff or designee shall respond to the grievance in writing within ten (10) working days following receipt of the grievance.

A grievance filed by the Employer against the Guild must be initiated at Step 2, in written form, to the Guild President, within ten (10) working days after the Employer knew or reasonably should have known of the event giving rise to the grievance. Following receipt of the grievance, the Guild President may schedule a meeting to discuss the dispute with the Employer prior to making a written response. The Guild President shall respond in writing to the Employer within ten (10) working days after receipt of the grievance.

Step 3.
If the grievance is not resolved at Step 2 above and if either party wishes to pursue the grievance further, that party shall submit the grievance to arbitration by written notice to the other party within ten (10) working days following receipt of the previous grievance step response.

A. Selection of Arbitrator.
The parties may mutually agree upon an arbitrator. If the parties cannot agree, the party seeking arbitration shall submit a written request to the Federal Mediation and Conciliation Service for a list of eleven (11) arbitrators. A copy of the grieving party's request shall be provided to the County's labor counsel. Upon receipt of the list, the parties shall meet or confer by telephone, and the non-grieving party shall elect to strike first or defer to the other party, and strikes shall thereafter be alternated until only one (1) name remains. The remaining name shall be the arbitrator.

B. Limitations, Scope, and Power of Arbitrator.
The arbitrator shall have no power to modify, add to or subtract from the terms of this Agreement and shall be confined to the application, interpretation, and/or enforcement of this Agreement. The arbitrator shall consider and decide only the issue(s) raised at Step 1 or Step 2, as determined by the Step where the grievance was first initiated.

In conducting the hearing, the arbitrator shall have the power to administer oaths, issue subpoenas, receive relevant evidence, compel the production of books and

papers relevant to the hearing, and question witnesses.

The arbitrator will retain jurisdiction of the grievance until such time as the award has been complied with in full.

C. Oral Closing Arguments/Written Closing Briefs.
Upon written mutual agreement of the parties, and at the conclusion of the evidentiary portion of the arbitration, the parties may agree to oral closing arguments in lieu of written closing briefs. If the parties mutually agree to oral closing arguments, the parties may also mutually agree, in writing to have the arbitrator issue an oral bench decision. The oral bench decision shall be recorded and transcribed by the parties as the formal record of the arbitration. The arbitrator shall issue the oral bench decision within a reasonable time after the conclusion of the arbitration but within at least two (2) hours of the conclusion of the arbitration hearing.

If the parties do not mutually agree to oral closing arguments in lieu of written closing briefs, each party has the option to submit a reply brief in response to other party's closing brief.

D. Attendance of Guild Representative and Witnesses.
The grievant and a Guild representative shall be permitted to attend meetings with the Employer, and hearings related to the grievance without loss of pay if such meetings and hearings occur during their respective duty periods. Employees who may be called as witnesses to the meetings and arbitration hearings shall also be permitted to testify at the hearings without loss of pay if the giving of testimony occurs during an employee's duty period. The names of any persons to be called as witnesses in the arbitration hearing shall, upon written request, be exchanged by the parties at least forty-eight (48) hours prior to the hearing.

E. Award/Damages/Expenses.
The arbitrator's decision shall be in writing and shall be submitted to the parties within thirty (30) calendar days following the close of the hearing. The arbitrator's decision shall be final and binding on the affected employee(s), the Guild, the Sheriff and the County, except that in the event that either party determines that the arbitration award was beyond the jurisdiction of the arbitrator, said award may be appealed to Superior Court. In the event such an appeal is taken, the arbitration award shall be implemented unless a stay of the award is granted by a court of competent jurisdiction.

Each party hereto shall pay the expenses of their own representatives, witnesses, and other costs associated with the presentation of their case, including their own attorney fees, as well as one-half (1/2) the expenses and fees of the arbitrator.

Either party may request that a stenographic record of the hearing be made. The party requesting such record shall bear the cost thereof, provided, however, if the other party requests a copy, such cost to prepare the stenographic record, including without limitation, hearing costs, shall be shared equally.

F. Summary Judgment.
For grievance arbitration matters the parties may agree to submit a summary judgment motion to the arbitrator. The arbitrator may decide the matter and issue on order based upon the summary judgment written record, if the written record shows that there is no genuine issue as to any material fact and the moving party is entitled to judgment as a matter of law, in which case, the arbitrator will issue a detailed written decision and order.

21.2 Time Limits.
All parties subject to these procedures shall be bound by the time limits contained herein. If the grieving party fails to respond or process the grievance within these time limits, the grievance shall be deemed waived and withdrawn with prejudice. If the non-grieving party, at any step, fails to respond within these time limits, the grievance shall advance to the next step. Upon mutual agreement, in writing, the parties may waive or adjust the time limits specified herein.

Each reference to "working days" in this Article means "regular County business day (Monday through Friday, not including holidays)."

ARTICLE 22 - TRAVEL

It is necessary that employees whose usual duty station is in the Kennewick area be assigned duty at times in the Prosser area. It is also necessary at times that employees whose usual duty station is in the Prosser area be assigned duty in the Kennewick area. The Sheriff's Office will exert its best efforts to equalize such assignments between the employees and, except in emergency situations, will provide transportation in County vehicles for such assignments. Any employee required to be away from their home overnight in the performance of their work shall receive reasonable meal and lodging expense from the Employer. Upon mutual agreement between the traveling employee and the Sheriff or designee, adjustment may be utilized for hours outside of regular duty hours.

ARTICLE 23 - MEDICAL, HOSPITAL, AND LIFE INSURANCE

23.1 Effective the first of the month following full execution of this Agreement and for the term of this Agreement, for all eligible regular full-time employees (regularly compensated for forty (40) or more hours per week) who were compensated for forty (40) or more hours in the preceding month, the County shall contribute ninety-five percent (95%) of the cost of premiums for Medical, Dental, Vision, Time Loss, and Life Insurance for the following plans and benefits:

A. United Employees Benefit Trust (UEBT) Medical Plan A6 (Composite);
B. UEBT D8 Dental Plan;
C. UEBT Vision 3 Plan;
D. UEBT TL2 Time Loss Plan; and
E. Standard Basic Life Insurance (Employee, Face Value $24,000.00).

During annual open enrollment, employees may select UEBT or Washington Counties Insurance Fund (WCIF) medical coverage; provided, however, Employer pays ninety-five percent (95%) of the cost of the premiums for the above benefits based on UEBT rates, regardless of whether the employee elects UEBT or WCIF coverage. For the term of this Agreement, employees shall contribute five percent (5%) to the cost of the above benefits, in addition to the full cost of any other additional coverage selected by the employee. Each month, employee contributions associated with this Article (Medical, Dental, Vision, Time Loss, and Life Insurance) shall be made by a pre-tax automatic payroll deduction from the employee's regular paycheck.

It is agreed that the above paragraph and this Agreement, when ratified by the Guild, constitute an agreement, by each employee represented by the Guild, to a monthly pre-tax automatic payroll deduction. For new employees and current employees not already enrolled, the County will provide the employee with a pre-tax enrollment form to be signed by the employee as provided in this Article of this Agreement.

Any additional amounts above the County's contribution necessary to pay insurance premiums shall be the sole responsibility of the employee and will be accomplished by payroll deduction.

23.2 For UEBT coverage, the employee is eligible if the employee is a regular full-time employee and had forty (40) compensable hours or more the previous calendar month. If the employee is a regular full-time employee and elects WCIF and is hired on the first of the month, coverage begins on the first of that month; if hired on the second through the thirty-first, coverage begins the first of the following month.

23.3 Except as otherwise required by law, the eligibility of an employee for insurance benefits terminates at the end of any month that the employee fails to meet the eligibility and enrollment requirements as set forth in this Agreement or the insurance provider's plan documents. If the employee has benefits with UEBT and had forty (40) or more compensable hours during the last calendar month of employment, coverage extends through the end of the month following termination. If the employee has WCIF benefits, coverage ends the last day of the calendar month in which employment terminated.

23.4 The Guild and/or the employees will indemnify and hold the Employer harmless from any and all claims made and against any and all suits instituted, against an insurance carrier regarding a disagreement with said carrier relating to a claim and/or coverage. Any and all disputes or disagreements and/or claims regarding insurance claims and/or coverage are not grievable by the Guild and the employees.

ARTICLE 24 – COMPENSABLE (ON-THE-JOB) INJURIES

An employee who suffers a compensable on-the-job injury resulting in their absence from work for fourteen (14) calendar days or more will be paid their regular County salary for the first three (3) work-days of such absence less any State compensation which may be applicable. An employee suffering a compensable on-the-job injury of less than fourteen (14) calendar days shall use their

paid leave for the first three (3) work-days of such absence less any state compensation which may be applicable. If the employee qualifies for time loss payments, the employee shall use their vacation or sick paid leave toward the regular wage difference between the time loss payments received and the employee's regular wage. The total of the two (2) payments shall not exceed the employee's regular wage for a normal work month. During the absence of such employee, said employee will be considered as being "on leave of absence-compensable injury" and as such the County will continue to pay its portion of the insurance premium contributions while the employee is supplementing their time loss payments with accumulated leave or while on an FMLA leave. The County will continue to pay its portion of the insurance premium contribution for the employee for three (3) months beyond exhaustion of paid leave. If the employee runs out of paid leave, then the employee will be responsible for paying the premiums as determined by the Employer. While on workers compensation, an employee's time loss pay will be administered through Human Resources; however, employees must on a weekly basis keep their supervisor informed about their status and prognosis for return to work. Time loss payments are not considered compensation, however, while an employee is on time loss, their sick and vacation will continue to accrue, and their anniversary date will not change.

If an employee on leave of absence-compensable injury is required to appear in court, that employee shall receive pay at their regular rate of pay for the actual time worked. Instead, said employee's time-loss payment and applicable leave-bank deductions shall be adjusted to reflect the court time worked by the employee.

ARTICLE 25 - USE OF DEADLY FORCE

Use of Deadly Force Situations: Any time an incident occurs involving a use of deadly force against a person, the following will apply:

1. When an Employee in the line of duty uses deadly force which results in the injury or death of a person, the Employee shall not be required to make a written or recorded statement for seventy-two (72) hours after the incident, except that immediately following the incident the Employee shall verbally report to the appropriate authority a brief public safety statement relating to any information necessary to preserve the immediate safety of the public and fellow officers.

2. The Sheriff's Office will conduct a thorough and competent internal investigation of the incident. All completed reports, video evidence, audio evidence and findings from this investigation will be made available to the Guild upon request prior to any interview of the involved employee or employees. In the event the Sheriff's Office or outside investigators must preserve a chain of custody for weapon or weapons utilized in the incident, the deputies will be immediately issued replacement weapons of the type seized unless it is clearly inappropriate to do so.

3. The Sheriff's Office will inform the employee involved in the incident that they have the right to be allowed access to any of the following as soon as possible and the employee shall be allowed to contact and or consult with:

i. Their spouse;
ii. Their personal attorney and/or the attorney's agents;
iv. Psychologists, psychotherapists, or ministers; and
v. Office approved peer support counselor.

Any discussions about the incident that the employee has with the above- mentioned personnel shall be confidential in line with RCW 5.60.060.

4. The Sheriff's Office will assign a properly trained interviewer to interview the employee in the internal investigation. The interviewer will be trained in the appropriate techniques for interviewing employees who have been involved in critical instances involving use of force. If there are multiple investigators assigned because of the concurrent investigations that are underway, the investigators will coordinate so that no more than two investigators will be primarily responsible for the interview. All attempts will be made to minimize the need for successive compelled interviews.

   The employee shall be allowed to consult with a Guild representative or attorney prior to being required to give any compelled oral or written statement about the use of force. The affected Employee may waive the requirement to wait seventy-two (72) hours.

   The interview of the employee involved in a critical situation will be done under circumstances intended to minimize the traumatic effect of the interview on the deputy.

   The employee will be given reasonable breaks and periods to prepare for the interview. If requested, and at the sole discretion of the Sheriff or designee, the interview may be postponed until the employee has been able to seek professional counseling.

5. At the request of the employee, or the option of the Sheriff's Office, the employee may be placed on paid administrative leave, and/or paid administrative duty and assigned to home or other administrative areas.

   When either the employee or the Sheriff's Office believes that the deputy should return to the deputy's regular assignment, at either the employee's, or the Sheriff's Office's option, a written request may be completed to return to regular or modified duties. If returning to modified duty, the employee will be encouraged and allowed full access to counselors without loss of pay or benefits to the employee until the employee returns to full duty.

6. This section shall not apply to a criminal investigation conducted by another law enforcement agency. This section shall not prevent informal inquiry following an event in the field that will be formally investigated in order to ascertain what occurred to the best of the involved officer's ability to recall, provided however, that the County shall only rely upon the involved officer's formal interview statements for all administrative purposes.

ARTICLE 26 - WAGE RATES AND OTHER COMPENSATIONS

26.1 Wage rates will be determined as follows:

Lieutenant: The base pay for the Lieutenant in this bargaining unit will be calculated based on the top step of a Lieutenant in the Benton County Deputy Sheriff's Guild (BCDSG) with a Bachelor's Degree and maximum longevity incentive, plus 75 hours of overtime annually.

Captain: Five percent (5%) over the Lieutenant as calculated above.

Commander: Five percent (5%) over the Captain.

It is the intent of the parties that the wage rates, as determined above, will remain at the same compression rates from the BCDSG. To that end, bargaining unit members will be entitled to retroactive pay for period the BCDSG is out of contract until ratification of successor contracts. Additionally, if the BCDSG receives any mid-term pay increases, the bargaining unit members covered by this contract will receive equivalent increases.

The calculation and process shall be determined and established by the Benton County Commissioners' Office.

26.2 The County will divert one hundred dollars ($100.00) of each employee's base monthly salary on a pre-tax basis to the employee's HRA VEBA account.

A. LEOFF retirement contributions are based on the salary schedule amount.

26.3 Effective the payroll cycle following the last signature on this agreement, the County will match the employee contribution up to two percent of the employee's base wage into the County sponsored International City/County Management Association (ICMA) 457 plans.

26.4 For 2023 only, unit members will receive the following payments, in addition to regular base pay, as follows:

Lieutenant: $1,100/month
Commander: $1,250/month

26.5 Hourly Rates: When any situation arises involving compensation based upon hourly rates, the employee's regular hourly rate of pay will be obtained by dividing the sum of the employee's base salary plus all other regular pay by one hundred seventy-three and one third (173-1/3). Medical contribution, uniform allowance and other allowances will not be considered in computing hourly rates.

26.6 Take Home Cars: Employees residing within a forty-three (43) mile radius and within Washington State of the Kennewick Sheriff's office may utilize their assigned patrol vehicle as a take-home vehicle for the duration of this Agreement.

26.7 Uniforms and Clothing Allowance:

1. Uniform issuance shall be quartermaster style as determined by the Sheriff or designee. It is the prerogative of the Sheriff or designee to set standards for uniform style, make-up, components, condition and appearance which employees will meet.

2. Uniform cleaning shall be provided in accordance with the determination of the Sheriff or designee. The Sheriff or designee will determine whether or not a uniform requires normal cleaning, dry-cleaning and/or repair due to soiling or damage occurring in the line of duty.

3. An extra, annual clothing allowance in the amount of Five Hundred Dollars ($500.00) shall be provided for plain clothes' appointed lieutenant, captain, and commanders for purchase of additional work clothing beyond standard issue uniforms as set by the Sheriff or designee.

26.8 Tuition Reimbursement: The County will assist an employee's furtherance of their formal education by partially reimbursing tuition paid for degrees up to and including a Bachelor's degree (BNBS). An employee must attend an accredited college or university (including online courses of study), and the program selected must be pre-approved by the Sheriff or designee. The amount to be reimbursed is limited to fifty percent (50%) of the tuition only, up to a maximum $1,000 per grading period, for successful completion of the grading period. Grades must be 2.0 or higher (or pass if a pass/fail course) for successful completion. The employee will pay the tuition up front and will be reimbursed upon successful completion of grading period; or if seeking a degree online, at the successful completion of each class using the following formula:

Divide the total number of credits for the degree by total tuition for the program to determine the cost per credit. The cost of one (1) credit is then multiplied by the number of credits in a class, which is the basis for reimbursement. (For online courses, the $1,000 limit applies to an on-campus semester/quarter equivalent number of classes.)

An employee receiving tuition reimbursement must commit in writing to complete one (1) year of service with the Sheriff's Office upon completion of program.

26.9 Unless specified otherwise in this Agreement, pay increases, whether by percentage cost of living provisions or by pay plan progression, are applicable only to employees who are employed by the Benton County Sheriff's Office in a position covered by this agreement on the date of the last signature affixed to this agreement.

ARTICLE 27 – ABSENCE WITHOUT DULY AUTHORIZED LEAVE

No leave of absence, whether with or without pay, shall be allowed unless authorized in advance. Absence not on duly authorized leave shall be treated as leave without pay and shall constitute grounds for disciplinary action inclusive of discharge. Unauthorized absences from duty for three (3) consecutively scheduled work-days will constitute a voluntary quit.

ARTICLE 28 – NON-DISCRIMINATION

The Employer and the Guild agree that they will not discriminate against any employee by reason of age, sex, marital status, sexual orientation, race, creed, religion, color, national origin, honorably discharged veteran or military status, disability, political affiliation, or any other protected status, unless based on a bona fide occupational qualification reasonably necessary to the normal operation of the Employer or the Guild.

No employee will be required to support or to make a contribution to a political party and/or candidate for political office.

ARTICLE 29 – LEAVE SHARING

29.1 The purpose of the program is to allow an employee to transfer any portion of their vacation leave, to another employee in need of such leave due to a family or medical emergency, or a lengthy illness or injuries, or a qualifying condition under the Family Medical Leave Act or the State Family Leave Act. Leave sharing shall be implemented as provided in this Article and the Benton County policy on Voluntary Transfer of Vacation Leave.

29.2 Policy: Leave sharing shall be implemented as follows:

A. The recipient employee shall exhaust all accrued paid leave, or shall be able to demonstrate that all accrued paid leave will soon be exhausted, before becoming eligible to receive any transferred vacation leave.

B. The transferring party must either:

1. Have used at least forty (40) hours of vacation leave in the previous twelve (12) months; or

2. Have no less than forty (40) hours of accrued paid leave after the transfer is completed.

C. All requests for transfer of vacation leave shall be submitted on a Voluntary Transfer of Vacation Leave form to the Sheriff or designee. Each request shall include:

1. The amount of vacation leave to be transferred;

2. The names, signatures, and departments (if applicable) of the employees requesting and receiving the transfer;

3. A statement that the receiving party has exhausted or will exhaust all accrued paid leave.

D. Approval of the transfer is at the discretion of the Sheriff or designee. If the transfer is approved, the Sheriff or designee shall sign the request and the request shall be

submitted to the Auditor's Office for processing, with a copy to the Human Resources Department and to the Guild President or designee.

E. The Employer shall be responsible for monitoring the use of the transferred leave and for keeping the appropriate records. This includes keeping a copy of the Voluntary Transfer of Vacation Leave Request form on file, monitoring and approving the amount of leave transferred and used, monitoring when transferred leave is exhausted, and monitoring when the transferee's need for leave ceases. To the extent possible, the Employer will deduct the time used evenly among the donors (*e.g.*, if eight (8) people donate ten (10) hours of leave each and the recipient takes one (1) day off, one (1) hour will be deducted from each donor.

F. In the event the transferred leave is no longer needed, or upon cessation of employment with the County by the receiving employee, any and all remaining transferred leave shall be returned, in equal portions if applicable, to the employee(s) who donated the leave.

G. Leave sharing shall not apply to probationary employees, if applicable.

H. Donation and return of vacation leave is based solely on the number of hours and not on the donating and/or receiving employee's wages.

ARTICLE 30 – TERM OF AGREEMENT

30.1 This Agreement is effective January 1, 2023, except as otherwise indicated in this Agreement, and shall remain in effect until the 31st day of December, 2025. Written notice of intent to modify this Agreement must be served by the requesting party on the other party in accordance with the provisions of the Article pertaining to contract negotiations.

30.2 If the parties have not reached agreement pursuant to the provisions of the Article pertaining to contract negotiations, then either party may request a mediator from the Public Employment Relations Commission (PERC). The determination of the mediator from the PERC shall be advisory only and not binding on either party.

30.3 If the County agrees to a County medical benefit plan that is more favorable than that provided to the Guild for any other bargaining unit in the County, the County shall notify the Guild of such agreement and the Guild shall have the option to reopen Section 23 at that time.

ARTICLE 31 - OFF-DUTY/EXTRA-DUTY EMPLOYMENT

31.1 All off-duty and extra-duty law enforcement employment of Benton County Sheriff's Office personnel shall be authorized by the Sheriff or designee prior to such employment. Personnel must receive written permission to engage in off-duty employment before commencing the employment.

31.2 Written Notification and Approval.

A. Guild-represented employees desiring to be approved for off-duty employment not sponsored by the County or Sheriff's Office must submit a written request to the Sheriff or designee, with a copy to the Guild President or designee. The employee's written request will fully describe the nature of the work to be performed and the hours of work.

B. If off-duty employment held by an employee is found to interfere with Sheriff's Office operations, policies or image, the employee will be required to terminate such employment. The primary obligation and responsibility of an employee who accepts off-duty employment must be to the Sheriff's Office.

C. The Sheriff or designee shall approve or deny the employee's written request for off-duty employment within seven (7) calendar days of the request. A copy of the written permission or denial, via email or other written form, which will include reasons for any denial, shall be provided to the Guild President or designee at the time when permission is granted or denied.

31.3 Off-Duty Employment.

Employees may generally engage in off-duty employment. However, set forth below are criteria that, in the Sheriff's or designee's discretion, would constitute a basis either for denying a request for off-duty employment, or for rescinding approval of the off-duty employment, if the relevant information becomes available only after initial approval has been granted:

A. Utilization of vested police powers must not be a condition of employment for any off-duty position.

B. The work must not provide real or implied law enforcement service to the off-duty employer.

C. The work must not involve any misuse of the employee's law enforcement commission.

D. The work must not adversely affect the employee's work performance for the Sheriff's Office and must not adversely impact the image of the Sheriff's Office.

E. Hours of work for the off-duty employer must not conflict with an employee's assigned hours of duty for the Sheriff's Office or with the Safety Release provisions of the parties' collective bargaining agreement.

F. In the event police powers are required in an off-duty employment situation, employees shall abide by the policies and procedures of the Sheriff's Office.

G. Sheriff's Office equipment, identification, weapons, uniforms or vehicles must not be utilized for the off-duty employment.

H. Off-duty employment will be denied when it would present a conflict of interest between the duties for the secondary employer and the employee's duties as a law enforcement officer or as an employee of the Sheriff's Office. Examples of employment representing a conflict of interest include, but are not limited to, the following:

1. Personnel who work as a process server, repossessor or bill collector; towing of vehicles; or any other employment in which police authority might be used to collect money or merchandise for private purposes.

2. Work involving investigations for the private sector or any employment that might require the officer to have access to police information, files, records, or services as a condition of employment.

3. Employment using the Sheriff's Office equipment or property, including without limitation, uniforms, radios and/or patrol vehicles, in the performance of tasks.

4. Employment that assists (in any manner) the case preparation for the defense in any criminal action or for either side in any civil action or proceeding.

5. Work for a business or labor group that is on strike.

6. Work in occupations that are regulated by, or that must be licensed through, the Sheriff's Office or its civilian board.

I. Off-duty employment will not be approved in a lounge, tavern or nightclub setting where alcoholic beverages are served.

J. Off-duty employment outside the county limits of Benton County may be approved only with the approval of the chief law enforcement officer or designee in the jurisdiction where the off-duty job is located.

31.4 Extra-Duty Employment. Personnel may engage in extra-duty employment as follows:

A. Where a government, or not-for-profit entity (501(c) corporation), has a contract agreement with the Sheriff's Office for deputies in uniform who are able to exercise their police duties per Sheriff's Office policy and procedures.

B. In the event two or more police jurisdictions work the same extra-duty employment, (e.g., an event at the Toyota Center in Kennewick) Sheriff's Office supervisors or managers shall supervise Sheriff's Office employees. In the event a Sheriff's Office

supervisor is not assigned to a particular extra-duty assignment or shift, the OIC as designated by the Sheriff's Office will assume supervisory duties.

C. Types of extra-duty services that may be considered for contracting are as follows:

1. Traffic control and pedestrian safety
2. Crowd control
3. Security and protection for public authorities
4. Plain clothes assignments.

D. Vendors wishing to enter into a contract agreement shall make application through the Sheriff's Office for extra duty deputies. Upon approval of a vendor application by the Sheriff's Office, the "Guild" shall schedule the work.

E. Upon completion of the scheduled work, Guild members shall submit their respective requests for payment to the County. Payment shall be made-at the employee's overtime rate as eligible.

31.5 Secondary (Off-Duty/Extra-Duty) Employment Limitations.

1. In order to be eligible for secondary employment, personnel must be in good standing with the Sheriff's Office. Continued agency approval of secondary employment is contingent on such good standing.

2. Personnel who are on medical or other leave due to illness, temporary disability, or an on-duty injury, shall not be eligible to engage in extra-duty employment nor shall they engage in off-duty employment that is in conflict with their medical restrictions. Employees may continue to engage in off- duty employment that does not conflict with their medical restrictions, regardless of whether those restrictions temporarily prevent the employee from performing work for the Sheriff's Office.

3. Prior to obtaining secondary employment, personnel shall comply with the Sheriff's Office procedures contained herein for granting approval of off- duty or extra-duty employment. No employee who works a twelve (12) hour shift will be involved in any other paid activity during a scheduled work day, unless specifically approved by the Patrol Commander or Sheriff's designee.

4. Work hours for all secondary employment must be scheduled in a manner that does not conflict or interfere with the employee's performance of duty.

5. A Sheriff's Office employee engaged in any secondary employment is subject to call-out in case of emergency, and may be required to leave the off-duty or extra-duty employment in such situations.

31.6 Working Secondary (Off-Duty or Extra-Duty) Employment:

A. Requirements:

1. Employees must notify the duty Supervisor and SECOMM of the location and hours of the extra-duty job via the CAD terminal or other method.
2. Employees will use their normal radio call sign.
3. Employees will remain at the location of the extra-duty job, except in the event of a critical or emergency call for service or at the direction of a supervisor.
4. Employees will not accept gratuities or meals from the extra-duty/off-duty job employer and will follow rules of conduct as outlined in BCSO policy.
5. Employees shall perform extra duties that are requested by the extra-duty employer and approved by the Sheriff's Office.
7. Police/Citizen complaints related to extra-duty jobs will be handled by the Sheriff's Office according to BCSO policy.

B. Off-duty or extra-duty employment will not be approved when employees are requested to work given the following situations:

1. Any occupation of a menial nature, when in uniform or otherwise identified as a Deputy, which would tend to lower the dignity of the law enforcement service.
2. As a process server, bill collector, or any other employment that may require the use of police power for a private purpose.

C. Payment for extra-duty job assignment will be treated as per this Agreement as the County is the Employer.

IN WITNESS WHEREOF, the parties have caused this Agreement to be signed by their duly constituted and legal representatives, as follows:

BENTON COUNTY SHERIFF'S OFFICE

Thomas Croskrey, Sheriff

Date: 12-30-2022

BENTON COUNTY SHERIFF'S COMMAND GUILD

Daniel Thenell

Daniel E. Thenell, Representative

Date: 12-29-21

BENTON COUNTY COMMISSIONERS

Chair

Member

Member

Constituting the Board of
Benton County Commissioners

Attest:

Clerk of the Board

Date: _____

Approved as to form:

Stephen Hallstrom
Deputy Prosecuting Attorney

APPENDIX A – SALARY SCHEDULE

2023 SALARY SCHEDULE

Agreement by and between
Board of Benton County Commissioners
and
Benton County Sheriff's Command Guild

Title/Step	January 1, 2023
Lieutenant	12,550
Captain	13,177
Commander	13,836

COMMISSIONERS' AGENDA ACTION SHEET

Meeting Date:	1/10/2023
Subject:	Courthouse 2023-2025 CBA
Presenter:	
Prepared By:	C Nave
Reviewed By:	E Wyant, S Hallstrom

PA Review, Approval to Form: ☒ Yes ☐ No ☐ N/A *(If no, include reasoning for no approval)*

Type of Agenda Item:

- ☒ Consent Agenda
- ☐ Public Hearing
- ☐ Scheduled Business

Type of Action Needed: *(Multiple boxes can be checked, if necessary)*

- ☐ Discussion Only
- ☐ Decision / Direction
- ☐ Sign Letter / Document
- ☐ Pass Motion
- ☒ Pass Resolution
- ☐ Pass Ordinance
- ☒ Execute Contract

Summary / Background Information

After two negotiation sessions, the Benton County negotiating team has successfully negotiated a 2023-2025 Collective Bargaining Agreement between Benton County and the Courthouse Union.

Fiscal Impact

No supplement required.

Recommendation

Recommend the Board of Benton County Commissioners sign the Resolution and the 2023-2025 Agreement between Benton County and Council 2, Local 874HC, representing Courthouse employees.

Suggested Motion

Approve as part of the consent agenda.

cc: HR, Auditor, Hallstrom

Prepared by: C Nave

RESOLUTION

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON

IN THE MATTER OF THE 2023-2025 AGREEMENT BETWEEN BENTON COUNTY AND COUNCIL 2, LOCAL 874HC, WASHINGTON STATE COUNCIL OF COUNTY AND CITY EMPLOYEES, REPRESENTING COURTHOUSE EMPLOYEES

WHEREAS, negotiators for Benton County have negotiated and reached an agreement with Council 2, Local 874HC, representing Courthouse employees, for the 2023-2025 Collective Bargaining Agreement; **NOW THEREFORE**,

BE IT RESOLVED, the Benton County Commissioners approve the 2023-2025 Collective Bargaining Agreement between Benton County and Council 2, Local 874HC, Washington State Council of County and City Employees, representing Courthouse employees as negotiated and are authorized to sign the same; and

BE IT FURTHER RESOLVED, that the Agreement is effective January 1, 2023, except as otherwise provided, and shall remain in effect until December 31, 2025.

Dated this_____ day of _____, 2023.

_____

Chair of the Board

_____

Member

_____

Member

Constituting the Board of Commissioners

of Benton County, Washington

Attest.....

Clerk of the Board

cc: HR, Auditor, Hallstrom

Prepared by: C Nave

2023-2025 AGREEMENT

Between

BENTON COUNTY

and

LOCAL 874HC, COUNCIL 2
AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES, AFL-CIO

Representing COURTHOUSE EMPLOYEES

Original: Local 874HC
Benton County Commissioners
Benton County Prosecuting Attorney's Office

c: All affected Elected Officials
and Department Managers
County Administrator
Human Resources
Payroll

TABLE OF CONTENTS

PREAMBLE 1
ARTICLE 1 – TIMETABLE 1
ARTICLE 2 – RECOGNITION 1
ARTICLE 3 – SUBORDINATE TO STATUTES 1
ARTICLE 4 – EMPLOYEE RIGHTS 2
ARTICLE 5 – MANAGEMENT RIGHTS 3
ARTICLE 6 – NO STRIKE, LOCKOUT 5
ARTICLE 7 – HOURS OF WORK, OVERTIME 5
ARTICLE 8 – PAY PLAN PROCEDURES AND SALARY SCHEDULE 7
ARTICLE 9 – INSURANCE BENEFITS 10
ARTICLE 10 – HOLIDAYS 11
ARTICLE 11 – VACATIONS 12
ARTICLE 12 – SICK LEAVE 13
ARTICLE 13 – LEAVE SHARING 15
ARTICLE 14 – OTHER LEAVE 17
ARTICLE 15 – RETIREMENT 18
ARTICLE 16 – COMPENSABLE ON-THE-JOB INJURIES 18
ARTICLE 17 – DISCIPLINE 18
ARTICLE 18 – GRIEVANCE PROCEDURE 20
ARTICLE 19 – LAYOFF AND RECALL 25
ARTICLE 20 – TERM OF CONTRACT 25
ARTICLE 21 – ENTIRE AGREEMENT 26
ARTICLE 22 – SAVINGS CLAUSE 26
ARTICLE 23 – SENIORITY 26
ARTICLE 24 – DUES AND SECURITY 26
ARTICLE 25 – TYPES OF EMPLOYMENT 27
ARTICLE 26 – NEPOTISM RESTRICTIONS 28
ARTICLE 27 – NON-DISCRIMINATION 29
ARTICLE 28 – JURY DUTY, MILITARY LEAVE 29

ARTICLE 29 – PAYROLL PROVISIONS 29
ARTICLE 30 – EDUCATIONAL ASSISTANCE 30
ARTICLE 31 – UNION/EMPLOYER RELATIONS 30
ARTICLE 32 – VACANCIES, JOB POSTING 31
ARTICLE 33 – JOB DESCRIPTIONS 32
ARTICLE 34 – TRANSFERS AND TRAVEL 32
ARTICLE 35 – OUTSIDE EMPLOYMENT 34
APPENDIX A 36
APPENDIX A-1 37
APPENDIX B 38

PREAMBLE

This Agreement (or contract, collective bargaining agreement, or CBA) entered into by the County of Benton, hereinafter referred to as the Employer or the County, and Washington State Council of County and City Employees, Local 874 HC, affiliated with Council 2, American Federation of State, County and Municipal Employees, AFL-CIO, hereinafter referred to as the Union, has as its purpose the promotion of harmonious relations between the Employer and the Union, the establishment of an equitable and peaceful procedure for the resolution of differences and the establishment of rates of pay, hours of work and other conditions of employment.

ARTICLE 1 – TIMETABLE

1.1 The parties agree that this Collective Bargaining Agreement shall cover a time period from January 1, 2023, except as otherwise indicated herein, until December 31, 2025.

1.2 The parties agree that a target schedule for conferences and negotiations between the parties with respect to negotiations for a successor Collective Bargaining Agreement is as follows:

a. Submission of the Union's proposals in writing to the Employer by August 1st.

b. Submission of the Employer's response by September 1st.

c. Negotiations to begin as is mutually convenient for both parties.

d. The parties may mutually agree in writing to extend or shorten the timetable referenced hereinabove.

ARTICLE 2 – RECOGNITION

The Employer recognizes the Union as the exclusive bargaining agent for certain Benton County Employees as certified by the Public Employment Relations Commission. The Employer and the Union agree that the bargaining unit shall include all full-time and part-time employees for classifications in the following offices and departments: Assessor, Auditor, Clerk, Treasurer, clerical employees in the WSU Cooperative Extension Services; the Road Department; the Prosecuting Attorney; District Court, the Planning Department; the Information Technology Department; and, the Building Department; as listed in Appendix A-1. The unit shall exclude supervisors, elected officials, confidential employees, and all other classifications not listed in Appendix A-1.

ARTICLE 3 – SUBORDINATE TO STATUTES

This Agreement shall, in all respects whenever the same may be applicable herein, be subject and subordinate to the ordinances or resolutions of the Employer and shall further be subject and

subordinate to the statutes of the State of Washington, statues/code of the United States and applicable authority, including tribunals with jurisdiction.

It is understood and agreed by the parties that there shall be no ordinance or resolution adopted which shall modify or amend specific provisions of this contract.

ARTICLE 4 – EMPLOYEE RIGHTS

4.1 Personnel records: An employee shall have the right upon request to inspect their personnel file in the presence of an Elected Official or Department Manager or their designee at a reasonable time during the work day and said request shall be granted not later than one (1) day after the request. No material referring to the employee's competence shall be placed in the file without the employee's signature and the opportunity to attach their comments. A copy of any entry to their file will be given to the employee.

The Employer and the Union recognize that the employee's official personnel file relative to general personnel issues (*e.g.*, date of hire, personnel action forms, step increases, transfers, etc.), shall be kept and maintained in the Human Resources Department. The individual departments/offices shall keep and maintain employee personnel files regarding substantive issues such as disciplinary actions, performance evaluations, promotions, grievance documents, etc.

For purposes of this Agreement (including but not limited to this Section and Article 19.3, Layoff and Recall), "department" and "office" are defined as the Auditor's Offices; the Treasurer's Offices; the Clerk's Offices; the Assessor's Offices; Information Technology Department; Cooperative Extension Services; the Public Works Department; the Prosecuting Attorney's Offices; District Court; the Planning Department; the Building Department; and the Facilities and Parks Department. For purposes of this Agreement, "department" does not include smaller divisions within an office.

4.2 Either the Employer or employee may request a meeting to discuss a written evaluation to be placed in the employee's personnel file. The employee may be accompanied by a Union representative at such meeting or any other conference between the employee and management which deals with the employee's performance or conduct.

4.3 An employee shall have the right, subject to grievance time limitations, to challenge any material included in their personnel file through the grievance procedure as provided for in this Agreement.

4.4 The off-duty activities of an employee shall not be cause for disciplinary action unless said activity is detrimental to the employee's work performance.

4.5 Bulletin Boards: The Employer agrees to furnish reasonable bulletin board space to be used by the Union. The Union agrees to maintain said bulletin board in a presentable

condition. If the bulletin board fails to be maintained appropriately and becomes an eyesore, the Employer shall have the right to discontinue the availability of said Union bulletin board.

4.6 An employee has the right to hold Union office, seek Union assistance, file a grievance or use other benefits of this Agreement according to the terms set forth herein without reprisal, prejudice or discrimination.

4.7 Work Rules: Work rules and policies shall be uniformly applied. When existing work rules, policies or procedures are changed or new rules, policies or procedures established, an employee whose work assignment is affected shall be notified by circulating memorandum, and the new rule or procedure shall be posted prominently on appropriate bulletin boards prior to the effective date. Employees shall comply with all existing reasonable rules that are not in conflict with the express terms of this Agreement, provided the rules are uniformly applied and uniformly enforced. Any unresolved complaint as to the reasonableness of any new or existing rule, or any complaint involving discrimination in the application of new or existing rules shall be resolved through the grievance procedure.

4.8 Any employee who feels aggrieved by the unfair discrimination assertion or application of management rights may seek resolution through the grievance procedure.

4.9 The Employer, Union and the employees agree to make reasonable efforts to maintain a work environment free from harassment. Harassment by either someone in management, the Union (inclusive of shop stewards and officers) or an employee, such as unsolicited remarks; gestures; physical contact; verbal abuse or insults shall not be tolerated and can be remedied through the grievance procedure. Employees who engage in such conduct may be subject to disciplinary action.

4.10 Employees may be permitted to schedule contacts with the Human Resources Department to discuss non-personal, personnel matters during the work day without utilizing leave, subject to prior approval from the Employer, at a time which will least interfere with the functions of the office/department.

ARTICLE 5 – MANAGEMENT RIGHTS

5.1 The Union recognizes and agrees that the Employer has core management rights which the Employer has the unilateral right to decide and implement, from time to time, without negotiations about the decision(s) and the implementation thereof. The Employer will notify the Union of any such decision(s) if the decision(s) involve a change in working conditions. Following the notification, the Union shall have thirty (30) days to notify the Employer in writing if the Union chooses to negotiate the impact of the decision(s). All matters not expressly or clearly covered by the language of this Agreement shall be administered for the duration of this Agreement by the Employer as the Employer may

from time to time determine. The Union agrees that the Employer's core management rights include, but are not limited to:

A. The right to establish lawful work rules and procedures.

B. The right to schedule any and all work and overtime work and the methods and processes by which said work is to be performed in a manner most advantageous to the Employer and consistent with the requirements of the public interest.

C. The right to hire, transfer, layoff and promote employees as deemed necessary by the Employer in accordance with the terms of this Agreement.

D. The right to discipline, suspend or discharge an employee for just and sufficient cause as indicated in Article 17 (Discipline).

E. The right to make any and all determinations as to the size and composition of the work force and the right to make any and all assignments of employees to work locations and shifts.

F. The parties agree that incidental related duties connected with operations, not enumerated in job descriptions, shall nevertheless be performed by the employee when requested by the Employer.

G. The right to implement new and/or different work procedures to provide efficient and productive services to the public. Prior notice will be provided to affected employees.

H. The right to take any and all types of actions as may be determined by management to be necessary in the event of emergencies. The Employer shall determine whether or not an emergency exists. An emergency shall be a sudden or unexpected happening or situation that calls for action without delay.

I. The unilateral right to determine the budget at all times.

J. The right to close or liquidate an office, branch, operation, or facility or combination of facilities, or to relocate, reorganize, or combine the work of divisions, offices, branches, operations, or facilities.

K. Past Practice: The Employer reserves the right to change past practices based on applicable statutes, Superior Court rules, regulations and cases, administrative agency rules and regulations and/or revenue sources/contract requirements. If the Employer wishes to change such practices, the Employer shall provide notice to the Union. **The Union will be provided an opportunity to discuss and make recommendations during a thirty (30) day time frame, prior to the Employer**

implementing a change.

5.2 Nothing in this Agreement shall be interpreted to detract or circumscribe the trust placed in the officials, in this case, the Board of Benton County Commissioners (hereafter the Board) and the Elected Officials and/or Department Managers and the rights and obligations owed thereby to the electorate.

ARTICLE 6 – NO STRIKE, LOCKOUT

6.1 The Employer and the Union agree that the public interest requires the efficient and uninterrupted performance of all Employer services, and to this end, pledge their best efforts to avoid or eliminate any conduct contrary to this objective. Neither the Union nor the employee(s) shall cause, condone or participate in any strike or work stoppage, slow-down or other interference with Employer functions by employees under this Agreement, and should the same occur, the Union agrees to take appropriate steps to end such interference by Employer employees who engage in any of the above-referenced activities shall not be entitled to any pay and/or benefits during the period in which they are engaged in such activity. Employees covered by this Agreement who engaged in any of the foregoing actions shall be subject to appropriate disciplinary action as may be determined by the Employer. The determination as to whether disciplinary action shall be taken is one left to the sole discretion of the Employer.

6.2 The Employer agrees there will be no lockouts during the term of this agreement.

ARTICLE 7 – HOURS OF WORK, OVERTIME

7.1 The normal work day varies by department and job function. Adjustment in the regular working hours of the employees for the convenience of the County, the employees, and the public shall not be construed to be in conflict with this Agreement.

7.2 The normal work week consists of five eight-hour days, Monday through Friday.

a. In the event a nine-hour workday is implemented, the work week will begin at 12:00pm on Friday and end 168 hours later on the following Friday.

7.4 The Employer may change hours and days; Employer must provide five (5) working days notice of said change to the affected employee except in the event of an emergency.

7.5 In the event of an emergency as determined by the Employer, the Employer may change work day hours, work week days and/or the work month in accordance with the service demands required by an emergency.

7.6 Overtime: Overtime maybe required from time to time by the Employer. An employee will be entitled to overtime pay if the employee has worked in excess of forty (40) hours in the seven (7) day work period. Overtime will be compensated at the rate of time and one

half (1.5x).

Compensatory Time: No employee is entitled to accrue compensatory time. The employee may request to receive compensatory time off at the overtime rate; provided, however, if said compensatory time off would interfere with normal work requirements or the providing of public services as determined by the Employer, then the overtime shall be paid. No employee shall accumulate more than forty (40) hours of compensatory time at any time during the year. Compensatory time shall be taken at times mutually agreeable to the Employer and the employee. Compensatory time shall not be carried over from one calendar year to the next. If there is compensatory time left over at the end of a calendar year, it shall be paid to the employee. The Elected Official or Department Manager, or designee, may determine, at their discretion, that certain additional work opportunities (for example, evening public meetings) will be compensated only through compensatory time off (at the overtime rate) rather than overtime pay. Accumulated compensatory time shall be used before vacation leave is approved, except in those instances where this requirement would result in loss of accumulated vacation leave.

Any remaining compensatory time balances will be paid upon transfer to a new office/department, position, or at termination of employment, at the employee's then regular rate of pay.

7.7 Time Worked: Holidays, sick leave, vacation leave, and compensatory time shall be considered as time worked for purposes of calculating overtime.

7.8 Alternative/Extra Time: In the event that an employee is assigned to work beyond regular daily business hours, the Elected Official or Department Manager has the option to determine whether the Employer will provide the employee with an opportunity for alternative time or extra time off on a case-by-case basis, without regard to prior practices.

Alternative time is when the Employer permits the employee to take straight time off later in the same seven (7) day work period, to make up for time worked beyond normal work hours on any given day.

The Employer also has the option to add extra time off, on a straight time basis, to the vacation leave accrual of an employee who has been assigned to work beyond normal work hours on a given work day. This extra time off must be used within thirty (30) days of the day it is granted.

In all cases, if the additional hours worked results in more than forty (40) hours worked in the seven (7) day work period, the employee will be paid overtime or compensatory time in accordance with this Article (Hours of Work, Overtime).

ARTICLE 8 – PAY PLAN PROCEDURES AND SALARY SCHEDULE

8.1 A "new employee" is defined as a first time employee of Benton County or a prior Benton County employee with one (1) or more years separation from Benton County service.

8.2 Pay Plan Progression. An employee may advance on the pay plan by meeting the Employer's performance expectations as validated by an annual performance review. Performance reviews shall be concluded no later than thirty (30) days prior to each employee's anniversary date. An employee's progression from one step to the next is subject to the outcome of the performance review process and in accordance with the following provisions:

a. The Benton County pay plan consists of nine (9) steps to be referenced as Steps "A", "B", "C", "D", "E", "F", "G", "H", and "I". Implementation of pay steps will be provided on the first (1st) day of the month following either successful completion of the probationary period, or successful completion of the normal performance review period. Eligibility for each step will be subject to a written performance review establishing successful completion of the probationary or normal step period.

b. Entrance Pay Rate. Persons selected to fill vacant positions may be hired by the Elected Official or Department Manager at pay step A or B of the appropriate pay range for the classification in which they are hired. Persons selected may be paid at a pay step higher than Step B based on related experience, education and qualifications relating to the appropriate classifications subject to prior written determination and approval by the Board. Said determination and approval shall be final and binding on all parties.

If an employee begins at Step A, the employee shall remain at that step for a minimum of six (6) consecutive months or longer, depending on whether the Employer determines that probation should be extended before becoming eligible to move to the next step with said movement being subject to successful completion of the probationary period as confirmed in writing. Regular part-time employees must remain in Step A for a minimum of one thousand and forty (1,040) hours or more before an employee may move to the next step subject to the successful completion of their probationary period.

If an employee begins at Step B (or higher) of the pay plan, the employee shall remain in that step for a minimum of twelve (12) consecutive months before becoming eligible to move to the next step subject to successful completion of their one hundred and eighty (180) day probationary period (plus extended probationary period as determined by management when appropriate) as confirmed in writing and six (6) additional months of successful service. Regular part-time employees must remain in their beginning step for a minimum of two thousand and eighty

(2,080) hours or more before said employee is eligible to move to the next step. Eligibility for movement to the next step shall be subject to successful completion of their one thousand and forty (1,040) hour probationary period (plus extended probationary period as determined by management when appropriate) as confirmed in writing and one thousand and forty (1,040) hours of additional successful service.

c. Subsequent Pay Steps. In addition to successful job performance, in order to be eligible for subsequent steps from Step B to Step I, an employee shall serve a minimum of twelve (12) consecutive months within a step, or two thousand and eighty (2,080) hours for regular part-time employees, before becoming eligible to move to the next step. An employee may be denied advancement for unsatisfactory performance until and unless the employee's performance improves to the satisfaction of the Employer.

An employee may be denied continuation in any Step by reason of unsatisfactory performance or failure to maintain satisfactory service and will not be eligible for further consideration for advancement for a period of up to twelve (12) months from the date of denial. In order for the employee to be re-considered for advancement, the employee must demonstrate satisfactory performance for a period sufficient to show sustained performance. Such action is to insure an employee is paid at their level of performance, and is not intended to be disciplinary.

Once an employee has reached Step I, in order for an employee to continue to be eligible for Step I, the employee will be subject to annual written performance appraisals which must reflect satisfactory service in order to continue in Step I. If an employee fails to maintain a satisfactory service rating, the employee may be returned to Step H for up to twelve (12) months. In order for the employee to return to Step I, the employee must demonstrate satisfactory performance for a period sufficient to justify the return to Step I. Such action is to insure an employee is paid at their level of performance, and is not intended to be disciplinary.

d. The above provisions relate to only the horizontal progression through the pay plan (*i.e.*, movement from Step A to Step B to Step C, etc.) and does not imply or mean vertical progression through the pay plan from Grade 1 to 2 to 3, etc. There is no vertical progression through the pay plan.

8.3 Promotion. Promotions are subject to the determination of the applicable Elected Official or Department Manager. A promotion is defined as an incumbent employee being hired into a classification two (2) or more grades higher than the employee's current classification. When promoted, the employee will be placed at the step that gives the employee no less than a five percent (5%) salary increase (best fit to five percent (5%)) or will be placed at the "A" step of the new classification, whichever is greater. The employee is given a new anniversary date commensurate with the date of the promotion. If an employee is hired into a classification one grade higher than the employee's current

position, the employee is placed in the same step of the new position's grade, and the employee is given a new anniversary date commensurate with the date of the new assignment. An employee placed at an A step is eligible for a step increase in six (6) months from the new anniversary date.

8.4 Demotion. The movement of a bargaining unit employee from one grade to a lower grade (*e.g.*, Grade 5 to Grade 4). demotion may be voluntary or involuntary. Employees so demoted shall move to the step in the lower pay grade that results in the smallest decrease in pay, except when demotion is associated with disciplinary action. If the resulting pay decrease is less than two percent (2%) per month, then the current anniversary date will remain unchanged; otherwise, the employee will be given a new anniversary date.

8.5 Lateral Transfer. A lateral transfer is movement from one position to another position within the same pay grade (*i.e.*, Grade 4 to Grade 4). Any employee so transferred will maintain pay step within grade and their anniversary date will remain unchanged.

8.6 Out of Class Pay. Employees temporarily assigned to a position at a lower pay grade will remain at their current rate of pay for the duration of the temporary assignment. Employees temporarily assigned to a position at a higher pay grade for more than one calendar week will be paid at the step in the higher grade that affords them an increase for the duration of the temporary assignment, provided that the employee assumes the full duties of the higher classification position. Offers for temporary assignment will be made in writing with a begin and end date at least 24 hours before the start of the assignment, except in emergency circumstances as determined by the Employer.

8.7 Effective January 1, 2023, the October 1, 2022 salary schedule will be increased by three percent. This calculation and process shall be determined and established by the Benton County Commissioners' Office.

Effective January 1, 2024, the 2023 salary schedule will be increased by three percent. This calculation and process shall be determined and established by the Benton County Commissioners' Office.

Effective January 1, 2025, the 2024 salary schedule will be increased by two and one-half percent. This calculation and process shall be determined and established by the Benton County Commissioners' Office.

8.8 The Employer agrees to reduce the gross monthly salary by Eighty and No/100 Dollars ($80.00) per month and divert this amount to each employee's individual VEBA account.

8.9 Only those employees employed on the date of the last signature of this Agreement are eligible for a wage or benefit increase.

ARTICLE 9 – INSURANCE BENEFITS

9.1 The Employer gives employees the opportunity to participate in health, dental and vision insurance, and group life insurance plans that have been approved and accepted by the Board of Benton County Commissioners. Each employee must select one of each type plan, and the Employer will contribute the amounts stated below toward the employee's premium costs for the coverages selected. Employees may change their plan options annually during the Employer open enrollment period. All employees are required to participate in the Employer's designated life insurance plan. The Courthouse Union has elected to have Twenty-Four Thousand Dollars ($24,000) face value life insurance coverage.

The Employer contributions indicated below will be applied first toward employee life, vision, dental, and medical insurance. Any remaining balance will be applied toward dependent coverage or to the employee's HRA/VEBA account. Any additional amounts above the Employer's contribution necessary to pay medical, dental and vision insurance premiums shall be the sole responsibility of the employee and accomplished by payroll deduction.

9.2 Employer will provide the United Employees Benefit Trust (UEBT) Plan A6 Composite and Kaiser Options as the plans for medical and hospital coverage available to all employees.

a. Effective with the first payroll cycle following the date of the last signature below, the Employer agrees to contribute $1,145.60 per month towards medical, dental, vision, and life insurance coverage.

b. Effective January 1, 2024, the Employer agrees to pay up to five percent (5%) based on the 2023 baseline of $1,145.60. Any and all increases in UEBT premiums over the 2023 baseline in excess of five percent (5%) shall be borne one hundred percent (100%) by the employees. In the event the premium is reduced, the employer will reduce their contribution by that amount.

c. Effective January 1, 2025, the Employer agrees to pay up to five percent (5%) based on the 2024 baseline. Any and all increases in UEBT premiums over the 2024 baseline in excess of five percent (5%) shall be borne one hundred percent (100%) by the employees. In the event the premium is reduced, the employer will reduce their contribution by that amount.

9.3 For UEBT coverage, the employee is eligible if they are a regular full-time employee and was compensated forty (40) hours or more the previous calendar month. If the employee is a regular full-time employee and elects Kaiser (Washington Counties Insurance Fund or "WCIF") and is hired on the first of the month, coverage begins on the first of that month; if hired on the second through the thirty-first, coverage begins the first of the following

month. If the first falls on a weekend or holiday, and the employee reports to work on the first business day following, coverage is retroactive to the first of the month.

The eligibility of an employee for insurance benefits terminates at the end of any month that the employee fails to meet the above eligibility and enrollment requirements. If the employee has benefits with UEBT and was compensated at least forty (40) or more hours during the last calendar month of employment, coverage extends through the end of the month following termination. If the employee has WCIF benefits, coverage ends the last day of the month in which employment terminated.

9.4 If the insurance company or companies or applicable brokers/agents notifies the Employer of changes in the benefits structure, benefit level and/or premium level, the Employer will notify Union of said changes. If the changes are mandated on the Employer, then the Employer will so notify the Union and the parties will meet for informational purposes. Thereafter, the Employer shall implement the mandated changes. If the changes are not mandated and if there are options for changes, then the Employer will communicate with the Union to discuss these options and thereafter will implement the changes taking into consideration the interests of the Employer and the employees.

9.5 Union and/or the employees will indemnify and hold the Employer harmless from any and all claims made and against any and all suits instituted, against an insurance carrier regarding a disagreement with said carrier relating to a claim and/or coverage. Any and all disputes or disagreements and/or claims regarding insurance claims and/or coverage are not grievable by the Union and the employees.

.6 Any amounts which are in excess of the dollar amount contribution by the Employer, as set forth above, which are necessary to pay the premiums for the coverages will be the responsibility of the employees and will be carried out by payroll deduction.

ARTICLE 10 – HOLIDAYS

10.1 The following are holidays with pay:

New Year's Day	January 1st
Martin Luther King, Jr.'s Day	3rd Monday in January
Presidents Day	3rd Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19th
Independence Day	July 4th
Labor Day	1st Monday in September
Veterans Day	November 11th
Thanksgiving Day	4th Thursday in November
The Friday after Thanksgiving	
Christmas Eve	December 24th

Christmas Day December 25th

Holidays are based on an eight (8)-hour day and may only be taken in full.

The District Court and Superior Court Clerk's Offices must remain open December 24th. The Elected Official or Department Manager will determine an alternative date as a replacement day for the day before Christmas Day.

An employee will not receive holiday pay if the employee is absent on their last scheduled work day prior to or the first scheduled work day following the holiday if the absence is without pay due to insufficient accrued paid leave or if the employee is on a leave of absence without pay.

10.2 In addition, each employee is entitled to one (1) floating holiday per calendar year after six (6) months of employment (for part-time employees, one thousand and forty (1,040 hours). In order for the employee to use said floating holiday, the employee must give the Employer sufficient notice so that the Employer can properly plan for continuity of service. The floating holiday may be taken only in full.

10.3 If a holiday falls on a Saturday, it shall be observed on the preceding Friday. If a holiday falls on a Sunday, it shall be observed on the following Monday.

10.4 All work performed on a holiday (or, when the holiday falls on a Saturday or Sunday, on the observed day) shall be compensated at a rate of one and one-half (1.5x) times the employee's hourly rate in addition to eight (8) hours holiday pay. There is no pyramiding of overtime and one and one-half time (1.5x) holiday pay.

ARTICLE 11 – VACATIONS

11.1 Effective with the first payroll cycle following full execution of this Agreement, vacation leave with pay is earned at the following monthly rates depending on the employee's length of service with Benton County:

Years of Service	Hours per Month	Vacation Hours
1 through 05	10.00	120
6 through 10	12.00	144
11 through 15	15.00	180
16 through 19	16.50	198
20 and over	18.00	216

11.2 Vacation leave credit may be accumulated during the first six (6) months of regular full-

time service with the Employer; however, said vacation leave credit may not be used. During the seventh month, or any subsequent month, vacation leave may be allowed up to the limits of the amount earned. Vacation leave credited for any month of service beyond the first six (6) months of service may be allowed during the month earned or any subsequent month. The employee must request to use said accrued vacation leave, which request is subject to prior approval from the Employer. Vacation leave may be accumulated during the first one thousand and forty (1,040) hours of regular part-time service with the Employer; however, said vacation leave credit may not be used. After one thousand and forty (1,040) hours, vacation leave may be allowed up to the limits of the amount earned. Vacation leave credit for any month of service beyond the first one thousand and forty (1,040) hours of service may be allowed during the month earned or any subsequent month. The employee must request to use said accrued vacation leave, which request is subject to prior approval by the Employer.

Monthly accrual shall commence at the completion of a major portion of a month of continuous service.

11.3 Only regular full-time and regular part-time employees who have successfully completed six (6) months of service (for part-time employees, one thousand and forty (1,040 hours)) shall, upon separation from employment from Benton County for any reason, be compensated for accumulated vacation leave. Regular full-time and regular part-time employees hired prior to October 1, 1995, shall be compensated up to a maximum of two hundred and forty (240) hours of vacation leave; employees hired on or after October 1, 1995, shall not be entitled to accrue more than two hundred (200) hours of vacation leave at any time and shall, upon separation, be compensated up to a maximum of two hundred (200) hours of vacation leave.

11.4 The various supervisory personnel shall arrange vacation time for employees on such schedules which will least interfere with the functions of the department/office. The Employer will notify the union of any changes to vacation policies and or procedures, if any, prior to implementing the change.

11.5 An employee is eligible to cash out twenty (20) or forty (40) hours of vacation leave (at the employee's option) if the employee has used a minimum of eighty hours of vacation leave since December 1st of the previous calendar year, through November of the current calendar year. Employees with twenty (20) or more years of service with the Employer may cash out twenty (20), forty (40), or eighty (80) hours. This cash out will be paid in December, with the November payroll. Vacation donated under leave sharing will be included in the eighty (80) hours used to qualify for a cash out.

ARTICLE 12 – SICK LEAVE

12.1 Eligibility for sick leave use shall commence at the completion of a major portion of a month of continuous service.

Sick leave is provided to employees as prevention against loss of income from absence from work for medical reasons, including extended absence due to illness or injury. Employees are encouraged to accumulate sick leave pursuant to the application of RCW 49.46 and the authority interpreting same.

In accordance with the cooperative spirit of this agreement the Union and the Employer agree that they will work jointly to prevent misuse and/or abuse of sick leave. This means consultation with the appropriate Local President or designee in regard to a specific problem. The Union acknowledges, however, that abuse or misuse of sick leave is just cause for discipline.

12.2 Employees shall earn credit at the rate of eight (8) hours sick leave per month of continuous service (ninety-six (96) hours per year).

Every January 1st, employees can carryover a maximum of one thousand and forty (1,040) working hours of sick leave as earned pursuant to the CBA; provided, however, employees hired after October 1, 1995, may only be compensated upon separation from the Employer based on a maximum of eight hundred (800) hours subject to the provisions below. The hours between eight hundred (800) and one thousand and forty (1,040) have no cash value and may only be used for a catastrophic illness/injury.

12.3 Earned sick leave with pay may be taken for the following reasons:

a. Pursuant to the application of RCW 49.46 and authority interpreting same, or

b. Bereavement Leave: Death in the immediate family: five (5) days maximum per death, regardless of whether the deceased resided in the employee's household (for purposes of this section only, immediate family includes a child of any age); or

c. Death of a friend or relative, not immediate family: one (1) day maximum per death.

12.4 "Immediate family" is defined pursuant to the application of RCW 49.46 and authority interpreting same.

12.5 Sickness shall be reported to the department at the beginning of any period of sick leave prior to the beginning work hour. Upon return to work, if requested by the Elected Official or Department Manager, the employee shall submit a written statement to the office or department requesting approval for the leave so taken. Any employee who is off work due to illness in excess of five (5) work days, may be required to provide a qualified health care provider's verification of the illness as well as the qualified health care provider's approval to return to work.

Employees on sick leave in excess of five (5) work days are required to call their Elected

Official or Department Manager or designee weekly (every Monday between the hours of 8:00 a.m. and 10:00 a.m.) and are required to furnish progress reports of their health or illness condition, unless they are on designated Family Medical Leave with an established return to work date.

Prior to being eligible to return to work, the employee will be required to provide satisfactory evidence and if determined to be necessary by the Employer, may be required to provide a qualified health care provider's statement explaining that the employee is capable of performing those duties at normal levels of efficiency.

12.6 The Employer will allow employees to participate in an HRA VEBA Medical Reimbursement Plan for Public Employees in the Northwest ("VEBA"), subject to the provisions of this Agreement.

a. Employees currently employed prior to November 2, 1992, will be paid for fifty percent (50%) of unused sick leave at voluntary termination from Benton County, to their estate upon death, or retirement from Benton County, capped at one thousand forty (1,040) hours. For retirement, this payment will be to the employee's VEBA account.

b. Employees hired on or after November 2, 1992, who voluntarily terminate their employment with Benton County or regularly retire from employment with Benton County under the Employer retirement program, or upon death their estate, shall receive payment, into the employee's VEBA account, for twenty-five percent (25%) of their unused sick leave up to eight hundred (800 hours). Sick leave hours above eight hundred (800) have no cash out value. Such payment shall be limited to employees with five (5) or more years of service.

c. For employees with PERS I, the Employer will exclude from the VEBA the sum of unused sick leave accruals used by the Department of Retirement Systems in calculating the employee's average final compensation

12.7 Family and Medical Leave. The Employer provides Family and Medical Leave to employees to the extent provided by and in accordance with the Family and Medical Leave Act (FMLA), other applicable state and federal laws and regulations, and the Benton County Family and Medical Leave Policy (Benton County Resolution No. 09-503, or subsequent replacement resolutions and policies).

ARTICLE 13 – LEAVE SHARING

13.1 The purpose of the program is to allow an employee to transfer any portion of their vacation leave, as defined in this article, to another employee in need of such leave due to a family or medical emergency, or a lengthy illness or injuries, or a qualifying event/condition under state or federal law. Leave sharing shall be implemented as provided in this article. Current Employer policies shall control in the event of a conflict with Employer policy(ies) on

Voluntary Transfer of Vacation Leave.

13.2 Definitions: For purposes of this Article, vacation leave is defined as vacation leave only and does not include sick leave, compensatory time, or any other accrued paid leave time.

13.3 Policy: Leave sharing shall be implemented as follows:

a. The recipient employee shall exhaust all accrued paid leave, or shall be able to demonstrate that all accrued paid leave will soon be exhausted, before becoming eligible to receive any transferred vacation leave.

b. The transferring party must either:

i. Have taken at least forty (40) hours of annual leave in the previous twelve (12) months; or,

ii. Have no less than forty (40) hours of accrued paid leave after the transfer is completed.

c. All requests for transfer of annual leave shall be submitted on a Voluntary Transfer of Vacation Leave form to the Elected Official or Department Manager, or designee, for each party. Each request shall include:

i. The amount of vacation leave to be transferred;

ii. The names, signatures, and offices/departments of the employees requesting and receiving the transfer;

iii. A statement that the receiving party has exhausted or will exhaust all accrued paid leave.

d. Approval of the transfer is at the discretion of the applicable Elected Official or Department Manager, or designee. If the transfer is approved, the Elected Official(s) or Department Manager(s), or designee, shall sign the request and the request shall be submitted to the Auditor's Office for processing, with a copy to the Human Resources Department.

e. Each Elected Official or Department Manager, or designee, shall be responsible for monitoring the use of the transferred leave and for keeping the appropriate records. This includes keeping a copy of the Voluntary Transfer of Vacation Leave Request form on file, monitoring and approving the amount of leave transferred and used, monitoring when transferred leave is exhausted, and monitoring when the transferee's need for leave ceases. To the extent possible, the Elected Official or Department Manager, or designee, will deduct the time used evenly among the

donors (*e.g.* if eight (8) people donate ten (10) hours of leave each and the recipient takes one (1) day off, one (1) hour will be deducted from each donor.

f. An employee may accumulate no more than two hundred (200) hours of transferred leave at one time. An employee may remain eligible to receive transferred leave if necessary once the accumulated balance of transferred leave is less than two hundred (200) hours. In the event the transferred leave is no longer needed, or upon cessation of employment with the Employer by the receiving employee, any and all remaining transferred leave shall be returned, in equal portions if applicable, to the employee(s) who donated the leave. The return of unused leave share will be in quarter (1/4) hour increments only, with uneven amounts "rounded up or down" to the most appropriate hour.

g. Leave sharing shall not apply to probationary employees.

h. Donation and return of vacation leave is based solely on the number of hours and not on the donating and/or receiving employee's wages. Names of employees donating leave will be kept strictly confidential to the extent possible under applicable laws.

ARTICLE 14 – OTHER LEAVE

Leave of Absence Without Pay: An employee may be granted leave of absence without pay not to exceed three (3) months. An employee must request such leave of the Elected Official or Department Manager. The Personnel Action Form shall be used in applying for any leave and shall be properly filled out. Said document will be provided to the employee's immediate supervisor in a timely manner as determined by the Employer. Said Elected Official or Department Manager, or designee, may approve or disapprove said leave. Such leave requests shall be made thirty (30) days prior to the anticipated start of leave or as soon as practicable in the event of sickness. Prior to approval of such leave, the employee and Elected Official or Department Manager shall reach a mutually acceptable agreement with regard to the date of return and work position to which the employee will return.

While on a leave of absence without pay that is not FMLA leave, the Employer's insurance contribution ceases, and the employee is eligible for COBRA benefits. The employee's accrued sick leave will be frozen and the employee will not be able to use paid sick leave while on a leave of absence without pay. If the employee is on unpaid leave for a major portion of a month, vacation and sick leave do not accrue, and the employee's anniversary date will be adjusted accordingly.

No leave without pay will be granted to any employee until they have first utilized all vacation accruals, and in the case of absence related to but not covered by Article 12 (Sick Leave) below, all but three (3) days sick leave accrual. Such leave will not be granted for purposes of the employee gaining personal advantage or profit.

If the employer determines that there is a need for such information, the employee shall present

satisfactory evidence of capability of resuming job duties at proper levels of efficiency before returning to work. Such return will be subject to prior approval by the department manager or designee.

No leave of absence, whether with or without pay, shall be allowed unless authorized in advance. Absence not on duly authorized leave shall be treated as leave without pay and may be cause for disciplinary action. Unauthorized absences from duty for two (2) consecutive days shall constitute separation or termination from employment.

ARTICLE 15 – RETIREMENT

15.1 All eligible employees shall be covered by the Public Employees Retirement System in accordance with State statute.

15.2 The Employer shall maintain Social Security for the employees covered by this Agreement.

ARTICLE 16 – COMPENSABLE ON-THE-JOB INJURIES

An employee who suffers a compensable on-the-job injury resulting in their absence from work will be permitted to apply accumulated sick leave to the first three (3) workdays of the absence, less any state compensation that may be applicable. If the employee qualifies for time loss payments, their accumulated sick leave and/or vacation leave will apply toward the base wage difference between the time loss payment and their normal base wage. The total of the two (2) payments will not exceed the employee's normal wage for a normal workday. During the employee's absence, they will be listed as being "on leave of absence – compensable injury." While the employee is receiving workers' compensation pay for the majority of the month, the employee will not accrue vacation or sick leave, and the employee's anniversary date will be adjusted accordingly. While the employee has sick leave and/or vacation leave available, and/or while covered under the Family Medical Leave Act (FMLA), the Employer will continue to pay the Employer's contribution towards the employee's insurance premiums. If, however, the employee runs out of sick/vacation leave and FMLA leave, they will be eligible for COBRA benefits and the Employer's insurance contribution will cease. While on workers compensation, the employee's time loss pay will be administered by the Human Resources Department; however, the employee must keep their supervisor informed of their status and prognosis for return to work on a weekly basis, in addition to the regular updates provided to Human Resources.

ARTICLE 17 – DISCIPLINE

17.1 The Employer may discipline an employee for just cause, including, but not limited to:

a. Neglect of duty

b. Inefficiency

c. Insubordination

d. Incompetence

e. Insolence

f. Excessive tardiness (2 or more instances)

g. Excessive absenteeism (2 or more instances)

h. Conviction of a crime which may affect work performance

i. Malfeasance or misfeasance of job requirements

j. Misconduct

k. Violation of County and/or departmental rules and/or regulations.

l. Violation of No Strike clause

m. Conflict of interest-- off-duty activities versus job duties

n. Abuse of sick leave

o. Such other causes which normally serve as a basis for discipline in labor and personnel relations.

17.2 In order of increasing severity, the disciplinary actions which the Employer may take against an employee are as follows:

a. Verbal warning

b. Written reprimand

c. Suspension without pay

d. Demotion

e. Discharge or termination.

17.3 Employees have a right to Union representation of their choice during disciplinary actions.

17.4 The Employer may take any of the stated disciplinary actions at any time depending on the circumstances. The Employer is not restricted to taking disciplinary action by way of a progression from Step (A) through Step (E) referenced in Section 17.2 but rather the Employer may choose any one and/or combination of said disciplinary actions.

17.5 The Employer may immediately warn, reprimand, suspend without pay, demote and/or discharge or terminate an employee for cause. The specified charges shall be made available to the employee in writing not later than one (1) working day after the action became effective. The Union shall also be notified of these charges. At the Employer's discretion, the Employer may suspend an employee with pay or place an employee on paid administrative leave, pending the investigation of allegations of misconduct. Such suspension is not a disciplinary action and may not be appealed. If the Employer determines the charges are substantiated, appropriate disciplinary action may be taken. If the Employer

determines such charges are not substantiated, the employee will be restored to duty. If no disciplinary action results, documentation regarding the suspension with pay will only be placed in the personnel file for payroll and bookkeeping purposes.

In the event the Employer preliminarily believes that an employee may be suspended without pay or discharged/terminated, then the Employer will notify the employee and the Union representative of the charges and/or alleged misconduct(s) and potential discipline in writing. The employee will have up to ten (10) working days to provide a written response to the allegations, unless a shorter period of time is mutually agreed upon by the Employer and the Union. Following the conclusion of the Employer's investigation, or following receipt of the employee's written response, whichever is later, the Employer will hold a pre-disciplinary meeting to provide the employee and the Union representative an opportunity to respond to the allegations. The employee's attendance at the pre-disciplinary meeting is mandatory, unless the employee's absence from the meeting receives prior approval by the Employer. Thereafter, the Employer shall make a determination as to whether to proceed with disciplinary action.

The Employer will make a reasonable effort to ensure that the investigation and notice of a pre-disciplinary meeting occur within a reasonable amount of time. However, this process is dependent upon the complexity of the misconduct and the availability of witnesses and/or evidence. No pre-disciplinary action meeting with the employee and Union representative is necessary for an oral and/or written reprimand.

17.6 Probationary employees may be warned, reprimanded, suspended without pay, demoted and/or discharged or terminated by the Employer at any time during the probationary period, without just cause and without recourse.

ARTICLE 18 – GRIEVANCE PROCEDURE

18.1 The parties hereto recognize the need for fairness and justice in the adjudication of employee and/or Employer grievances and enter into this Agreement in a cooperative spirit to adjust such actions promptly and fairly at the lowest level possible. If, however, a grievance cannot be solved through normal means, the grievance will be settled as hereinafter provided.

18.2 A grievance is defined as a question or challenge raised by an employee or group of employees or the Union or the Employer as to the correct interpretation and/or application of the terms and conditions of this Agreement. All grievances shall outline the facts and alleged violation(s) of the contract when filed.

A class action grievance is any grievance filed on behalf of a group of employees where, by the nature of the matter aggrieved, not one member of the bargaining unit but several will be affected. Such class action grievances shall be signed by the local Union president or their designee.

18.3 Through the procedure set forth in this Article, a grievance may be presented by an employee or the employee accompanied by a representative, if desired.

18.4 Grievances may be heard at any reasonable time where practicable and feasible.

18.5 The parties agree that the time limitations provided are essential to the prompt and orderly resolution of any grievance and that each will abide by the time limitations, unless an extension of time is mutually agreed to in writing.

18.6 No grievance shall be valid unless it is submitted at Step 1 within ten (10) working days after an employee has reasonably become aware of an alleged wrongful act, except that a grievance initiated by the Employer or the Union at Step 2 must be submitted within ten (10) working days after the occurrence of the grievance or knowledge of its occurrence, as set forth below. If a grievance is not presented within the time limitations referenced herein, said grievance shall be considered forever waived. If there is a failure to meet the time limits or extended time limits in the grievance procedure, then and in that event, the final resolution of the grievance shall be in accordance with the last responding party.

If the Employer files a grievance, it shall be presented to the Local Union President or Area Representative, within ten (10) working days. The Local Union President or Area Representative shall respond in writing to the Elected Official and/or Department Manager, or designee, within ten (10) working days after receipt of the grievance. If the Union files a grievance, it shall be presented to the Elected Official or Department Manager within ten (10) working days. The Elected Official or Department Manager or designee shall respond in writing to the Union Area Representative within ten (10) days after receipt of the grievance.

18.7 The grievance procedure shall be as follows:

Step 1: Discussion with Immediate Supervisor

As soon as possible, but in no case later than ten (10) working days after an employee has reasonably become aware of an alleged wrongful act, the employee shall first discuss their grievance on an informal basis with the immediate supervisor. The matter shall be discussed verbally and, if settled, no further action shall be taken. Following a written response by the immediate supervisor, or, absent a written response from the immediate supervisor within ten (10) working days after notifying the supervisor of the alleged wrongful act, the employee may move to the next step in the grievance process as described below.

Step 2:

The grievance shall be presented in written form by the aggrieved employee to the employee's Elected Official or Department Manager or designee within ten (10) working

days after (a) the expiration of the ten (10) working day period described in Step 1, above, or (b) receipt of the Elected Official or Department Manager or designee's written response, whichever occurs first. Thereafter, the Elected Official or Department Manager or designee shall respond to the employee's written grievance within twenty (20) working days after receipt of the grievance.

A grievance filed by the Employer or the Union must be initiated at Step 2 of this Article, in writing, within twenty (20) working days after the occurrence of the grievance or knowledge of its occurrence. Thereafter, the party receiving the grievance shall respond in writing within twenty (20) working days after receipt of the grievance.

If the grievance has not been settled, then the Elected Official or Department Manager, the Union or the aggrieved employee, may submit the matter to conciliation and/or arbitration.

Step 3:

a. Conciliation. If the grievance has not been resolved at Step 2, in accordance with the conditions set forth hereinabove, the aggrieved employee, the Elected Official or Department Manager, or the Union, may refer the dispute to conciliation proceedings.

b. Notice -- Time Limitation. The aggrieved employee, the Elected Official or Department Manager, or the Union shall notify the other party in writing of said party's desire to submit the matter to conciliation within twenty (20) working days after the receipt of the Step 2 response.

c. Conciliation procedures. The aggrieved employee and Elected Official or Department Manager will meet to discuss and attempt to resolve the issues within twenty (20) working days after notification. Both parties may or may not be represented. Within ten (10) working days following the conciliation meeting, each party will submit to the other party, in writing, their understanding of the outcome of the conciliation meeting. Unless otherwise agreed by the Employer and Union in writing, within ten (10) working days following receipt of the other party's written statement concerning the outcome of the meeting, either party may notify the other party that the conciliation step has failed and refer the matter to the next step of the grievance procedure. None of the Step 3 discussions and/or proposals, oral or written, are admissible in any arbitration proceeding.

Step 4:

a. Final and Binding Arbitration. If the grievance has not been resolved at Step 3 in accordance with the conditions set forth hereinabove, the Union, the Elected Official or Department Manager or designee may refer the dispute to final and binding arbitration.

b. Notice -- Time Limitation. The submitting party shall notify the other party in writing within ten (10) working days after the receipt of the Step 3 notice/response.

c. Arbitrator -- Selection. After timely notice, the arbitrator will be selected as follows:

i. The parties shall attempt to select an arbitrator within twenty (20) working days after receipt of the written notice of submission to arbitration. Thereafter, the hearing of the matter shall be conducted at the earliest possible date. If the parties cannot agree on an arbitrator, the following procedure will be applicable.

ii. In the event the parties cannot agree on an arbitrator, the party advancing the grievance to arbitration shall request a panel of eleven (11) arbitrators from the Federal Mediation and Conciliation Service, "copying" the other party with the written request. The list shall be limited to arbitrators who are members of the National Academy of Arbitrators from the nearest sub-region. If the parties cannot mutually agree on an arbitrator from the list of eleven (11) names, then the two (2) parties shall meet or confer by telephone, and the non-grieving party shall elect or defer to the grieving party, to exercise the first strike of one (1) name from the list and communicate that party's choice to the other party. The party not striking first will then strike one (1) name from said list and so forth, proceeding in alternating order until each party has struck five (5) names from the list. The remaining name shall be the arbitrator and will be so advised by the party advancing the grievance to arbitration, "copying" the other party on the notice of selection to the arbitrator.

d. Decision -- Time Limit

The arbitrator will meet and hear the matter at the earliest possible date. After completion of the hearing, a decision shall be rendered within thirty (30) calendar days, unless an extension is agreed to by the parties.

e. Limitations, Scope and Power of Arbitrator

i. The arbitrator shall not have the authority to add to, subtract from, alter, change or modify the terms and/or provisions of this Agreement.

ii. The power of the arbitrator shall be limited to interpretation of or application of the terms of this Agreement or to determine whether there has been a violation of the terms of this Agreement.

iii. The arbitrator shall consider and decide only the question or issue raised at Step 1 or Step 2, as determined by the step where the grievance was first initiated, and will not have the authority to consider additions, variations, and/or subsequent grievances beyond the grievance submitted at Step 1 or Step 2.

iv. In conducting the hearing, the arbitrator will have the power to administer oaths, issue subpoenas, receive relevant evidence, compel the production of books and papers relevant to the hearing, and question witnesses.

v. Summary Judgment. The arbitrator will have the power to hear summary judgment motions as set forth herein. For grievance arbitration matters not involving discipline of a Union represented employee, a party may submit a summary judgment motion to the arbitrator, who will issue a briefing schedule. The arbitrator may decide the matter and issue an order based upon the summary judgment written record, if the written record shows that there is no genuine issue as to any material fact, and the moving party is entitled to judgment as a matter of law, in which case the arbitrator will issue a detailed, written decision, order and award.

f. Arbitration Award -- Damages -- Expenses

i. Arbitration awards shall not be beyond the date of the occurrence upon which the grievance is based, that date being twenty (20) working days or less prior to the initial filing of the grievance.

ii. The arbitrator shall not have the authority to award punitive damages.

iii. The expenses of the arbitrator will be split equally between the parties. Each party shall bear their own expenses and costs of presentation of their respective cases, including attorney fees and witness expenses and fees.

iv. The award of the arbitrator is final and binding on all parties; provided, however, that either party may, within thirty (30) calendar days from the date of the arbitration award, appeal the award to the Superior Court.

v. The arbitrator will retain jurisdiction of the grievance until such time as the award has been complied with in full.

vi. Either party may request that a stenographic record of the hearing be made. The party requesting such record shall bear the cost thereof, provided, however, if the other party requests a copy, such cost to prepare the stenographic record, including without limitation, hearing costs, shall be shared equally.

ARTICLE 19 – LAYOFF AND RECALL

19.1 The Employer shall be the sole determiner of when layoffs are necessary. The Employer may lay off employees when such action is made necessary by reason of lack of work, lack of funds and/or reorganization.

19.2 The Employer shall give as much notice as practicably possible to designated employees.

19.3 The Elected Official or Department Manager will determine which classification will be affected by the layoff in their respective office or department. The last employee hired within a classification within an office or department shall be the first employee laid off; provided, however, employees who remain within the office or department must be able to fulfill job requirements. The determination as to whether or not the remaining employees are capable of fulfilling job requirements shall be within the discretion of the Employer. "Office" and "Department" are defined in Section 4.1 of this Agreement. Seniority is defined as the time in service within the classification within the office or department in which the employee is working.

19.4 No new employees shall be hired by the Employer for positions covered by this contract until available employees placed on layoff within the same classification as the vacant position have been offered re-employment, provided the layoff period does not exceed one (1) year and that the employee keep the Employer advised of their current address. An offer of re-employment shall be in writing and sent by registered or certified mail to the employee. The employee shall be deemed to have received notice within three (3) days after the Employer mailed said notice. An employee so notified must indicate their acceptance of said re-employment within ten (10) days of receipt of notice and shall be back on the job within thirty (30) days of acceptance of said offer or forfeit all call-back rights under this Article.

19.5 Employees recalled from layoff shall not lose previously accumulated seniority or time in service, accrued vacation or sick leave, provided all other provisions of this Article are complied with, including that the employee must be re-employed within one (1) year to retain these call-back rights and that the employee has successfully completed their one hundred and eighty (180) day (unless extended pursuant to the collective bargaining agreement) probationary period. However, employees shall not have vacation time or sick leave time reinstated where the employee has been compensated for said time by the Employer as a result of the layoff.

ARTICLE 20 – TERM OF CONTRACT

20.1 This Agreement is effective January 1, 2023, except as otherwise herein provided, and shall remain in effect until the 31st day of December, 2025.

20.2 If the parties have not reached agreement pursuant to the provisions of the Article pertaining to timetable, then either party may request a mediator from the Public

Employment Relations Commission (PERC). The determination of the mediator from PERC shall be advisory only and not binding on either party.

20.3 In the event that negotiations for a new Agreement extend beyond the anniversary date of this Agreement, the terms of this Agreement shall remain in full force and effect until a new Agreement is consummated; provided, however, either party may give thirty (30) calendar days' written notice of termination of this Agreement in the event mediation does not result in the mutually satisfactory resolution of all negotiable issues.

ARTICLE 21 – ENTIRE AGREEMENT

21.1 This document shall constitute the complete agreement by and between the parties, and no other agreements and/or understandings, written or otherwise, prior or simultaneous with the signing of this Agreement shall be binding on the parties. Therefore, the parties waive the right to bargain collectively with respect to any subject or matter, unless by mutual consent, for the life of this Agreement.

21.2 Any offers, modifications of offers, withdrawals of offers or contract proposals shall not constitute nor shall they be cited as authority or evidence of any waiver(s) of position in any arbitration, legal proceeding or other proceedings regarding the interpretation of provisions and language contained in this contract.

ARTICLE 22 – SAVINGS CLAUSE

If an article or section of this Agreement or any addendum thereto shall be held invalid by operation of law or by a tribunal of competent jurisdiction, or if compliance with or enforcement of any article or section should be restrained by such tribunal, the remainder of this Agreement and addendum shall not be affected thereby.

ARTICLE 23 – SENIORITY

The Employer acknowledges that seniority within the office or department is one of the factors to be considered during employee advancement within the office or department. In matters of promotions, the filling of new positions, and out of class pay opportunities, the Employer agrees to consider seniority within the office or department as one of the factors in reaching the Employer's decision. The Union, however, agrees that ability, attitude and dependability are the primary factors to be considered in these matters.

ARTICLE 24 – DUES AND SECURITY

24.1 Dues/Fees Processing. Upon the written authorization of an employee within the bargaining unit, the Employer will deduct from the payments to the employee the monthly amounts of dues or fees as certified by the Secretary-Treasurer of the Union in writing, and shall transmit the amounts deducted to the Union. Every effort will be made to commence the deduction on the first payroll, but no later than the second payroll, after the Employer's receipt from the Union of the employee's written authorization.

The Union agrees to notify the Employer in writing at least thirty (30) days in advance of any increase in Union dues or fees.

An employee's request to revoke their authorization for payroll deduction of payments to the Union must be in writing and submitted to Council 2. After the Employer receives written confirmation from the Union that the employee has revoked authorization for deductions, the Employer will make every effort to end the deduction effective on the first payroll, but no later than the second payroll, after the Employer's receipt from the Union of written confirmation.

24.2 Indemnification. The Union shall defend, indemnify and hold the Employer harmless against any liability, claims, action or suit instituted against the Employer on account of any dues or fees deductions for the Union, except for error or omissions by the Employer.

If any improper deduction is made, the Union shall refund any over-deduction directly to the employee.

ARTICLE 25 – TYPES OF EMPLOYMENT

25.1 Regular Employee: All employees in the bargaining unit working full-time or part-time other than temporary employees.

25.2 Full-time Employee: An employee working forty (40) hours per work week.

25.3 Part-time Employee: An employee hired in a regular position but working less than forty (40) hours per work week but at least ninety (90) hours per calendar month. A part-time employee is only entitled to pro-rated sick leave, vacation leave, paid holidays, and no other benefits, except those required by law. Part-time employees employed prior to November 2, 1992, will continue to be eligible for benefits consistent with past practice, unless required by law.

25.4 Probationary Employee: An employee shall be on probation during the first one hundred and eighty (180) days of full-time employment (or one thousand and forty (1,040) hours of part-time employment) in each job classification and/or department (including each new job classification or department resulting from promotion, demotion, or lateral transfer).

If further observance of the employee is required, the employee may either be terminated without cause and without recourse or the probationary period may be extended for up to an additional one hundred and eighty (180) days (or one thousand and forty (1,040) hours for part-time employees), as determined by the Employer.

If an employee is granted a leave of absence during the probationary period, the time equal to the total time on such leave of absence shall be added to the probationary period.

If the end of the probationary period, including instances when the probationary period has been extended by management, falls on a weekend or holiday, the probationary period will expire at the end of the next business day.

If the Employer determines and has an objective basis to justify a one (1) year probation (or two thousand and eighty (2,080) hours part-time) for certain positions, prior to the position being filled, the Union will be notified and given thirty (30) days to comment on the selection of a position for the extended probation designation.

25.5 Temporary Employee: An employee hired to fill a position either full-time or part-time not to exceed five (5) consecutive calendar months or five (5) calendar months in a calendar year. Temporary employees are not entitled to fringe benefits described in this Agreement; *i.e.*, paid holidays, paid vacation, paid sick leave, insurance, etc., except as required by law. The consecutive calendar month period, if properly fulfilled, will count toward completion of the probationary period, if the temporary employee is hired as a regular employee in the same or a substantially similar position.

ARTICLE 26 – NEPOTISM RESTRICTIONS

26.1 No more than one (1) member of a family or one (1) close relative shall be eligible for employment by Benton County at the same time if:

a. One member of the family or one close relative would be responsible for supervising another family member or close relative, or

b. One member of such family or close relative would be responsible for auditing or monitoring the work of the other family member or close relative, or

c. Circumstances exist which would place a family member or close relative in a situation of actual or reasonably foreseeable conflict between the interest of the Employer and the interest of the employee in family harmony and/or in their common interests of the family or as close relatives.

26.2 Those persons affected by the terms of the foregoing sections shall be permitted to decide which spouse or relative shall get or keep employment; provided, however, if they do not decide within a reasonable time, the Employer shall decide, provided further that a gender neutral standard shall be used in making such a decision.

26.3 None of the foregoing regulations shall have any effect on persons employed in Benton County at the time of the adoption of this section but shall only pertain to appointments after the passage of this section.

26.4 Definitions.

a. "Family member" means that the husband or wife or that person living as husband

or wife of a job applicant or a job applicant's children, whether natural, adoptive or step.

b. "Close relative" means the natural, adoptive or step brother, sister, mother, or father of a job applicant.

ARTICLE 27 – NON-DISCRIMINATION

27.1 The Employer and the Union agree that they will not discriminate against any employee on the basis of age, sex, marital status, sexual orientation, race, creed, religion, color, national origin, honorably discharged veteran or military status, disability, political affiliation, or any other protected status, unless based on a *bona fide* occupational qualification reasonably necessary to the normal operation of the Employer or the Union. Allegations of discrimination shall be processed through the existing Benton County Anti-Discrimination procedures or the grievance provision of this Agreement.

27.2 No employee will be required to support or make a contribution to a political party and/or a candidate for political office.

ARTICLE 28 – JURY DUTY, MILITARY LEAVE

28.1 Employees who are members of the Military Reserve or National Guard shall be granted leave for a period not to exceed twenty-one (21) days during each year beginning October 1st and ending the following September 30th. Such leave shall be granted in order that the person may report for active duty, when called, or take part in active training duty in such manner and at such time as the employee may be ordered to active duty or active training duty. During the period of military leave, the employee shall receive their normal pay. This provision shall be subject to applicable State and Federal laws.

28.2 Employees reporting for jury duty or serving as jurors will be compensated in an amount equal to the difference obtained by subtracting jury pay from regular pay, except that subtraction of juror's pay will relate to the specific days involved and no limit will be placed on the number of days involved. It shall be the employee's responsibility to present satisfactory evidence relating to the serving of jury duty. An employee shall report to work during all hours the employee is released from jury duty. If less than one (1) hour remains from the time of such release to the end of the employee's regular shift, the employee shall make direct contact with their supervisor.

28.3 Each employee will provide a copy of jury notification to the appropriate Elected Official or Department Manager or designee the next working day after receipt of such documentation.

ARTICLE 29 – PAYROLL PROVISIONS

Employees will be paid for any earned time off taken during the month in accordance with the provisions of this Agreement and additional time off during the month will be considered as

unearned. Compensation for any month in which unearned time off is taken by an employee will be determined for that month by dividing the monthly salary by one hundred, seventy-three and one-third (173.33) to obtain an hourly rate of pay. All time taken in a month as leave without pay will be multiplied by the employee's hourly rate to obtain the amount which will be deducted from the employee's monthly salary. The salaries and wages of employees shall be paid monthly, not later than the fifth (5^{th}) day of the month. Draw-pay provisions exist which permit partial payment at mid-month on request, provided the employee has worked the majority of the month. The Employer will notify the Union and employees at least thirty (30) days prior to changing the payroll date.

ARTICLE 30 – EDUCATIONAL ASSISTANCE

30.1 The Employer may reimburse the employee's tuition for pre-approved, "off-duty" classes and/or courses in accordance with the following provisions:

a. The class and/or course is subject to prior written approval by the Elected Official or Department Manager.

b. Any class and/or course shall be directly related and/or contributory to the employee's present position or next logical professional progression within the office or department. The Elected Official or Department Manager shall make the determination as to which classes and/or courses are considered directly related and/or contributory to the employee's position.

c. All costs associated with the class and/or course will be prepaid by the employee after written pre-approval is received from the Elected Official or Department Manager. A written receipt for the "tuition only" shall be obtained at the time of payment and retained for reimbursement at the end of the successful completion of the class and/or course.

d. At the successful completion of the class and/or course (if the employee has received a passing final grade and/or score equivalent to a "C" or higher and can present documentation to the Elected Official or Department Manager), the Employer shall reimburse the employee for the appropriate tuition.

30.2 The determination of the Elected Official or Department Manager with regard to the provisions of this article shall be final and binding on all parties. The above provisions are subject to the budgetary constraints within each departmental budget.

ARTICLE 31 – UNION/EMPLOYER RELATIONS

31.1 All collective bargaining with respect to wages, hours and general working conditions shall be conducted by authorized representatives of the Union and authorized representatives of the Employer.

31.2 Agreements reached between the parties to this Agreement shall become effective only when signed by designated representatives of the Union and the Employer.

31.3 The Employer may agree, from time to time, to allow three (3) employees representing the Union to be granted leave without loss of pay for collective bargaining sessions and/or labor-management meetings between the Employer and the Union. At this time, the Employer would agree that three (3) members of the bargaining unit may participate in the collective bargaining process without loss of pay.

ARTICLE 32 – VACANCIES, JOB POSTING

32.1 The filling and posting of vacant Courthouse bargaining unit positions shall be subject to the following provisions:

a. The Elected Official or Department Manager shall first make a determination as to whether or not a job vacancy or new position will be made available to current bargaining unit employees. If the Elected Official or Department Manager determines that said position may be filled by a current bargaining unit employee within the affected office/department, then an office/departmental notice of such opening will be posted on the Employer's website a minimum of three (3) working days prior to the closing date for applications; or

b. If the Elected Official or Department Manager determines that said vacancy or new position may be filled by any employees throughout the Employer's offices/departments, then said Elected Official or Department Manager may permit any employees to apply for said position. Notice of such openings shall be posted on the Employer's website a minimum of five (5) working days prior to the closing date for application; or

c. If the Elected Official or Department Manager determines that they wish to receive applications from the public for vacant positions or new openings, then the public and any of the employees may make application in accordance with the following provision. Notice of such opening shall be published on the Employer's website and circulated by such means as deemed appropriate by the Elected Official or Department Manager, all of which shall provide a minimum of ten (10) days notice prior to the closing date of such vacancy or new position applications.

32.2 A vacancy or new position announcement will contain the position title and a brief description of the job duties, requirements, and where application for the position should be made. Each job announcement will list the criteria the Employer may use during the selection process.

32.3 If a vacancy or new position occurs within nine (9) months of a previous vacancy of the same or similar position, then the Elected Official or Department Manager may proceed to interview any available applicant whose name appears on the list of qualified applicants

for the previous posting and vacancy procedures.

32.4 The Union and the Employer recognize that each hiring situation is different and that the Employer's interest is in hiring the most competent person available whether from within the Employer or from the outside. The ultimate responsibility for determining if, when, and who will fill a vacancy, promotion, or transfer is vested exclusively in the Elected Official or Department Manager. The criteria used as referenced above and the ultimate selection by the Elected Official or Department Manager are final and binding and not subject to the grievance process.

ARTICLE 33 – JOB DESCRIPTIONS

The parties have agreed that current job/classification descriptions will not be substantially changed without prior notice and discussion with the Union.

The Human Resources Department maintains the job/classification descriptions, utilizing the established format, including writing new job/classification descriptions and subsequent updates for existing job/classification descriptions in consultation with the appropriate Elected Official or Department Manager, subject to the approval of the Benton County Administrator, and final approval by the Board of County Commissioners. Copies of all approved changes or new position job/classification descriptions, including assigned grades and title, are kept on file within the Human Resources Department.

ARTICLE 34 – TRANSFERS AND TRAVEL

34.1 The Employer shall have the right to transfer present employees from one duty station to another for the convenience and benefit of the Employer and the citizens. Management shall be the sole determiner as to the necessity of such transfers.

34.2 Seniority is defined as the time in service within the employee's classification within the office or department in which the employee is working. "Office" and "Department" are defined in the Layoff and Recall Article.

34.3 Transfers shall be of two (2) types, either permanent or temporary. Transfers of ninety (90) calendar days or less shall be considered to be temporary in nature. The Elected Official or Department Manager shall determine the employee to be temporarily transferred giving consideration to the desires of the affected employees.

Permanent transfers shall be offered to employees in order of seniority for that position. If no employee agrees to the permanent transfer, the transfer shall be ordered by the department manager in inverse order of seniority, provided the employees remaining must be able to fulfill job requirements.

34.4 The Employer agrees to provide transportation to employees for the conduct of only official Employer business. Transportation is not provided to the employee to report to/from the

employee's home and the assigned work location, except as otherwise provided in Section 34.6. Transportation may be provided as either an Employer vehicle or as payment for mileage for use of a personal vehicle, at a rate established by Board of County Commissioner resolution serving as the Employer's travel policy.

34.5 Any person directed to report to work prior to the regular starting time or directed to remain at work following the regular quitting time to conduct official Employer's-business will be compensated in accordance with Article 7 (Hours of Work, Overtime).

34.6 It is the employee's responsibility, when temporarily or permanently reassigned from one location to another, to arrive at the appropriate job site in time to begin their assigned work shift. For a temporary reassignment not within the Tri-Cities (*i.e.*, to/from Prosser and the Tri-Cities) when twenty-four (24) hour notice is not provided, the employee will be reimbursed for mileage for their commute to the work location.

Some positions may specifically entail permanent assignment to two (2) or more job sites, *e.g.,* Prosser Courthouse and Kennewick. These positions will be so identified during the advertising process to recruit qualified applicants, and in the Employer's offer letter for employment, and will not be eligible for travel reimbursement.

34.7 If the transfer of documents is mutually beneficial to the employee and the Employer, the Employer may request the employee to do so. Under this provision, an employee who is asked to report to the Prosser Courthouse to pick up documents for transfer to Kennewick, or vice versa, prior to the normal starting time or normal quitting time, shall receive pay at the straight time rate. For hours worked beyond forty (40) hours in the seven (7) day work period, however, the employee will be paid in accordance with Section 7.6 (Hours of Work, Overtime).

The mutual benefit would exist because the employee would be receiving compensation for the travel time which would not normally be compensated, while the Employer would avoid payment of time and one-half (1/2) pay or loss of employees during normal work hours.

This provision will be applicable and used instead of the other provisions of Article 34 (Transfers and Travel) when a mutual benefit exists.

34.8 Intra-County Transfer. A transfer of an existing Benton County employee between positions covered by different bargaining unit contracts or a non-bargaining position to a bargaining position. Such employee will be treated as a new employee under contract provisions for pay and will earn leave accrual on the basis of continuous length of time as a Benton County employee.

34.9 Transfers. Transfer shall be considered the movement of an employee from one job site to another (*e.g.,* Prosser to Kennewick).

ARTICLE 35 – OUTSIDE EMPLOYMENT

In some cases, employment with an employer other than Benton County and/or self-employment may pose a conflict of interest with the employee's job duties for Benton County and/or adversely affect an employee's ability to perform their job for Benton County. The Elected Official or Department Manager may require employees to obtain pre-approval of outside employment (or self-employment) opportunities.

IN WITNESS WHEREOF, the parties have caused this Agreement to be signed by their duly constituted and legal representatives as follows:

BENTON COUNTY

Chair, Board of Commissioners

Member, Board of Commissioners

Member, Board of Commissioners

Constituting the Board of Benton County Commissioners

Attest:

Clerk to the Board
Date:

Presiding District Court Judge
Date:

Benton County Assessor
Date:

Benton County Auditor
Date: 12/30/2022

Benton County Clerk
Date: 12-29-22

Benton County Prosecuting Attorney
Date:

Benton County Treasurer
Date: 12/30/2022

Approved as to form:

Stephen Hallstrom
Deputy Prosecuting Attorney

WASHINGTON STATE COUNCIL OF COUNTY AND CITY EMPLOYEES, AFL-CIO

Laura Hanson, Area Representative
Date:

APPENDIX A

2023 SALARY SCHEDULE

2023 - 2025
Agreement by and between
Board of Benton County Commissioners
and
Local 874HC, Council 2
American Federation of State, County and
Municipal Employees, AFL-CIO

COVERING "COURTHOUSE"

	STEPS in $.....								
GRADE	A	B	C	D	E	F	G	H	I
12	6489	6619	6851	7091	7339	7596	7862	8137	8422
11	6181	6305	6526	6754	6990	7235	7488	7750	8021
10	5886	6004	6214	6432	6657	6890	7131	7381	7639
9	5607	5719	5919	6126	6340	6562	6792	7030	7276
8	5339	5446	5637	5834	6038	6249	6468	6694	6928
7	5084	5186	5368	5556	5750	5951	6159	6375	6598
6	4842	4939	5112	5291	5476	5668	5866	6071	6283
5	4612	4704	4869	5039	5215	5398	5587	5783	5985
4	4392	4480	4637	4799	4967	5141	5321	5507	5700
3	4182	4266	4415	4570	4730	4896	5067	5244	5428
2	3984	4064	4206	4353	4505	4663	4826	4995	5170
1	3794	3870	4005	4145	4290	4440	4595	4756	4922

APPENDIX A-1

Title	Grade
ACCOUNTING ASSISTANT I	1
ACCOUNTING ASSISTANT II	3
ACCOUNTING ASSISTANT III	5
ACCOUNTING ASSISTANT IV	6
INFORMATION SYSTEMS ANALYST II	9
INFORMATION SYSTEMS ANALYST III	11
INFORMATION SYSTEMS ANALYST IV	12
LEGAL PROCESS ASSISTANT I	1
LEGAL PROCESS ASSISTANT II	3
LEGAL PROCESS ASSISTANT III	5
LEGAL PROCESS ASSISTANT IV	6
LEGAL SECRETARY I	1
LEGAL SECRETARY II	3
LEGAL SECRETARY III	5
LEGAL SECRETARY IV	6
LEGAL SECRETARY V	7
LEGAL SECRETARY VI	8
OFFICE ASSISTANT I	1
OFFICE ASSISTANT II	3
OFFICE ASSISTANT III	5
OFFICE ASSISTANT IV	6
PERMIT TECHNICIAN	3

Effective January 1, 2023, position #1278 (occupied by Veronica Saenz) will move from an Accounting Assistant II to Accounting Assistant III.

APPENDIX B

PROVISO: The parties expressly stipulate and agree Appendix B only applies to the Information Systems Analysts classification in the Information Technology Department, and to no other office or department in the Courthouse unit. Appendix B text supersedes any and all language in the Courthouse 2023-2025 CBA and appendices, to the extent the text is in conflict or inconsistent with, the CBA, including without limitation, Article 7.

A. HOURS OF WORK, OVERTIME

1. Work Schedule Change: Senior Management (IT Manager, Assistant Manager) can change the work schedule when it deems a change is necessary to its business practice, and will provide as much notice as is practical, but no less than fifteen (15) hours' notice in advance, except in the event of an emergency; in which case, as much notice as possible under the circumstances will be provided. Senior Management shall be the sole determiner of an emergency.

2. Call Backs: Information Systems Analysts called to work after they have left the premises for the day, will be compensated for a minimum of two (2) hours pay at one and one half (1 – 1/2x) times the regular rate of pay, commencing from when they arrive at the County work site, subject to Article 7. Information Systems Analysts otherwise called in for work in addition to regularly scheduled work, will be compensated in accordance with Article 7.

   There is no pyramiding of overtime pay and any time and one-half (1-1/2x) or double (2x) time pay provided in the CBA or Appendix B. If an Information Systems Analyst receives one type of time and one-half (1-1/2x) pay or double-time (2x) pay, for example, they are not also entitled to a second type of time and one-half (1-1/2x) pay or double-time (2x) pay.

3. Carrying After Hours Phone And Responding To Calls:

   a. Each Information Systems Analyst shall be responsible for carrying the after hours phone for a minimum of five (5) weeks of the year. Phone assignments will be voluntary if the five (5) week minimum is met; otherwise, Senior Management will assign the emergency phone as needed to meet the five (5) week minimum. Phone assignments will be in two (2) week increments when the number of assigned weeks is divisible by two.

   b. Information Systems Analysts assigned to carry the after hours phone (the "assigned employee") are not required to remain at home while carrying the after hours phone, but the assigned employee shall remain within the service area of the phone, and able to report to the County work site within two (2)

hours from the emergency call. When a call comes in on the after hours phone, the assigned employee is responsible for assessing the situation, determining whether the situation is an emergency, and determining the appropriate course of action. The assigned employee may call in a member of the Information Technology Department from a rotational list, or a service contractor, to respond to the after hours call and timely address the problem.

c. The assigned employee will be paid One Hundred and No/100 Dollars ($100.00) for each week the assigned employee carries the phone. This payment will be included in the assigned employee's paycheck and subject to all standard payroll deductions.

d. Not all calls will require the assigned employee to travel to specific County locations. If the assigned employee needs to travel to a County location, the assigned employee will contact Senior Management (or designated supervisor) for approval and will be paid in accordance with Article 7, as modified in Appendix B (Call Backs).

B. CONFIDENTIALITY REQUIREMENTS

The parties agree that all Information Systems Analysts shall be subject to confidentiality requirements, and sign a confidentiality agreement. Confidentiality requirements means that when the Information Technology Department Manager or Assistant Manager, and/or other Elected Official or Department Manager, inclusive of the County Administrator, the Deputy County Administrator or the Prosecuting Attorney's Office, requests that information be processed through and/or is accessible by, the Information Technology Department, which involves the collective bargaining process, proposals and/or projections, grievances, ULPs, discipline, or any personnel matter, then said information shall remain strictly confidential as between the personnel processing the information and the requesting party (management). Confidential information is inclusive of projections of budgetary revenues and expenditures calculated as part of the budget preparation process of the Employer as requested by the management group responsible for preparation of the budget. Any violation of this confidentiality requirement shall subject Information Systems Analysts to disciplinary action up to and including discharge or termination pursuant to the CBA.

COMMISSIONERS' AGENDA ACTION SHEET

Meeting Date:	1/10/2023
Subject:	Salaries of Sheriff's Office Appointed Positions
Presenter:	
Prepared By:	C Nave
Reviewed By:	E Wyant, J MacPherson, Sheriff Croskrey, J Law

PA Review, Approval to Form: ☐ Yes ☐ No ☐ N/A *(If no, include reasoning for no approval)*

Type of Agenda Item:	**Type of Action Needed:** *(Multiple boxes can be checked, if necessary)*	
☒ Consent Agenda	☐ Discussion Only	☐ Pass Motion
☐ Public Hearing	☐ Decision / Direction	☒ Pass Resolution
☐ Scheduled Business	☐ Sign Letter / Document	☐ Pass Ordinance
		☐ Execute Contract

Summary / Background Information

Resolution 2018-488 calculated the Undersheriff's salary based on compression with positions that are now in the Sheriff's Command Guild. With the formation of the new bargaining unit to include many of the positions contemplated in resolution 2018-488, the resolution requires update to remain relevant to current non-bargaining positions. The resolution presented restates the salary placement for the Undersheriff and CFO positions in the Sheriff's Office, while removing the positions that are now in a bargaining unit.

Fiscal Impact

Restatement of salaries – no change.

Recommendation

Recommend the Board of Benton County Commissioners sign the Resolution rescinding Resolution 2018-488 and restating the salary placement for the Undersheriff and CFO positions in the Sheriff's Office.

Suggested Motion

Approve as part of the consent agenda.

CC: Auditor, Sheriff, HR

Prepared by: C Nave

RESOLUTION

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON

IN THE MATTER OF AUTHORIZATION AND RESTATEMENT OF COMPENSATION FOR APPOINTED NON-BARGAINING POSITIONS IN THE BENTON COUNTY SHERIFF'S OFFICE AND RESCINDING RESOLUTION 2018-488

WHEREAS, resolution 2018-488 authorizes the Benton County Human Resources Department to calculate salaries for non-bargaining positions in the Benton County Sheriff's Office; and

WHEREAS, due to the addition of a new Sheriff's Command Staff bargaining unit and other positions being moved outside of the Sheriff's Office, much of resolution 2018-488 is obsolete; and

WHEREAS, new compression concerns have been created with the adoption of the Sheriff's Command Staff Guild's first Collective Bargaining Agreement; and

WHEREAS, Human Resources recommends the Undersheriff salary remain at 5% higher than the Patrol Commander's annual salary; and

WHEREAS, Human Resources recommends the Chief Financial Officer salary remain at grade 21 on the non-bargaining salary schedule; **NOW, THEREFORE**

BE IT RESOLVED, that the Board of County Commissioners hereby approves and authorizes the Human Resources Department to calculate the salaries for appointed non-bargaining positions in the Benton County Sheriff's office; and

BE IT FURTHER RESOLVED, that the Undersheriff annual salary will be 5% higher than the Patrol Commander annual salary; and

BE IT FURTHER RESOLVED, that the Chief Financial Officer salary will remain at grade 21 on the Benton County Non-Bargaining Salary Schedule; and

BE IT FURTHER RESOLVED, Resolution 2018-488 is hereby rescinded; and

BE IT FURTHER RESOLVED, the new calculation for compensation for the appointed non-bargaining positions in the Sheriff's Office be made effective January 1, 2023.

Dated this _____ day of _____, 2023.

_____

Chair of the Board

_____

Member

_____

Member

Constituting the Board of Commissioners
of Benton County, Washington

Attest.....

Clerk of the Board

CC: Auditor, Sheriff, HR

Prepared by: C Nave

COMMISSIONERS' AGENDA ACTION SHEET

Meeting Date:	1/10/2023
Subject:	2023 Salary for Undersheriff Jon Law
Presenter:	
Prepared By:	C Nave
Reviewed By:	E Wyant, Sheriff Croskrey, J Law, J MacPherson

PA Review, Approval to Form: ☐ Yes ☐ No ☐ N/A *(If no, include reasoning for no approval)*

Type of Agenda Item:	**Type of Action Needed:** *(Multiple boxes can be checked, if necessary)*	
☒ Consent Agenda	☐ Discussion Only	☐ Pass Motion
☐ Public Hearing	☐ Decision / Direction	☒ Pass Resolution
☐ Scheduled Business	☐ Sign Letter / Document	☐ Pass Ordinance
		☐ Execute Contract

Summary / Background Information

Resolution 2018-488 calculated the Undersheriff's salary based on compression with positions that are now in the Sheriff's Command Guild. A new resolution is being presented to rescind Resolution 2018-488 and restate the Undersheriff's salary. On December 20, 2022, the Board of County Commissioners directed staff to prepare a resolution for the Undersheriff's salary effective January 1, 2023, in consideration of the length of time it took for the Sheriff's Command Guild to settle their first contract. The resolution presented modifies the Undersheriff's salary for 2023 in consideration of the Sheriff's Command Guild settlement.

Fiscal Impact

No supplement required.

Recommendation

Recommend the Board of Benton County Commissioners sign the Resolution setting Undersheriff Jon Law's additional compensation for 2023.

Suggested Motion

Approve as part of the consent agenda.

CC: Auditor, Sheriff, HR

Prepared by: C Nave

RESOLUTION

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON

IN THE MATTER OF ADDITIONAL COMPENSATION FOR UNDERSHERIFF JON LAW FOR 2023

WHEREAS, the salary for the position of Undersheriff is set at 5% above the salary of the Patrol Commander; and

WHEREAS, the Patrol Commander position is part of the Sheriff's Command Guild bargaining unit; and

WHEREAS, 2.5 years passed between the certification of the Sheriff's Command Guild and the ratification of the first collective bargaining agreement for the unit; and

WHEREAS, the length of time passed has created ongoing compression concerns with the Undersheriff position occupied by Jon Law; and

WHEREAS, Human Resources recommends that Jon Law receive an additional monthly amount for 2023 to alleviate ongoing compression concerns; **NOW, THEREFORE**

BE IT RESOLVED, Undersheriff Jon Law will be paid an additional $1,450.00 per month for each month of 2023; and

BE IT FURTHER RESOLVED, these additional payments will end after the December 2023 payroll; and

BE IT FURTHER RESOLVED, if Jon Law vacates the position of Undersheriff, the additional payments will cease; and

BE IT FURTHER RESOLVED, that this Resolution is not intended nor shall be interpreted as limiting, compromising, or otherwise affecting the employee's "at will" status; and

BE IT FURTHER RESOLVED, that in the event of a conflict with prevailing law, law shall prevail.

Dated this _____ day of _____, 2023.

_____

Chair of the Board

_____

Member

_____

Member

Constituting the Board of Commissioners

of Benton County, Washington

Attest.....

Clerk of the Board

CC: Auditor, Sheriff, HR

Prepared by: C Nave

COMMISSIONERS' AGENDA ACTION SHEET

Meeting Date:	1/10/2023
Subject:	Creation of Rural Water Supply Program Coordinator Position Classifications and Salary Placement
Presenter:	E. Wyant
Prepared By:	E. Wyant
Reviewed By:	C. Nave and G. Wendt

PA Review, Approval to Form: ☐ Yes ☐ No ☒ N/A *(If no, include reasoning for no approval)*

Type of Agenda Item:	**Type of Action Needed:** *(Multiple boxes can be checked, if necessary)*	
☒ Consent Agenda	☐ Discussion Only	☐ Pass Motion
☐ Public Hearing	☐ Decision / Direction	☒ Pass Resolution
☐ Scheduled Business	☐ Sign Letter / Document	☐ Pass Ordinance
		☐ Execute Contract

Summary / Background Information

Approved in the 2023/2024 budget was one Rural Water Supply Program (RWSP) Coordinator position at a Grade 16 in the Planning Department. Unsure of what the labor market would look like to recruit qualified candidates, Director of Community Development, G. Wendt, and Planning Manager, M. Cooke worked with HR to create position classification descriptions for two RWSP positions, a RWSP Coordinator I and a RWSP Coordinator II, so HR could complete a compensation analysis. HR's recommendation for the RWSP Coordinator I position is at Grade 13, and for the RWSP Coordinator II is Grade 15. The request is for the Board to approve both position classifications to allow each to be posted, and the budgeted position will be filled at the pay grade where the most qualified candidate can be placed.

Fiscal Impact

No supplement required

Recommendation

Recommend the Board of Benton County Commissioners approve the resolution creating the Rural Water Supply Coordinator I classification and salary placement as a Benton County Employees Non-Bargaining Grade 13 and approve the resolution creating the Rural Water Supply Program Coordinator II classification and salary placement as a Benton County Employees Non-Bargaining Grade 15.

Suggested Motion

Approve on consent agenda

RESOLUTION

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON

IN THE MATTER OF CREATING THE JOB CLASSIFICATION AND ESTABLISHING THE SALARY GRADE FOR THE RURAL WATER SUPPLY COORDINATOR I POSITION IN THE PLANNING DEPARTMENT

WHEREAS, the Human Resources Department worked with the Director of Community Development to create the classification description of the Rural Water Supply Coordinator I position; and

WHEREAS, it is recommended that the Rural Water Supply Coordinator I position be placed at a Grade 13 on the Benton County Employees Non-Bargaining Salary Schedule; **NOW THEREFORE**,

BE IT RESOLVED, the Board of Benton County Commissioners hereby approves the attached Rural Water Supply Coordinator I classification description; and

BE IT FURTHER RESOLVED that the Board of Benton County Commissioners hereby approves the placement of the Rural Water Supply Coordinator I position on the Benton County Employees Non-Bargaining Salary Schedule at Grade 13; and

BE IT FURTHER RESOLVED that the Board of Benton County Commissioners retains the right to modify or repeal this determination at their discretion and without prior notification; and

BE IT FURTHER RESOLVED that this Resolution is not intended nor shall be interpreted as limiting or compromising the County's "at will" employer status.

Dated this_____ day of _____, 2023.

_____

Chairman of the Board

_____

Member

_____

Member

Attest.....

Clerk of the Board

Constituting the Board of Commissioners

of Benton County, Washington

cc: HR, Auditor

Prepared by: E. Wyant

TITLE: Rural Water Supply Program Coordinator I

DEPARTMENT: Community Development-Planning Division

REPORTS TO: Planning Manager

FLSA: Non-Exempt

SUMMARY:

The Rural Water Supply Program Coordinator promotes and coordinates the administration of the Benton County Rural Water Supply Program (RWSP) and participates in professional land use planning work. This position works closely with applicants and partners interested in residential development using the water rights held in the County's Water Bank. Additionally, this position coordinates and assists with land use planning and implementation assignments including administering local, state and federal land use ordinances and other duties as assigned.

EXAMPLES OF JOB DUTIES:

(Duties listed are illustrative and not intended as an exhaustive listing. This classification specification reflects the general concept and intent of the position and should not be construed as a detailed statement of all the requirement that may be inherent in the position.)

Assists the Planning Manager with day-to-day administration of the RWSP and various land use planning activities.

Coordinates, provides, and assists the public with information and application materials regarding the RWSP and various land use applications. Processes, evaluates, and and issues RWSP application requests and coordinate with landowners, and performs site review and field investigations to analyze applications, proposals, or complaints and takes photos for presentations.

Tracks water mitigation certifications, water bank usage, meter installations, and enforcement activities associated with the RWSP.

Responds to requests for information, advice, and interpretation from employees, management, outside agencies, and the public.

Coordinates with planners and technical staff on work assignments, procedures, and studies. Manages, prepares and evaluates assigned land use planning projects, and provides direction and support to other County departments, the development community, and the public regarding the RWSP and development requirements and land use projects.

Establishes, maintains, and updates files, lists, records, and logs on computerized and manual record keeping systems which includes verifying and inputting data specific to area of assignment; searching files and records for readily identifiable information; and other specific and unique needs as directed.

Pursues self-development and continuing personal development of skills and knowledge by attending ongoing educational workshops, reviewing professional publications, and establishing personal networks.

KNOWLEDGE, SKILLS, AND ABILITIES:

Proficient knowledge of modern principles, methods, and practices in water resources and regulations, and GIS.

Proficient knowledge of Benton County business and financial acumen and the application and interpretation of Benton County policies and procedures and federal, state, and local rules, laws, regulations, legislation, codes, and ordinances as they relate to area(s) of assignment.

Proficient troubleshooting skills to resolve issues or problems by analyzing trends and problems, identifying alternative solutions, interpreting compliance documentation, projecting consequences of proposed actions, and communicating and/or implementing recommendations in support of goals and maintaining compliance.

Proficient time management and mental and physical organization skills that support the ability to focus, have clarity, and use strategy to fulfill a variety of tasks successfully.

Proficient Skills in Microsoft Office Suite, including Microsoft Excel, the internet for research and the ability learn and develop proficient skills in the County-wide enterprise resource planning software, GIS mapping software, and other online portals.

Ability to exercise a high degree of independent judgment and discretion and maintain the confidentiality of sensitive and confidential information.

Ability to write and speak clearly and concisely and to express ideas and recommendations effectively, orally, and in writing.

Ability and willingness to establish and maintain communication and working relationships with peers, representatives from other agencies, vendors, public officials, and the general public using courtesy, tact, and good judgment.

Ability to effectively present information, findings, proposals, training, or other information to a variety of audiences by clearly articulating, engaging the audience, assessing the needs of the audience, and using appropriate materials to help audience understand the message.

Ability to identify and take advantage of opportunities, organize and prioritize several ongoing and frequently changing assignments to meet deadlines.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work may be performed in the following environmental conditions:
  - constantly: in an office environment. near hazardous substances and noxious odors/fumes, outdoor weather conditions, and near dirt, dust, grease, and oil, and
  - occasionally: near moving mechanical parts, outdoor weather conditions, and near dirt, dust, and shavings, exposed to other environmental when out in the field.

- The noise level in the general work environment is moderate as in a standard business office.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The person in this position must be able to

- spend the following amount of time in an activity:
  - constantly**:** talk or hear and use hands, fingers to handle or feel, or operate equipment or tools,
  - frequently**:** stand, walk, or sit for extended periods of time; climb, pull, push or balance, and
  - occasionally**:** stoop, kneel, crouch, or crawl; reach with hands and arms.
- carry or transport items:
  - frequently: up to 10 pounds, and
  - occasionally: between 11 and 50 pounds.
- have close vision (1- 20 inches) and have the ability to adjust focus.

SPECIAL CONSIDERATIONS:

May be required to work some nights, weekends, and holidays as needed to present information at public meetings or hearings, many of which are held in the evening hours.

EDUCATION AND EXPERIENCE:

Bachelor's degree in urban and regional planning, environmental, physical, natural sciences, or related field.

One year of water resource, land use, or environmental planning experience; or any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job.

LICENSES, CERTIFICATES & OTHER REQUIREMENTS:

Employment at Benton County is contingent upon the results of a background check and eligibility for coverage by the County’s liability insurance carrier. Depending upon the position, background checks may include personal and professional references, social security verification, education and professional licensing verification, financial history, and criminal history.

Valid Washington State Driver's License if driving a vehicle for County business.

.

COMMISSIONERS' AGENDA ACTION SHEET

Meeting Date:	1/10/2023
Subject:	Creation of Rural Water Supply Program Coordinator Position Classifications and Salary Placement
Presenter:	E. Wyant
Prepared By:	E. Wyant
Reviewed By:	C. Nave and G. Wendt

PA Review, Approval to Form: ☐ Yes ☐ No ☒ N/A *(If no, include reasoning for no approval)*

Type of Agenda Item:	**Type of Action Needed:** *(Multiple boxes can be checked, if necessary)*	
☒ Consent Agenda	☐ Discussion Only	☐ Pass Motion
☐ Public Hearing	☐ Decision / Direction	☒ Pass Resolution
☐ Scheduled Business	☐ Sign Letter / Document	☐ Pass Ordinance
		☐ Execute Contract

Summary / Background Information

Approved in the 2023/2024 budget was one Rural Water Supply Program (RWSP) Coordinator position at a Grade 16 in the Planning Department. Unsure of what the labor market would look like to recruit qualified candidates, Director of Community Development, G. Wendt, and Planning Manager, M. Cooke worked with HR to create position classification descriptions for two RWSP positions, a RWSP Coordinator I and a RWSP Coordinator II, so HR could complete a compensation analysis. HR's recommendation for the RWSP Coordinator I position is at Grade 13, and for the RWSP Coordinator II is Grade 15. The request is for the Board to approve both position classifications to allow each to be posted, and the budgeted position will be filled at the pay grade where the most qualified candidate can be placed.

Fiscal Impact

No supplement required

Recommendation

Recommend the Board of Benton County Commissioners approve the resolution creating the Rural Water Supply Coordinator I classification and salary placement as a Benton County Employees Non-Bargaining Grade 13 and approve the resolution creating the Rural Water Supply Program Coordinator II classification and salary placement as a Benton County Employees Non-Bargaining Grade 15.

Suggested Motion

Approve on consent agenda

RESOLUTION

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON

IN THE MATTER OF CREATING THE JOB CLASSIFICATION AND ESTABLISHING THE SALARY GRADE FOR THE RURAL WATER SUPPLY COORDINATOR II POSITION IN THE PLANNING DEPARTMENT

WHEREAS, the Human Resources Department worked with the Director of Community Development to create the classification description of the Rural Water Supply Coordinator II position; and

WHEREAS, it is recommended that the Rural Water Supply Coordinator II position be placed at a Grade 15 on the Benton County Employees Non-Bargaining Salary Schedule; **NOW THEREFORE**,

BE IT RESOLVED, the Board of Benton County Commissioners hereby approves the attached Rural Water Supply Coordinator II classification description; and

BE IT FURTHER RESOLVED that the Board of Benton County Commissioners hereby approves the placement of the Rural Water Supply Coordinator II position on the Benton County Employees Non-Bargaining Salary Schedule at Grade 15; and

BE IT FURTHER RESOLVED that the Board of Benton County Commissioners retains the right to modify or repeal this determination at their discretion and without prior notification; and

BE IT FURTHER RESOLVED that this Resolution is not intended nor shall be interpreted as limiting or compromising the County's "at will" employer status.

Dated this_____ day of _____, 2023.

_____

Chairman of the Board

_____

Member

_____

Member

Attest.....

Clerk of the Board

Constituting the Board of Commissioners

of Benton County, Washington

cc: HR, Auditor

Prepared by: E. Wyant

TITLE: Rural Water Supply Program Coordinator II

DEPARTMENT: Community Development-Planning Division

REPORTS TO: Planning Manager

FLSA: Non-Exempt

SUMMARY:

The Rural Water Supply Program Coordinator promotes and coordinates the administration of the Benton County Rural Water Supply Program (RWSP) and participates in professional land use planning work. This position works closely with applicants and partners interested in residential development using the water rights held in the County's Water Bank. Additionally, this position coordinates and assists with land use planning and implementation assignments including administering local, state and federal land use ordinances and other duties as assigned.

EXAMPLES OF JOB DUTIES:

(Duties listed are illustrative and not intended as an exhaustive listing. This classification specification reflects the general concept and intent of the position and should not be construed as a detailed statement of all the requirement that may be inherent in the position.)

Assists the Planning Manager with day-to-day administration of the RWSP and various land use planning activities.

Coordinates, provides, and assists the public with information and application materials regarding the RWSP and various land use applications. Processes, evaluates, and and issues RWSP application requests and coordinate with landowners, and performs site review and field investigations to analyze applications, proposals, or complaints and takes photos for presentations.

Tracks water mitigation certifications, water bank usage, meter installations, and enforcement activities associated with the RWSP.

Communicates with Elected Officials, Department Heads, employees, vendors, and various board members to ensure compliance with area(s) of assignment, policies, procedures, contracts, rules, and other areas as necessary. Responds to requests for information, advice, and interpretation from employees, management, outside agencies, and the public.

Coordinates with planners and technical staff on work assignments, procedures, and studies. Manages, prepares and evaluates assigned land use planning projects, and provides direction and support to other County departments, the development community, and the public regarding the RWSP and development requirements and land use projects.

Reviews, develops and updates the County Comprehensive Plan and County Codes to ensure updates meet County goals and follow state and federal regulations.

Interprets land use ordinances and recommends appropriate applications and actions to resolve problems and proposals.

Coordinates and promotes department's work with other County divisions, local, regional and state planning agencies and organizations by providing technical assistance, knowledge of projects and procedures, communicating goals and objectives, and working to resolve issues.

Establishes, maintains, and updates files, lists, records, and logs on computerized and manual record keeping systems which includes verifying and inputting data specific to area of assignment; searching files and records for readily identifiable information; and other specific and unique needs as directed.

Pursues self-development and continuing personal development of skills and knowledge by attending ongoing educational workshops, reviewing professional publications, and establishing personal networks.

KNOWLEDGE, SKILLS, AND ABILITIES:

Advanced knowledge of modern principles, methods, and practices in water resources and regulations, and GIS.

Advanced knowledge of Benton County business and financial acumen and the application and interpretation of Benton County policies and procedures and federal, state, and local rules, laws, regulations, legislation, codes, and ordinances as they relate to area(s) of assignment.

Advanced troubleshooting skills to resolve issues or problems by analyzing trends and problems, identifying alternative solutions, interpreting compliance documentation, projecting consequences of proposed actions, and communicating and/or implementing recommendations in support of goals and maintaining compliance.

Advanced time management and mental and physical organization skills that support the ability to focus, have clarity, and use strategy to fulfill a variety of tasks successfully.

Advanced Skills in Microsoft Office Suite, including Microsoft Excel, the internet for research and the ability learn and develop proficient skills in the County-wide enterprise resource planning software, GIS mapping software, and other online portals.

Ability to exercise a high degree of independent judgment and discretion and maintain the confidentiality of sensitive and confidential information.

Ability to write and speak clearly and concisely and to express ideas and recommendations effectively, orally, and in writing.

Ability and willingness to establish and maintain communication and working relationships with peers, representatives from other agencies, vendors, public officials, and the general public using courtesy, tact, and good judgment.

Ability to effectively present information, findings, proposals, training, or other information to a variety of audiences by clearly articulating, engaging the audience, assessing the needs of the audience, and using appropriate materials to help audience understand the message.

Ability to identify and take advantage of opportunities, organize and prioritize several ongoing and frequently changing assignments to meet deadlines.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work may be performed in the following environmental conditions:
    - constantly: in an office environment. near hazardous substances and noxious odors/fumes, outdoor weather conditions, and near dirt, dust, grease, and oil, and
    - occasionally: near moving mechanical parts, outdoor weather conditions, and near dirt, dust, and shavings, exposed to other environmental when out in the field.

- The noise level in the general work environment is moderate as in a standard business office.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The person in this position must be able to

- spend the following amount of time in an activity:
    - constantly**:** talk or hear and use hands, fingers to handle or feel, or operate equipment or tools,
    - frequently**:** stand, walk, or sit for extended periods of time; climb, pull, push or balance, and
    - occasionally**:** stoop, kneel, crouch, or crawl; reach with hands and arms.
- carry or transport items:
    - frequently: up to 10 pounds, and
    - occasionally: between 11 and 50 pounds.

- have close vision (1- 20 inches) and have the ability to adjust focus.

SPECIAL CONSIDERATIONS:

May be required to work some nights, weekends, and holidays as needed to present information at public meetings or hearings, many of which are held in the evening hours.

EDUCATION AND EXPERIENCE:

Bachelor's degree in urban and regional planning, environmental, physical, natural sciences, or related field.

Five years of water resource, land use, or environmental planning experience; or any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job.

LICENSES, CERTIFICATES & OTHER REQUIREMENTS:

Employment at Benton County is contingent upon the results of a background check and eligibility for coverage by the County’s liability insurance carrier. Depending upon the position, background checks may include personal and professional references, social security verification, education and professional licensing verification, financial history, and criminal history.

Valid Washington State Driver's License if driving a vehicle for County business.

.

COMMISSIONERS' AGENDA ACTION SHEET

Meeting Date:	January 10, 2023
Subject:	Execute K3904 Amendment 5 with Health Care Authority for Prevention Services and Benton County Department of Human Services
Presenter:	
Prepared By:	Anthony Contreras-Sanchez, DHS Program Specialist
Reviewed By:	Kyle Sullivan, DHS Manager

PA Review, Approval to Form: ☒ Yes ☐ No ☐ N/A *(If no, include reasoning for no approval)*

Type of Agenda Item:

- ☒ Consent Agenda
- ☐ Public Hearing
- ☐ Scheduled Business

Type of Action Needed: *(Multiple boxes can be checked, if necessary)*

- ☐ Discussion Only
- ☐ Decision / Direction
- ☐ Sign Letter / Document
- ☐ Pass Motion
- ☒ Pass Resolution
- ☐ Pass Ordinance
- ☐ Execute Contract

Summary / Background Information

The purpose of this Fifth Amendment is to increase the contract amount by $82,500.00, extend the Contract term through June 30, 2023, and to update contract language.

Fiscal Impact

Funding for the services described in this Fifth Amendment is provided by the Health Care Authority. **There is no impact on the current expense budget.** All revenues and expenditures are from the Fund 0108-101 Human Services Budget, for a maximum program agreement amount of $1,344,418.00.

Recommendation

- Sign the Resolution to accept the proposed Fifth Amendment allowing DHS Manager to electronically sign the Fifth Amendment as required by Health Care Authority

Suggested Motion

Consent Agenda

RESOLUTION

BENTON COUNTY RESOLUTION NO. _____

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON;

RE: IN THE MATTER OF EXECUTING THE FIFTH AMENDMENT TO CONTRACT NUMBER: K3904 BETWEEN WASHINGTON STATE HEALTH CARE AUTHORITY AND BENTON COUNTY DEPARTMENT OF HUMAN SERVICES FOR COMMUNITY PREVENTION WELLNESS INITIATIVE (CPWI) SERVICES

WHEREAS, Washington State Health Care Authority contracts with Benton County Department of Human Services to provide Prevention Services; and

WHEREAS, the purpose of this Fifth Amendment is to increase the contract amount by $82,500.00 to continue providing prevention services; and

WHEREAS the grant is for services in both Benton and Franklin Counties. Benton County provides services under this grant to Franklin County through an interlocal agreement; and

WHEREAS, the contract must be submitted digitally and requires an established account and digital signature; **NOW, THEREFORE,**

BE IT RESOLVED that the Board of County Commissioners approves the Fifth Amendment to Contract between Benton County and the Washington State Health Care Authority for the CPWI services in the total amended amount of $1,344,418.00; and

BE IT FURTHER RESOLVED, that the Benton County Department of Human Services Manager be, and hereby is, authorized to digitally sign, on behalf of Benton County, the Community Prevention Wellness Initiative Fifth Amendment, between Washington State Health Care Authority and Benton County; and

BE IT FURTHER RESOLVED, that the Benton County Department of Human Services is authorized to voucher the County Auditor's office to make such payments necessary for the disbursement of the Community Prevention Wellness Initiative; and

BE IT FURTHER RESOLVED, the term of the attached Fifth Amendment commences on September 30, 2022 and ends on June 30, 2023.

Dated this.....day of ....., 2022

_____
Chairman of Board

_____
Member

_____
Member
Constituting the Board of County
Commissioners of Benton County, Washington

Attest: _____
Clerk of the Board

Originals: Benton Commissioners, Human Services

A. Contreras-Sanchez

Washington State Health Care Authority	**CONTRACT AMENDMENT**	HCA Contract No.: K3904 Amendment No.: 05

THIS AMENDMENT TO THE CONTRACT is between the Washington State Health Care Authority and the party whose name appears below, and is effective as of the date set forth below.

CONTRACTOR NAME	**CONTRACTOR doing business as (DBA)**
County of Benton	Benton County Department of Human Services
CONTRACTOR ADDRESS	**CONTRACTOR CONTRACT MANAGER**
7102 W OKANOGAN PL., STE 201 KENNEWICK, WA 99336	Name: Anthony Contreras Email: anthony.contreras@co.benton.wa.us
AMENDMENT START DATE	**CONTRACT END DATE**
September 30, 2022	June 30, 2023

PRIOR MAXIMUM CONTRACT AMOUNT	**AMOUNT OF INCREASE**	**TOTAL MAXIMUM COMPENSATION**
$1,261,918.00	$82,500.00	$1,344,418.00

WHEREAS, HCA and Contractor previously entered into a Contract for Community Prevention and Wellness Initiative (CPWI) Services, and;

WHEREAS, HCA and Contractor wish to amend the Contract pursuant to Section 17, *Amendment*, to extend contract term, add funding, and update contract language;

NOW THEREFORE, the parties agree the Contract is amended as follows:

1. Section 3, Term, is amended to reflect the Contract term is extended through June 30, 2023

2. Section 8, Compensation and Billing, Subsection 8.1, Consideration and Source of Funds is amended to reflect an increase in maximum compensation of $82,500.00 from $1,261,918.00, to $1,344,418.00.

3. Section 1, Definitions, Dedicated Marijuana Account" or "DMA" is updated to reflect the change in name to "Dedicated Cannabis Account". All references to Dedicated Marijuana Account or DMA are hereby changed to Dedicated Cannabis Account or DCA, respectively.

4. Section 8, Compensation and Billing, Subsection 8.2, Reimbursements, is replaced as follows to clarify 45-day invoicing requirements and standardize across all CPWI Contracts:

   8.2 Reimbursements

   HCA shall reimburse the Contractor only for actual incurred and allowable costs for the services identified in this Contract and in accordance with the Substance Use Disorder Prevention and Mental Health Promotion Services Billing Guide found at https://www.hca.wa.gov/assets/program/fiscal-program-requirements-sud.pdf.

   The Contractor shall not bill and HCA shall not pay for services performed under this contract, if the contractor has charged or will charge another agency of the state of Washington or any other party for the same services.

Reimbursement requests will not be approved for payment until the Contractor is current with all reporting requirements contained in this Contract.

HCA shall not make any payments in advance or anticipation of the delivery of services to be provided pursuant to this Contract.

All work under this Contract must end on or before the funding source(s) end date(s) and the final reimbursement request must be submitted to HCA within forty-five (45) calendar days after the funding source(s) end date(s). If the Contract is identified as funded by a federal and/or state grant(s), Contractor must submit all invoices within forty-five (45) calendar days of the end of the grant(s) fiscal year.

Upon expiration, suspension, or termination of the Contract, any claims for payment for costs due and payable under this Contract that are incurred prior to the expiration, suspension, or termination date must be submitted by the Contractor to HCA within forty-five (45) calendar days.

The Contractor must submit invoices for costs due and payable under this contract within forty-five (45) days of the date services were provided or within forty-five (45) calendar days after the Contract expiration date or funding source(s) end date, whichever comes first.

HCA is under no obligation to pay any claims that are submitted forty-six (46) or more days after the funding source(s) end date ("Belated Claims"). HCA will pay Belated Claims at its sole discretion, and any such potential payment is contingent upon the availability of funds.

Any supplemental billings must be received within thirty (30) days of the billing due date to be considered for payment. No supplemental billings will be accepted after forty-five (45) days of a funding source end date.

Payment shall be considered timely if made by HCA within thirty (30) business days after receipt and acceptance by HCA of the properly completed invoices. Payments shall be sent to the address designated by the Contractor on page one (1) of this Contract. HCA may, at its sole discretion, withhold payment claimed by the Contractor for services rendered if Contractor fails to satisfactorily comply with any term or condition of this Contract.

5. Section 22, Billing Limitations is replaced as follows:

   The HCA shall pay the Contractor only for authorized services provided in accordance with this Contract.

   HCA within the special terms and conditions of this contract may reduce length of time following the provision of services in which the contractor may submit claims for payment.

6. Updated information for Attachment 5, Federal Compliance, Certifications, and Assurances, Sections I.a through I.l, detailing Source of Funding and Period of Availability are in Attachment 8, Federal Award Identification for Subrecipients (FAIS) and Attachment 9, Federal Subaward Identification (FSI). Contractor will refer to Attachment 8 and 9 for funding amounts and period of availability for current and future funding. All other terms and conditions remain in effect.

7. Attachment 9, Federal Subaward Identification (FSI), is attached hereto and incorporated herein.

8. Attachment 10, SOR III Special Terms and Conditions, is attached hereto and incorporated herein.

9. Attachment 11, Substance Abuse and Mental Health Services Administration (SAMHSA) Award Terms 2022, is attached hereto and incorporated herein.

10. This Amendment ratifies the earlier agreement between the parties, the terms and conditions of which are contained herein. Accordingly, upon signature of the parties, this Amendment's effective date will be September 30, 2022 ("Effective Date"), regardless of the date of execution.

11. All capitalized terms not otherwise defined herein have the meaning ascribed to them in the Contract.

12. All other terms and conditions of the Contract remain unchanged and in full force and effect.

The parties signing below warrant that they have read and understand this Amendment and have authority to execute the Amendment. This Amendment will be binding on HCA only upon signature by both parties.

CONTRACTOR SIGNATURE	PRINTED NAME AND TITLE Kyle Sullivan Human Services Manager	DATE SIGNED
HCA SIGNATURE DocuSigned by: Rachelle Amerine 71E17FEBBC774E7...	PRINTED NAME AND TITLE Rachelle Amerine Contracts Administrator	DATE SIGNED 11/28/2022

ATTACHMENT 9 - Federal Subaward Identification

State Opioid Response III (SOR III)

1.	Federal Awarding Agency	Dept. of Health and Human Services Substance Abuse and Mental Health Services Administration (SAMHSA)
2.	Federal Award Identification Number (FAIN)	H79TI085727
3.	Federal Award Date	September 23, 2022
4.	Assistance Listing Number and Title	93.788 Opioid STR (Opioid Response Grants)
5.	Is the Award for Research and Development?	☐ Yes ☒ No
6.	Contact Information for HCA's Awarding Official	Keri Waterland, assistant director WA State Health Care Authority Division of Behavioral Health and Recovery keri.waterland@hca.wa.gov
7.	Subrecipient name (as it appears in SAM.gov)	County of Benton
8.	Subrecipient's Unique Entity Identifier (UEI)	G1PDD2EWFGD8
9.	Subaward Project Description	Community Prevention and Wellness Initiative services
10.	Primary Place of Performance	99336-2341
11.	Subaward Period of Performance	September 30, 2022 – June 30, 2023
12.	Amount of Federal Funds Obligated by this Action	$51,150.00
13.	Total Amount of Federal Funds Obligated by HCA to the Subrecipient, including this Action	$51,150.00
14.	Indirect Cost Rate for the Federal Award (including if the de minimis rate is charged)	8%

This Contract is subject to 2 CFR Chapter 1, Part 170 Reporting Sub-Award and Executive Compensation Information. The authorized representative for the Subrecipient identified above must answer the questions below. If you have questions or need assistance, please contact subrecipientmonitoring@hca.wa.gov.

1. Did the Subrecipient receive (1) 80% or more of its annual gross revenue from federal contracts, subcontracts, grants, loans, subgrants, and/or cooperative agreements; and (2) $25,000,000 or more in annual gross revenues from federal contracts, subcontracts, grants, loans, subgrants, and/or cooperative agreements?
   ☐ YES ☐ NO

2. Does the public have access to information about the compensation of the executives in your business or organization through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?
   ☐ YES ☐ NO

Federal Subaward Identification

Partnerships For Success (PFS)

1.	Federal Awarding Agency	Dept. of Health and Human Services Substance Abuse and Mental Health Services Administration (SAMHSA)
2.	Federal Award Identification Number (FAIN)	H79SP080980
3.	Federal Award Date	06-04-2020
4.	Assistance Listing Number and Title	93.243 Substance Abuse and Mental Health Services Projects of Regional and National Significance
5.	Is the Award for Research and Development?	☐ Yes ☒ No
6.	Contact Information for HCA's Awarding Official	Keri Waterland, assistant director WA State Health Care Authority Division of Behavioral Health and Recovery keri.waterland@hca.wa.gov 360-725-5252
7.	Subrecipient name (as it appears in SAM.gov)	County of Benton
8.	Subrecipient's Unique Entity Identifier (UEI)	G1PDD2EWFGD8
9.	Subaward Project Description	Community Prevention and Wellness Initiative services
10.	Primary Place of Performance	99336-2341
11.	Subaward Period of Performance	September 30, 2022 – June 30, 2023
12.	Amount of Federal Funds Obligated by this Action	$31,350.00
13.	Total Amount of Federal Funds Obligated by HCA to the Subrecipient, including this Action	$284,061.00
14.	Indirect Cost Rate for the Federal Award (including if the de minimis rate is charged)	8%

This Contract is subject to 2 CFR Chapter 1, Part 170 Reporting Sub-Award and Executive Compensation Information. The authorized representative for the Subrecipient identified above must answer the questions below. If you have questions or need assistance, please contact subrecipientmonitoring@hca.wa.gov.

1. Did the Subrecipient receive (1) 80% or more of its annual gross revenue from federal contracts, subcontracts, grants, loans, subgrants, and/or cooperative agreements; and (2) $25,000,000 or more in annual gross revenues from federal contracts, subcontracts, grants, loans, subgrants, and/or cooperative agreements?
   ☐ YES ☐ NO

2. Does the public have access to information about the compensation of the executives in your business or organization through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?
   ☐ YES ☐ NO

ATTACHMENT 10 – SOR III Special Terms and Conditions

The following terms apply to any awardee or subrecipient of the State Opioid Response III (SOR III) grant, and Contractor agrees to comply as follows.

1. SOR III grant funds must be used to fund prevention services and evidence-based practices that are appropriate for the population(s) of focus.
2. SOR III funds shall not be utilized for services that can be supported through other accessible sources of funding such as other federal discretionary and formula grant funds, ((e.g., HHS, CDC, CMS, HRSA, and SAMHSA), DOJ (OJP/BJA)), and non-federal funds, third party insurance, and sliding scale self-pay among others.
3. Recipients are expected to report program-level data. Grantees are also required to comply with all additional data collection requirements of the grant. Grantees shall fully participate in any SAMHSA-sponsored evaluation of the SOR grant program. The submission of these data in the form required by SAMHSA is a requirement of funding. Noncompliance with this requirement may result in restricted access to funding for this year or limited or no access to funding in the future grant year

ATTACHMENT 11 - Substance Abuse and Mental Health Services Administration (SAMHSA) Award Terms

Federal Fiscal Year 2022 – Award Standard Terms

NOTICE TO THE SUBRECIPIENT: This contract is funded through the federal grant identified above, and HCA intends the contract between Subrecipient and HCA to conform with the applicable provisions of the grant (below). HCA is bound by these terms and requires Subrecipient comply with the applicable clauses and provisions set forth herein. Under no circumstances shall this Contract create a contractual relationship between SAMHSA and the Subrecipient.

	Name	Language
1	**Acceptance of the Terms of an Award**	By drawing or otherwise obtaining funds from the Health and Human Services (HHS) Payment Management System, the recipient acknowledges acceptance of the terms and conditions of the award and is obligated to perform in accordance with the requirements of the award. If the recipient cannot accept the terms, the recipient should notify the Grants Management Officer (GMO) within thirty (30) days of receipt of this award notice. Once an award is accepted by a recipient, the contents of the Notice of Award (NoA) are binding on the recipient unless and until modified by a revised NoA signed by the GMO. **Certification Statement:** By drawing down funds, the recipient certifies that proper financial management controls and accounting systems, to include personnel policies and procedures, have been established to adequately administer Federal awards and funds drawn down. Recipients of Department of Health and Human Services' (DHHS) grants or cooperative agreement awards must comply with all terms and condition of their awards, including: (a) terms and conditions included in the HHS Grants Policy Statement in effect at the time of a new, non- competing continuation, or renewal award, including the requirements of HHS grants administration regulations; (b) requirements of the authorizing statutes and implementing regulations for the program under which the award is funded; (c) applicable requirements or limitations in appropriations acts; and (d) any requirements specific to the particular award specified in program policy and guidance, the Notice of Funding Opportunity (NOFO), or the Notice of Award (NoA).
2	**Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards**	The NoA issued is subject to the administrative requirements, cost principles, and audit requirements that govern Federal monies associated with this award, as applicable, in the Uniform Guidance – 2 Code of Federal Regulations (CFR) § 200 as codified by HHS at 45 CFR § 75.
3	**Award Expectations**	The eligibility and program requirements originally outlined in the NOFO must continue to be adhered to as the funded project is implemented. Recipients must comply with the performance goals, milestones, outcomes, and performance data collection as reflected in the NOFO and related policy and guidance. Additional terms and/or conditions may be applied to this award if outstanding financial or programmatic compliance issues are identified by Substance Abuse and Mental Health Services Administration (SAMHSA).
4	**Flow down of requirements to sub-recipients**	The recipient, as the awardee organization, is legally and financially responsible for all aspects of this award including funds provided to sub-recipients, in accordance with 45 CFR § 75.351 – 75.352, Sub-recipient monitoring and management.
5	**Future Funding**	As indicated in the NoA, recommended future support reflects total costs (direct plus indirect). Funding is subject to the availability of Federal funds and satisfactory progress of the project.
6	**Non-Supplant**	Federal award funds must supplement, not replace (supplant) nonfederal funds. All recipients who receive awards under programs that prohibit supplanting by law must ensure

	Name	Language
		that federal funds do not supplant funds that have been budgeted for the same purpose through non-federal sources. Applicants or award recipients may be required to demonstrate and document that a reduction in non-federal resources occurred for reasons other than the receipt of expected receipt of federal funds.
7	**Unallowable Costs**	All costs incurred prior to the award issue date and costs not consistent with the funding opportunity, 45 CFR § 75, and the HHS Grants Policy Statement, are not allowable under this award.
8	**Conflicts of Interest Policy**	Consistent with 45 CFR § 75.112, recipients must establish written policies and procedures to prevent employees, consultants, and others (including family, business, or other ties) involved in grant-supported activities, from involvement in actual or perceived conflicts of interest. The policies and procedures must: A. address conditions under which outside activities, relationships, or financial interest are proper or improper; B. provide for advance disclosure of outside activities, relationships, or financial interest to a responsible organizational official; C. include a process for notification and review by the responsible official of potential or actual violations of the standards; and D. specify the nature of penalties that may be imposed for violations.
9	**Administrative and National Policy Requirements**	Public policy requirements are requirements with a broader national purpose than that of the Federal sponsoring program or award that an applicant/recipient must adhere to as a prerequisite to and/or condition of an award. Public policy requirements are established by statute, regulation, or Executive order. In some cases they relate to general activities, such as preservation of the environment, while, in other cases they are integral to the purposes of the award-supported activities. An application funded with the release of federal funds through a grant award does not constitute or imply compliance with federal statute and regulations. Funded organizations are responsible for ensuring that their activities comply with all applicable federal regulations.
10	**Carryover - Expanded Authority for Unobligated Balances from One Budget Period to Any Subsequent Budget Period**	Federal administrative requirements allow agencies to provide recipients with expanded authorities, which waive certain cost-related and administrative prior approvals under certain conditions. Per 45 CFR § 75.308 (d)(3), SAMHSA has extended expanded authority to recipients requesting carryover of unobligated balances (UOB) up to 25% or less of the current budget period (year when the funds are needed) provided that recipients are not on drawdown restriction. Recipients requesting a carryover greater than 25% of the current budget period award **cannot exercise this expanded authority**. Recipients who exercise expanded authority MUST include an Intent to Carryover statement in the Remarks section (box 12) of the annual Federal Financial Report (FFR). Expanded authority may be overridden by other special terms or conditions of the award. Recipients must carefully review the Notice of Award to determine if a particular authority is withheld for a specific award.

	Name	Language
		Recipients must exercise proper stewardship over Federal funds and ensure that costs charged to awards are allowable, allocable, reasonable, necessary, and consistently applied regardless of the source of funds. *Additional Guidance:* https://www.samhsa.gov/grants/grants-management/post-award-amendments#carryover
11	**Marijuana Restriction**	SAMHSA grant funds may not be used to purchase, prescribe, or provide marijuana or treatment using marijuana. See, e.g., 45 CFR § 75.300(a) (requiring HHS to ensure that Federal funding is expended in full accordance with U.S. statutory and public policy requirements); 21 U.S.C. 812(c)(10) and 841 (prohibiting the possession, manufacture, sale, purchase or distribution of marijuana).
12	**Prior Approval**	SAMHSA anticipates that the recipient may need to modify the recipient's award budget or other aspects of its approved application during performance to accomplish the award's programmatic objectives. In general, recipients are allowed a certain degree of latitude to re- budget within and between budget categories to meet unanticipated needs and to make other types of post-award changes, provided that the changes still meet the statutory program requirements and the regulatory requirements under 45 CFR § 75, as applicable. Items that require prior approval (i.e. formal written approval) from the GMO, as indicated in either 45 CFR § 75 or the HHS Grants Policy Statement, must be submitted in writing to the GMO. Based on the nature, extent, and timing of the request, the SAMHSA GMO may approve, deny, or request additional material to further document and evaluate your request. Only an amended NoA signed by the GMO is considered valid. Verbal authorization is not approval and is not binding on SAMHSA. Recipients who proceed do so at their own risk. Prior approval is required for but is not limited to: Changes in Key Personnel and Level of Effort, Budget Revisions, Changes in Scope, Carryover Requests (that fall outside the term for the Expanded Authority for Carryover), and No Cost Extensions. A summary of activities that require prior approval is listed in the HHS Grants Policy Statement under Exhibit 5, Page II-49. SAMHSA instructions regarding requests for prior approval are available at: https://www.samhsa.gov/grants/grants-management/post-award-amendments
13	**Executive Pay**	The Consolidated Appropriations Act, 2022 (Public Law 117-103), signed into law on March 15, 2022, restricts the amount of direct salary to Executive Level II of the Federal Executive Pay scale. Effective January 2, 2022, the salary limitation for Executive Level II is **$203,700**. For awards issued prior to this change, if adequate funds are available in active awards, and if the salary cap increase is consistent with the institutional base salary, recipients may re-budget to accommodate the current Executive Level II salary level. However, no additional funds will be provided to these grant awards.
14	**Promotional Items**	SAMHSA grant funds may not be used for Promotional Items. Promotional items include but are not limited to clothing and commemorative items such as pens, mugs/cups, folders/folios, lanyards, and conference bags.

	Name	Language
		HHS Policy on the Use of Appropriated Funds for Promotional Items: https://www.hhs.gov/grants/contracts/contract-policies-regulations/spending-on-promotional-items/index.html
15	**Universal Identifier and SAM Requirements**	This award is subject to requirements as set forth in 2 CFR § 25 – Universal Identifier and System of Award Management (SAM) Requirements. A. Requirement for System of Award Management Unless you are exempted from this requirement under 2 CFR § 25.110, you, as the recipient, must maintain the currency of your information in the SAM, until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or another award term. B. Requirement for unique entity identifier if you are authorized (reference project description) to make subawards under this award, you: 1. Must notify potential subrecipients that no entity (see definition in paragraph C of this award term) may receive a subaward from you, unless the entity has provided its unique entity identifier to you; and 2. May not make a subaward to an entity, unless the entity has provided its unique entity identifier to you. C. Definitions. For purposes of this award term: 1. System of Award Management (SAM) means the Federal repository into which an entity must provide information required for the conduct of business as a recipient. Additional information on SAM registration procedures may be found at: https://www.sam.gov. 2. Unique entity identifier means the identifier required for SAM registration to uniquely identify business entities. 3. Entity, as it is used in this award term, means all of the following, as defined at 2 CFR § 25, subpart D: a. A governmental organization, which is a state, local government, or Indian Tribe; b. A foreign public entity; c. A domestic or foreign nonprofit organization; d. A domestic or foreign for-profit organization; and e. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

	Name	Language
		4. Subaward: a. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient; b. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see 2 CFR § 200.1 and 2 CFR § 200.331). c. A subaward may be provided through any legal agreement, including an agreement that you consider a contract. 5. Subrecipient means an entity that: a. receives a subaward from you under this award; and b. is accountable to you for the use of the Federal funds provided by the subaward.
16	**Federal Financial Accountability and Transparency Act (FFATA)**	Reporting Subawards and Executive Compensation, 2 CFR, Appendix A to Part 170 A. Reporting of first-tier subawards. 1. Applicability. Unless you are exempt as provided in paragraph d. of this award term, you must report each action that obligates $25,000 or more in Federal funds that does not include Recovery funds (as defined in section 1512(a)(2) of the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5) for a subaward to an entity (see definitions in paragraph e. of this award term). 2. Where and when to report. a. You must report each obligating action described in paragraph A. 1. of this award term to http://www.fsrs.gov. b. For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010.) 3. What to report. You must report the information about each obligating action that the submission instructions posted at http://www.fsrs.gov specify. B. Reporting Total Compensation of Recipient Executives. 1. Applicability and what to report. You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if— a. the total Federal funding authorized to date under this award is $25,000 or more; b. in the preceding fiscal year, you received— I. 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR §170.320 (and subawards); and II. $25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR §170.320 (and subawards); and

	Name	Language
		c. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at https://www.sec.gov/fast-answers/answers- execomphtm.html 2. Where and when to report. You must report executive total compensation described in paragraph B. 1. of this award term: a. As part of your registration profile at https://www.sam.gov b. By the end of the month following the month in which this award is made, and annually thereafter. 3. Applicability and what to report. You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if— a. the total Federal funding authorized to date under this award is $25,000 or more; b. in the preceding fiscal year, you received— i. 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR §170.320 (and subawards); and ii. $25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR §170.320 (and subawards); and iii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at https://www.sec.gov/fast-answers/answers-execomphtm.html 4. Where and when to report. You must report executive total compensation described in paragraph B. 1. of this award term: a. As part of your registration profile at https://www.sam.gov By the end of the month following the month in which this award is made, and annually thereafter.
17	**FAPIIS – Recipient Integrity and Performance**	A. Reporting of Matters Related to Recipient Integrity and Performance 1. General Reporting Requirement If the total value of your currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds $10,000,000 for any period of time during the period of performance of this Federal award, then you as the recipient during that period of time must maintain the currency of information reported to the System for Award Management (SAM) that is made available in the designated integrity and performance system (currently the Federal Awardee Performance and Integrity Information System (FAPIIS) about civil, criminal, or

administrative proceedings described in paragraph 2 of this award term and condition. This is a statutory requirement under section 872 of Public Law 110-417, as amended (41 U.S.C. 2313). As required by section 3010 of Public Law 111-212, all information posted in the designated integrity and performance system on or after April 15, 2011, except past performance reviews required for Federal procurement contracts, will be publicly available.

2. Proceedings About Which You Must Report

Submit the information required about each proceeding that:
Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from the Federal Government;

a. Reached its final disposition during the most recent five-year period; and
b. If one of the following:
   I. A criminal proceeding that resulted in a conviction, as defined in paragraph 5 of this award term and condition;
   II. A civil proceeding that resulted in a finding of fault and liability and payment of a monetary fine, penalty, reimbursement, restitution, or damages of $5,000 or more;
   III. An administrative proceeding, as defined in paragraph 5 of this award term and

condition, that resulted in a finding of fault and liability and your payment of either a monetary fine or penalty of $5,000 or more or reimbursement, restitution, or damages in excess of $100,000; or

   IV. Any other criminal, civil, or administrative proceeding if:
      A. It could have led to an outcome described in paragraph 2.c.(1), (2), or (3) of this award term and condition;
      B. It had a different disposition arrived at by consent or compromise with an acknowledgement of fault on your part; and
      C. The requirement in this award term and condition to disclose information about the proceeding does not conflict with applicable laws and regulations.

3. Reporting Procedures

Enter in the SAM Entity Management area the information that SAM requires about each proceeding described in paragraph 2 of this award term and condition. You do not need to submit the information a second time under assistance awards that you received if you already provided the information through SAM because you were required to do so under Federal procurement contracts that you were awarded.

4. Reporting Frequency

During any period of time when you are subject to this requirement in paragraph 1 of this award term and condition, you must report proceedings information through SAM for the most recent five-year period, either to report new information about any proceeding(s) that you have not reported previously or affirm that there is no new information to report. Recipients that have Federal contract, grant, and cooperative agreement awards with a cumulative total value greater than $10,000,000 must disclose semiannually any information about the criminal, civil, and administrative proceedings.

5. Definitions

For purposes of this award term and condition:

a. Administrative proceeding means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability (e.g., Securities and Exchange Commission Administrative proceedings, Civilian Board of Contract Appeals proceedings, and Armed Services

	Name	Language
		Board of Contract Appeals proceedings). This includes proceedings at the Federal and State level but only in connection with performance of a Federal contract or grant. It does not include audits, site visits, corrective plans, or inspection of deliverables. b. Conviction, for purposes of this award term and condition, means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere. c. Total value of currently active grants, cooperative agreements, and procurement contracts includes— I. Only the Federal share of the funding under any Federal award with a recipient cost share or match; and II. The value of all expected funding increments under a Federal award and options, even if not yet exercised
18	**Acknowledgement of Federal Funding in communications and contracting.**	For each publication that results from HHS grant-supported activities, recipients must include an acknowledgment of grant support using one of the following statements: "**This publication was made possible by Grant Number _____from _____.**" **"The project described was supported by Grant Number _____from _____."** Recipients also must include a disclaimer stating the following: **"Its contents are solely the responsibility of the authors and do not necessarily represent the official views of the [SAMHSA]."** If the recipient plans to issue a press release concerning the outcome of HHS grant-supported activities, it should notify SAMHSA in advance to allow for coordination. One copy of each publication resulting from work performed under an HHS grant-supported project must accompany the annual or final progress report submitted to SAMHSA.
19	**Acknowledgement of Federal Funding at Conferences and Meetings**	A conference is defined as a meeting, retreat, seminar, symposium, workshop or event whose primary purpose is the dissemination of technical information beyond the non-Federal entity and is necessary and reasonable for successful performance under the Federal award. Allowable conference costs paid by the non-Federal entity as a sponsor or host of the conference may include rental of facilities, speakers' fees, costs of meals and refreshments, local transportation, and other items incidental to such conferences unless further restricted by the terms and conditions of the Federal award. As needed, the costs of identifying, but not providing, locally available dependent-care resources are allowable. Conference hosts/sponsors must exercise discretion and judgment in ensuring that conference costs are appropriate, necessary and managed in a manner that minimizes costs to the Federal award. The HHS awarding agency may authorize exceptions where appropriate for programs including Indian tribes, children, and the elderly. See also 45 CFR §§75.438, 75.456, 75.474, and 75.475. **Disclaimer for Conference/Meeting/Seminar Materials:** If a conference/meeting/seminar is funded by a grant, cooperative agreement, sub-grant and/or a contract, the recipient must include the following statement on conference materials, including promotional materials, agenda, and internet sites: *"Funding for this conference was made possible (in part) by SAMHSA. The views expressed in written conference materials or publications and by speakers and moderators*

	Name	Language
		do not necessarily reflect the official policies of the Department of Health and Human Services, nor does the mention of trade names, commercial practices, or organizations imply endorsement by the U.S. Government."
20	**Rights in Data and Publications**	As applicable, recipients agree to the requirements for intellectual property, rights in data, access to research data, publications, and sharing research tools, and intangible property and copyrights as described in 45 CFR § 75.322 and the HHS Grants Policy Statement. Recipients may copyright any work that is subject to copyright and was developed, or for which ownership was acquired, under a Federal award. SAMHSA reserves a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use the work for Federal purposes, and to authorize others to do so.
21	**Mandatory Disclosures**	Consistent with 45 CFR § 75.113, applicants and recipients must disclose in a timely manner, in writing to the HHS Office of Inspector General (OIG), all information related to violations, or suspected violations, of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Subrecipients must disclose, in a timely manner, in writing to the prime recipient (pass through entity) and the HHS OIG, all information related to violations, or suspected violations, of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Disclosures must be sent in writing to the awarding agency and to the HHS OIG at the following addresses: U.S. Department of Health and Human Services Office of Inspector General ATTN: Mandatory Grant Disclosures, Intake Coordinator 330 Independence Avenue, SW, Cohen Building, Room 5527, Washington, DC 20201 Fax: (202) 205-0604 (Include "Mandatory Grant Disclosures" in subject line) or email: MandatoryGranteeDisclosures@oig.hhs.gov Failure to make required disclosures can result in any of the remedies described in 45 CFR § 75.371 – Remedies for noncompliance, including suspension or debarment (see 2 CFR §§ 180 & 376 and 31 U.S.C. 3321).
22	**Lobbying Restrictions**	Per 45 CFR §75.215, Recipients are subject to the restrictions on lobbying as set forth in 45 CFR § 93. U.S.C. > Title 18 > Part I > Chapter 93 > Section 1913, No part of the money appropriated by any enactment of Congress shall, in the absence of express authorization by Congress, be used directly or indirectly to pay for any personal service, advertisement, telegram, telephone, letter, printed or written matter, or other device, intended or designed to influence in any manner a Member of Congress, a jurisdiction, or an official of any government, to favor, adopt, or oppose, by vote or otherwise, any legislation, law, ratification, policy, or appropriation, whether before or after the introduction of any bill, measure, or resolution proposing such legislation, law, ratification, policy, or appropriation; but this shall not prevent officers or employees of the United States or of its departments or agencies from communicating to any such Member or official, at his/her request, or to Congress or such official, through the proper official channels, requests for any legislation, law, ratification, policy, or appropriations which they deem necessary for the efficient conduct of the public business, or from making any communication whose prohibition by this section might, in the opinion of the Attorney General, violate the Constitution or interfere with the conduct of foreign policy, counter-intelligence, intelligence, or national security activities. Violations of this section shall constitute as a violation of section 1352 (a) of Title 31.

	Name	Language
23	**Drug-Free Workplace**	The Drug-Free Workplace Act of 1988 (41 U.S.C. § 701 et seq.) requires that all organizations receiving grants from any Federal agency agree to maintain a drug-free workplace. You as the recipient must comply with drug-free workplace requirements in Subpart B (or Subpart C, if the recipient is an individual) of part 382, which adopts the Governmentwide implementation (2 CFR §182) of sec. 5152-5158 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701-707). By signing the application, the AOR agrees that the recipient will provide a drug-free workplace and will comply with the requirement to notify SAMHSA if an employee is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for debarment. Government wide requirements for Drug-Free Workplace for Financial Assistance are found in 2 CFR § 182; HHS implementing regulations are set forth in 2 CFR § 382.400.
24	**Civil Right Laws that prohibit discrimination**	You must administer your project in compliance with federal civil rights laws that prohibit discrimination on the basis of race, color, national origin, disability, age and, in some circumstances, religion, conscience, and sex (including gender identity, sexual orientation, and pregnancy). This includes taking reasonable steps to provide meaningful access to persons with limited English proficiency and providing programs that are accessible to and usable by persons with disabilities. The HHS Office for Civil Rights provides guidance on complying with civil rights laws enforced by HHS. See https://www.hhs.gov/civil-rights/for-providers/provider- obligations/index.htm I and https://www.hhs.gov/civil-rights/for-individuals/nondiscrimination/index.html. A. You must take reasonable steps to ensure that your project provides meaningful access to persons with limited English proficiency. For guidance on meeting your legal obligation to take reasonable steps to ensure meaningful access to your programs or activities by limited English proficient individuals, see https://www.hhs.gov/civil-rights/for-individuals/special- topics/limited-english-proficiency/fact-sheet-guidance/index.html and https://www.lep.gov. B. For information on your specific legal obligations for serving qualified individuals with disabilities, including providing program access, reasonable modifications, and taking appropriate steps to provide effective communication, see http://www.hhs.gov/ocr/civilrights/understanding/disability/index.html. C. HHS funded health and education programs must be administered in an environment free of sexual harassment, see https://www.hhs.gov/civil-rights/for-individuals/sex-discrimination/index.html. D. For guidance on administering your project in compliance with applicable federal religious nondiscrimination laws and applicable federal conscience protection and associated anti- discrimination laws, see https://www.hhs.gov/conscience/conscience-protections/index.html and https://www.hhs.gov/conscience/religious-freedom/index.html.

	Name	Language
25	**Trafficking Victims Protection Act of 2000 (22 U.S.C. 7104(G)), as amended, and 2 CFR § 175**	The Trafficking Victims Protection Act of 2000 authorizes termination of financial assistance provided to a private entity, without penalty to the Federal government, if the recipient or subrecipient engages in certain activities related to trafficking in persons. SAMHSA may unilaterally terminate this award, without penalty, if a private entity recipient, or a private entity subrecipient, or their employees: A. Engage in severe forms of trafficking in persons during the period of time that the award is in effect; B. Procure a commercial sex act during the period of time that the award is in effect; or, C. Use forced labor in the performance of the award or subawards under the award. The text of the full award term is available at 2 CFR § 175.15(b).
26	**Confidentiality of Alcohol and Drug Abuse Patient Records**	The regulations (42 CFR § 2) are applicable to any information about alcohol and other drug abuse patients obtained by a "program" (42 CFR § 2.11), if the program is federally assisted in any manner (42 CFR § 2.12b). Accordingly, all project patient records are confidential and may be disclosed and used only in accordance with 42 CFR § 2. The recipient is responsible for assuring compliance with these regulations and principles, including responsibility for assuring the security and confidentiality of all electronically transmitted patient material.
27	**Healthy People 2020**	Healthy People 2020 is a national initiative led by HHS that set priorities for all SAMHSA programs. The initiative has two major goals: (1) increase the quality and years of a healthy life; and (2) eliminate our country's health disparities. The program consists of 28 focus areas and 467 objectives. SAMHSA has actively participated in the work groups of all the focus areas and is committed to the achievement of the Healthy People 2020 goals. Healthy People 2010 and the conceptual framework for the forthcoming Healthy People 2020 process can be found online at: http://www.healthypeople.gov/
28	**Accessibility Provisions**	Recipients of Federal financial assistance (FFA) from HHS must administer their programs in compliance with Federal civil rights law. This means that recipients of HHS funds must ensure equal access to their programs without regard to a person's race, color, national origin, disability, age, and in some circumstances, sex and religion. This includes ensuring your programs are accessible to persons with limited English proficiency. The HHS Office for Civil Rights also provides guidance on complying with civil rights laws enforced by HHS. Please see: http://www.hhs.gov/ocr/civilrights/understanding/section1557/index.html. Recipients of FFA also have specific legal obligations for serving qualified individuals with disabilities. Please see- http://www.hhs.gov/ocr/civilrights/understanding/disability/index.html. Please contact the HHS Office for Civil Rights for more information about obligations and prohibitions under Federal civil rights laws at https://www.hhs.gov/civil- rights/index.html or call 1-800-368-1019 or TDD 1-800-537-7697. Also note that it is an HHS Departmental goal to ensure access to quality, culturally competent care, including long-term services and supports, for vulnerable populations. For further guidance on providing culturally and linguistically appropriate services, recipients should review the National Standards for Culturally and Linguistically Appropriate Services in Health and Health Care at https://minorityhealth.hhs.gov/omh/browse.aspx?lvl=1&lvlid=6.

	Name	Language
29	**Data Collection and Performance Measurement:**	All SAMHSA recipients are required to collect and report evaluation data to ensure the effectiveness and efficiency of its programs under the Government Performance and Results (GPRA) Modernization Act of 2010 (P.L. 102-62). Recipients must comply with the performance goals, milestones, and expected outcomes as reflected in the NOFO and are required to submit data via SAMHSA's data-entry and reporting system. Please contact your Government Program Official for additional submission information.
30	**Legislative Mandates**	Certain statutory provisions under P.L. 115-245, Department of Defense and Labor, Health and Human Services, and Education Appropriations Act, 2019, Division B, Title V, Title II, General Provisions limit the use of funds on SAMHSA grants, cooperative agreements, and contract awards. Such provisions are subject to change annually based on specific appropriation language that restricts the use of grant funds. The full text of P.L. 115-245 is available at https://www.congress.gov/bill/115th-congress/house-bill/6157/text?Format=txt.
31	**Executive Order 13410: Promoting Quality and Efficient Health Care in Federal Government Administered or Sponsored Health Care Programs**	This EO promotes efficient delivery of quality health care through the use of health information technology, transparency regarding health care quality and price, and incentives to promote the widespread adoption of health information technology and quality of care. Accordingly, all recipients that electronically exchange patient level health information to external entities where national standards exist must:) Use recognized health information interoperability standards at the time of any HIT system update, acquisition, or implementation, in all relevant information technology systems supported, in whole or in part, through this agreement/contract. Please consult www.healthit.gov for more information, and) Use Electronic Health Record systems (EHRs) that are certified by agencies authorized by the Office of the National Coordinator for Health Information Technology (ONC), or that will be certified during the life of the grant.
32	**Audits**	Non-Federal recipients that expend $750,000 or more in federal awards during the recipient's fiscal year must have a single or program-specific audit conducted for that year in accordance with the provisions of 45 CFR § 75.501(a). Guidance on determining Federal awards expended is provided in 45 CFR §75.502. Recipients are responsible for submitting their Single Audit Reports and the Data Collections Forms (SF-FAC) electronically to the to the Federal Audit Clearinghouse Visit disclaimer page (FAC) within the earlier of 30 days after receipt or nine months after the FY's end of the audit period. The FAC operates on behalf of the OMB. For specific questions and information concerning the submission process: Visit the Federal Audit Clearinghouse at https://harvester.census.gov/facweb Call FAC at the toll-free number: (800) 253-0696
33	**Ad Hoc Submissions**	Throughout the project period, SAMHSA may determine that a grant requires submission of additional information beyond the standard deliverables. This information may include, but is not limited to, the following: A. Payroll B. Purchase orders C. Contract documentation D. Proof of project implementation

	Name	Language
34	**Submitting Responses to Conditions and Reporting Requirements**	Unless otherwise identified in the special terms and conditions of award and post award requests, all responses to special terms and conditions of award and post award requests must be submitted through the eRA Commons system.
35	**Risk Assessment**	The Office of Financial Advisory Services (OFAS), SAMHSA may perform an administrative review of your organization's financial management systems, policies, procedures and records. If the review discloses material weaknesses or other financial management concerns, grant funding may be restricted in accordance with 45 CFR § 75/2 CFR § 200, as applicable. The restriction will affect your organization's ability to withdraw funds from the Payment Management System account, until the concerns are addressed.
36	**90-day Reconciliation and Liquidation Period**	In accordance with 45 CFR § 75.309 and § 75.381, recipients must liquidate all obligations incurred under an award not later than ninety (90) days after the end of award's obligation and expenditure period (i.e., the project period. After ninety (90) days, letter of credit accounts are locked. SAMHSA does not approve extensions to the ninety (90) day post-award reconciliation/liquidation period. Therefore, recipients are expected to complete all work and reporting within the approved project period and the aforementioned 90-day post-award reconciliation/liquidation period. Recipients (late) withdrawal requests occurring after the aforementioned periods will be denied.
37	**Cancel Year**:	31 U.S.C. 1552(a) Procedure for Appropriation Accounts Available for Definite Periods states the following: On September 30th of the 5th fiscal year after the period of availability for obligation of a fixed appropriation account ends, the account shall be closed and any remaining balances (whether obligated or unobligated) in the account shall be canceled and thereafter shall not be available for obligation or expenditure for any purpose.
38	**Termination**	Termination (45 CFR § 75.372) applies to this award and states, in part, the following: (a) This award may be terminated in whole or in part: (1) By the HHS awarding agency (SAMHSA) or pass-through entity, if a non-Federal entity fails to comply with the terms and conditions of a Federal award; (2) By the HHS awarding agency (SAMHSA) or pass-through entity for cause; (3) By the HHS awarding agency (SAMHSA) or pass-through entity with the consent of the non-Federal entity, in which case the two parties must agree upon the termination conditions, including the effective date and, in the case of partial termination, the portion to be terminated; (4) By the non-Federal entity upon sending to the HHS awarding agency or pass-through entity written notification setting forth the reasons for such termination, the effective date, and, in the case of partial termination, the portion to be terminated. However, if the Federal awarding agency or pass-through entity determines in the case of partial termination that the reduced or modified portion of the Federal award or subaward will not accomplish the purposes for which the Federal award was made, the HHS awarding agency or pass-through entity may terminate the Federal award in its entirety.
39	**Prohibition on certain tele-communications and video surveillance**	As described in 2 CFR § 200.216, recipients and subrecipients are prohibited to obligate or spend grant funds (to include direct and indirect expenditures as well as cost share and program) to: A. Procure or obtain; B. Extend or renew a contract to procure or obtain; or

Name	Language
services or equipment	C. Enter into contract (or extend or renew contract) to procure or obtain equipment, services, or systems that use covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Pub. L. 115- 232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities). 1. For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities). 2. Telecommunications or video surveillance services provided by such entities or using such equipment. 3. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise, connected to the government of a covered foreign country.

COMMISSIONERS' AGENDA ACTION SHEET

Meeting Date:	January 10, 2023
Subject:	Approving the Purchase of Extending Software and CoPilot support for Dell Compellent Storage Area Network at new administration building
Presenter:	
Prepared By:	Alex Garcia
Reviewed By:	Robert Heard

PA Review, Approval to Form: ☐ Yes ☐ No ☒ N/A *(If no, include reasoning for no approval)*

Type of Agenda Item:	**Type of Action Needed:** *(Multiple boxes can be checked, if necessary)*	
☒ Consent Agenda	☐ Discussion Only	☐ Pass Motion
☐ Public Hearing	☐ Decision / Direction	☒ Pass Resolution
☐ Scheduled Business	☐ Sign Letter / Document	☐ Pass Ordinance
		☐ Execute Contract

Summary / Background Information

Per Resolution 2016-645, Information Technology replaced the County's Storage Area Network (SAN) with the Dell EqualLogic Compellent Series included with five-year software and Copilot support. Software support for the SAN is ending at the end of December 2022 and will need to be extended to continue getting software updates and technical assistance from Dell. Resolution 2022-845 extended our software support for secondary site at the Courthouse and post standard support until 2024. Our primary site at the new administration building wasn't included in standard support and this covers all software and Copilot support until August 2023 when post standard support is extended to end of 2024. Information Technology will continue to evaluate the best network storage space before the expiration of this extension.

All funds used to extend Dell Compellent software support will come out of Information Technology approved budget. Software support will be purchased from Thornburg Computer Services, LLC, an authorized reseller on the Washington State NASPO ValuePoint Cooperative Contract #05815 Dell Marketing Contract #05815-003.

Fiscal Impact

Amount: **$8,780.29 excluding WSST.**

Fund: **Information Technology approved budget 2021-2022**

Recommendation

Information Technology recommends that the Board approves the purchase of extending Dell Compellent software support from Thornburg Computer Services, LLC.

Suggested Motion

Approve as part of the Consent Agenda.

RESOLUTION

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON:

IN THE MATTER OF APPROVING THE PURCHASE OF EXTENDING SOFTWARE AND HARDWARE SUPPORT FOR DELL COMPELLENT STORAGE AREA NETWORK FROM THORNBURG COMPUTER SERVICES, LLC. AT NEW ADMINISTRATION BUILDING

WHEREAS, per Resolution 2016-645, Information Technology replaced the County's Storage Area Network (SAN) with Dell EqualLogic Compellent Series included with five-year software and hardware support; and

WHEREAS, software and hardware support for SAN is ending at the end of December 2022; and

WHEREAS, Information Technology recommends extending Pro Support for software and hardware through the end of August 2023 before post standard support extends support to end of 2024; and

WHEREAS, Resolution 2022-845 extended software support for secondary site at the Courthouse and post standard support but need to include software support for primary site at the new administration building; and

WHEREAS, Information Technology will continue to evaluate the best network storage space before the new expiration; and

WHEREAS, Thornburg Computer Services, LLC is an authorized reseller on the Washington State NASPO ValuePoint Cooperative Contract #05815 Dell Marketing Contract #05815-003 Participating Addendum for Washington State; and

WHEREAS, Information Technology has reviewed the proposal and quote received and recommends extending Dell Compellent support through the end of August 2023 from Thornburg Computer Services, LLC as best fit for Benton County; and

WHEREAS, the Purchasing Department has reviewed this purchase and found it complies with Procurements, Leasing, and Contracting Policy; **NOW THEREFORE,**

BE IT RESOLVED, the Board of Benton County Commissioners, Benton County, Washington, hereby concurs with Information Technology's recommendation and approves the purchase of extending software and hardware support for Dell Compellent SAN in an amount not to exceed $8,780.29 excluding Washington State Sales from Thornburg Computer Services, LLC.

BE IT FURTHER RESOLVED, Pro Support for software and hardware for Dell Compellent will end on August 31, 2023.

Dated this 10 day of January 2023

_____
Chairman of the Board

_____
Member

_____
Member

Constituting the Board of County Commissioners
of Benton County, Washington

Attest: _____
Clerk of the Board

Orig: Information Technology
cc: Auditor

Prepared by: A. Garcia

THORNBURG CS

Invoice

Date	Invoice #
12/27/2022	24811

Bill To

Benton County Information Technology
PO Box 608
Prosser, WA 98350-1300

Customer PO	Terms
ITD-221004F2	Net 30

Description	Quantity	Unit Price	Ext. Price
ProSupport, 24x7, Dell/Compellent Series SC4020 DESCRIPTION - Service Tag - GCVVH82 - 01/01/2023 - 08/31/2023 ProSupport, 24x7, Enclosure, SC200, 3.5" 12-bay - Service Tag - J6FJRD2 - 01/01/2023 - 08/31/2023 ProSupport, 24x7, Enclosure, SC200, 3.5" 12-bay - Service Tag - 354WHQ2 - 01/01/2023 - 08/31/2023 ProSupport, 24x7, Enclosure, SC400, 3.5", 12-bay - Service Tag - CRDD673 - 01/01/2023 - 08/31/2023 Support, 24x7, SW, Storage Center OS Core - Coverage - 01/01/2023 - 08/31/2023 Support. 24x7, SW. Storage Optimization Bundle - Coverage - 01/01/2023 - 08/31/2023 Support, 24x7, SW, Remote Data Protection Bundle - Coverage - 01/01/2023 - 08/31/2023 Quote #15369	1	8,780.29	8,780.29T

Subtotal	$8,780.29
Sales Tax (8.6%)	$755.10
Total	$9,535.39
Payments/Credits	$0.00
Balance Due	$9,535.39

Remit Payment to:

Thornburg Computer Services
PO Box 334
Auburn, WA 98071

Phone #
360-705-2840

COMMISSIONERS' AGENDA ACTION SHEET

Meeting Date:	January 10, 2023
Subject:	Approving the renewal of QLESS Queuing Software for Contact Center in Administration Building for 1 year
Presenter:	
Prepared By:	Alex Garcia
Reviewed By:	Robert Heard

PA Review, Approval to Form: ☐ Yes ☐ No ☒ N/A *(If no, include reasoning for no approval)*

Type of Agenda Item:	**Type of Action Needed:** *(Multiple boxes can be checked, if necessary)*	
☒ Consent Agenda	☐ Discussion Only	☐ Pass Motion
☐ Public Hearing	☐ Decision / Direction	☒ Pass Resolution
☐ Scheduled Business	☐ Sign Letter / Document	☐ Pass Ordinance
		☐ Execute Contract

Summary / Background Information

Per Resolution 2021-729, Information Technology purchased Qless queuing software for the contact center in new administration building. Qless was chosen over other software demonstrations and was determined to be most functional and cost-effective for the County's needs.

Qless helps facilitate the flow of customer traffic for the Treasurer, Assessor and Auditor departments by allowing customers to join the queue from mobile devices or the kiosk on-site. Qless seamlessly integrates customer scheduled appointments with walk-in customers. The software also provides tracking, reports and real-time alerts that improve customer interactions.

Information Technology recommends renewing Qless Queuing software in new administration building for 1 year. A purchase agreement was signed between Benton County and SHI International Corp in October 2021 that is effective until October 30, 2023.

Fiscal Impact

Amount: **$14,331.00 excluding WSST.**

Fund: **Information Technology approved budget 2021-2022**

Recommendation

Information Technology recommends that the Board approves the renewal of Qless queuing software at new administration building for 1 year

Suggested Motion

Approve as part of the Consent Agenda.

RESOLUTION

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON:

IN THE MATTER OF APPROVING THE RENEWAL OF QLESS QUEUING SOFTWARE FOR CONTACT CENTER IN ADMINISTRATION BUILDING FOR 1 YEAR

WHEREAS, per Resolution 2021-729, Information Technology purchased Qless queuing software for the contact center in new administration building; and

WHEREAS, Qless helps facilitate the flow of customer traffic for the Treasurer, Assessor and Auditor departments by joining the queue from mobile devices or on-site kiosk; and

WHEREAS, Qless seamlessly integrates customer scheduled appointments with walk-in customers; and

WHEREAS, Qless provides tracking, reports and real-time alerts that improve customer interactions; and

WHEREAS, a Purchase Agreement was signed between Benton County and SHI International Corp. in October 2021; **NOW THEREFORE,**

BE IT RESOLVED, the Board of Benton County Commissioners, Benton County, Washington, hereby concurs with Information Technology's recommendation and approves the purchase and renewing QLESS Queuing Software for 1 year in an amount not to exceed $14,331 excluding Washington State Sales from SHI International Corp.

BE IT FURTHER RESOLVED, the said agreement remains effective until October 30, 2023.

Dated this 10 day of January 2023

Chairman of the Board

Member

Member

Constituting the Board of County Commissioners
of Benton County, Washington

Attest: _____
Clerk of the Board

Orig: Information Technology
cc: Auditor

Prepared by: A. Garcia

Pricing Proposal
Quotation #: 22888184
Created On: 12/20/2022
Valid Until: 1/21/2023

WA-County of Benton

Alex Garcia
620 Market St
PO Box 608
Prosser, WA 99350
United States
Phone:
Fax:
Email: Alex.Garcia@co.benton.wa.us

Inside Account Manager

Iman Elgabrowny
290 Davidson Ave
Somerset, NJ 08873
Phone: 800-527-6389 ext. 5553573
Fax:
Email: Iman_Elgabrowny@shi.com

All Prices are in US Dollar (USD)

	Product	Qty	Your Price	Total
1	GOV 2022: Mobile Queuing Platform 2 Way SMS - S QLess - Part#: GOV MQPIS Contract Name: Sourcewell- Technology Catalog Solutions Contract #: 081419-SHI Coverage Term: 11/30/2022 – 11/29/2023 **Note:** Software, ESD 1 Year	1	$9,599.00	$9,599.00
2	GOV 2022: FlexAppointments - S Per Account Annually If purchased with queueing (stand alone per location) QLess - Part#: GOV Flex S Contract Name: Sourcewell- Technology Catalog Solutions Contract #: 081419-SHI Coverage Term: 11/30/2022 – 11/29/2023 **Note:** Software, ESD 1 Year	1	$3,452.00	$3,452.00
3	GOV 2022: Live Dashboard Per Account Annually QLess - Part#: GOV LD Contract Name: Sourcewell- Technology Catalog Solutions Contract #: 081419-SHI Coverage Term: 11/30/2022 – 11/29/2023 **Note:** Software, ESD 1 Year	1	$640.00	$640.00
4	GOV 2022: SMS Survey Per Account Annually QLess - Part#: GOV Survey Contract Name: Sourcewell- Technology Catalog Solutions Contract #: 081419-SHI Coverage Term: 11/30/2022 – 11/29/2023 **Note:** Software, ESD 1 Year	1	$640.00	$640.00

Subtotal	$14,331.00
*Tax	$1,246.80
Total	$15,577.80

*Tax is estimated. Invoice will include the full and final tax due.

Additional Comments

Hardware items on this quote may be updated to reflect changes due to industry wide constraints and fluctuations.

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date listed above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order. For any additional information including Hardware, Software and Services Contracts, please contact an SHI Inside Sales Representative at (888) 744-4084. SHI International Corp. is 100% Minority Owned, Woman Owned Business. TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

The products offered under this proposal are resold in accordance with the terms and conditions of the Contract referenced under that applicable line item.

DocuSign Envelope ID: E3E8BF27-8760-4E1B-B90E-F2194421B92E

PURCHASE AGREEMENT
Benton County, Washington

Benton County is a political subdivision, with its principal offices located at 620 Market Street, Prosser, WA 99350

RESOLUTION No: 2021 729

Resolution number must appear on all invoices, packing slips, packages, correspondence, etc.

Vendor: SHI International Corp.
Vendor 081419-SHI
Vendor Contact: Gianna Colgero
Vendor Contact Phone: 732-652-4773
Vendor Principal Place of Business: 290 Davidson Ave., Somerset, NJ 08873

Ship To:	Bill To:
Benton County IT	Benton County IT
7122 W. Okanogan Pl. Bldg. A	7122 W. Okanogan Pl. Bldg. A
Kennewick, WA 99336	Kennewick, WA 99336

AGREEMENT:
The Vendor agrees to make available the goods provided in Exhibit A to Benton County under the terms described herein.

Line	Description	Qty		
1	Account Set-up and Virtual Training	1	-	
2	2-way SMS; Interactive Queuing Package	12	9,067.92	
3	Flex Appointements; Interactive Queuing Package	12	3,260.88	
4	Live Dashboard	12	604.56	
5	SMS Survey	12	604.56	
		Subtotal	13,537.92	
		Sales Tax	1,164.26	
		Grand Total	14,702.18	

The term of this Agreement shall commence upon signature of both parties and shall expire October 30, 2023.

This purchase agreement incorporates by reference all terms and conditions issued off the Sourcewell Contract (copy attached hereto as Master Contract) as well as the Price Worksheet (attached as Exhibit A); as a registered member of the Sourcewell

Vendor signature on this Purchase Agreement certifies acceptance of this agreement and all terms and conditions, and supersedes any conflicting terms and/or previous contracts.

In case of conflict, the order of precedence is:
1. The Sourcewell Contract No. 081419-SHI
2. Pricing Worksheet attached hereto as Exhibit A, as currently in effect, or hereafter amended.
3. This Purchase Agreement

Questions and Clarifications should be Addressed to Buyer Contact:

Contact: Paul Schut
Address: 7122 W. Okanogan Pl, Bldg B
Kennewick, WA 99336
Phone: 509-737-3943
Email: Paul.Schut@co.benton.wa.us

Approved as to Form
(Deputy Prosecutor): _____
Eric Andrews, Civil DPA

By signing in the space provided, the parties hereby acknowledge the following:

1) The person executing the Agreement is authorized to enter into and undertake contractual financial obligations on behalf of his/her party;
2) The person executing this Agreement is authorized to do so by his/her party;
3) The parties agree that they shall be bound by facsimile or electronic copies of Agreements (including purchase orders) and further agree that such copies shall constitute the original agreement(s) for all purposes.

Vendor Name (Print): Elisabeth Arnold DocuSigned by: Title: Lead Contracts Specialist Date: 9/24/2021

Vendor Signature: Elisabeth Arnold
6384336583F14CD...

Chairman
Benton County
Board of Commissioners: _____ Date: 10-05-2021
Jerome Delvin, Chairman

COMMISSIONERS' AGENDA ACTION SHEET

Meeting Date:	January 10, 2023
Subject:	Approving the Purchase of One Latitude 5430 Rugged or Comparable Model Laptop, One Thunderbolt Dock and Three 22-inch Monitors for the Sheriff's Office from Dell Inc.
Presenter:	
Prepared By:	Robert Heard
Reviewed By:	Procurement Department, Lee Cantu, Katie Gillies

PA Review, Approval to Form: ☐ Yes ☐ No ☒ N/A *(If no, include reasoning for no approval)*

Type of Agenda Item:	**Type of Action Needed:** *(Multiple boxes can be checked, if necessary)*	
☒ Consent Agenda	☐ Discussion Only	☐ Pass Motion
☐ Public Hearing	☐ Decision / Direction	☒ Pass Resolution
☐ Scheduled Business	☐ Sign Letter / Document	☐ Pass Ordinance
		☐ Execute Contract

Summary / Background Information

Sheriff Commander Lee Cantu has requested to purchase a new laptop, one dock, and three monitors for their Sheriff Detective Position. Resolution 2019-753 requires that all non-budgeted devices purchased over $500 be coded to the department's 3508 expenditure code and be approved by the Board of Benton County Commissioners. Laptops and docks will be purchased from Dell Inc., an authorized Washington State vendor under Dell NASPO ValuePoint's Computer Equipment PA – Washington Contract Code C000000010849, NASPO MNWNC-108/05815-003.

Fiscal Impact

Amount: **$4,500 excluding WSST.**

Fund: **Approved Sheriff 2023-2024 budgeted funds.**

Recommendation

Information Technology recommends that the Board approve the purchase of one Latitude 5430 rugged laptop or comparable model laptop, one Thunderbolt dock and three 22-inch monitors in an amount not to exceed $4,500 excluding WSST from Dell Inc. All equipment purchased will be added to Central Services Replacement Fund (0132101).

Suggested Motion

Consent Agenda

RESOLUTION

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON:

IN THE MATTER OF APPROVING THE PURCHASE OF ONE LATITUDE 5430 RUGGED OR COMPARABLE MODEL LAPTOP, ONE THUNDERBOLT DOCK, AND THREE 22-INCH MONITORS FOR THE SHERIFF'S OFFICE FROM DELL INC.

WHEREAS, the Sheriff's Office has made a request to purchase one laptop, one dock, and three 22-inch monitors for their Detective position; and

WHEREAS, Information Technology recommends purchasing one Latitude 5430 rugged or comparable model laptop, one Thunderbolt dock, and three 22-inch monitors from Dell Inc.; and

WHEREAS, per Resolution 2013-431, the Board approved Master Contract Usage Agreement between the State of Washington and Benton County authorizing the purchase of goods and services through the Department of Enterprise Services (DES) an agency of the State; and

WHEREAS, Dell is an authorized Washington State vendor under NASPO ValuePoint's Computer Equipment PA – Washington Contract Code C000000010849, NASPO MNWNC-108 /05815-003; and

WHEREAS, per Resolution 2019-753, the Computer Replacement Policy requires all new computer equipment over $500 receive approval by the Board of Benton County Commissioners before purchasing; **NOW, THEREFORE**

BE IT RESOLVED, the Board of Benton County Commissioners, Benton County, Washington, hereby approves the purchase of one Latitude 5430 rugged or comparable model laptop, one Thunderbolt dock and three 22-inch monitors for the Sheriff's Office Detective position from Dell Inc. in an amount not to exceed $4,500 excluding Washington State Sales Tax; and

BE IT FURTHER RESOLVED, newly purchased laptop and docking station will be enrolled into Central Services Replacement Fund (0132101).

Dated this 10 day of January , 2023

_____
Chairman of the Board

_____
Member

_____
Member

Constituting the Board of County Commissioners
of Benton County, Washington

Attest: _____
Clerk of the Board

Orig: Information Technology
cc: Auditor, Sheriff

Prepared by: R. Heard

A quote for your consideration

Based on your business needs, we put the following quote together to help with your purchase decision. Below is a detailed summary of the quote we've created to help you with your purchase decision.

To proceed with this quote, you may respond to this email, order online through your **Premier page**, or, if you do not have Premier, use this **Quote to Order**.

Quote No.	**3000140874809.1**	Sales Rep	Kristen Powell
Total	**$4,581.64**	Phone	(800) 456-3355, 80000
Customer #	1710002	Email	Kristen.Powell@Dell.com
Quoted On	Jan. 03, 2023	**Billing To**	ACCOUNTS PAYABLE BENTON COUNTY CENTRAL SERVICES 620 MARKET ST PROSSER, WA 99350-1300
Expires by	Feb. 02, 2023		
Contract Name	Dell NASPO Computer Equipment PA - Washington		
Contract Code	C000000010849		
Customer Agreement #	NASPO MNWNC-108 / 05815-003		
Deal ID	24388801		

Message from your Sales Rep

Hi! Please find the requested quote attached and let me know if you have any questions or if you see any necessary revisions.

Regards,
Kristen Powell

Additional Comments

When you are ready to order please go to https://www.dell.com/identity/global/Login/aca41a37-8e9b-4e9b-b78d-2caf5163bf57?pn=Login&feir=1 the most seamless ordering experience.

Shipping Group

Shipping To

ROBERT HEARD
BENTON COUNTY CENTRAL SERVICES
620 MARKET ST
PROSSER, WA 99350-1300
(509) 786-5603

Shipping Method

Standard Delivery

Product	Unit Price	Quantity	Subtotal
Dell Latitude 5430 Rugged	**$3,458.30**	**1**	**$3,458.30**

Dell Marketing LP. U.S. only. Dell Marketing LP. is located at One Dell Way, Mail Stop 8129, Round Rock, TX 78682

Dell Thunderbolt 4 Dock- WD22TB4	$255.53	1	$255.53
Dell 22 Monitor - P2222H, 54.6cm (21.5")	$167.04	3	$501.12

Subtotal:	$4,214.95
Shipping:	$0.00
Environmental Fee:	$0.00
Non-Taxable Amount:	$0.00
Taxable Amount:	$4,214.95
Estimated Tax:	$366.69
Total:	$4,581.64

Dell Marketing LP. U.S. only. Dell Marketing LP. is located at One Dell Way, Mail Stop 8129, Round Rock, TX 78682

Shipping Group Details

Shipping To

ROBERT HEARD
BENTON COUNTY CENTRAL SERVICES
620 MARKET ST
PROSSER, WA 99350-1300
(509) 786-5603

Shipping Method

Standard Delivery

		Quantity	Subtotal
Dell Latitude 5430 Rugged Estimated delivery if purchased today: Jan. 17, 2023 Contract # C000000010849 Customer Agreement # NASPO MNWNC-108 / 05815-003	**$3,458.30**	**1**	**$3,458.30**

Description	SKU	Unit Price	Quantity	Subtotal
Dell Latitude 5430 Rugged	210-BCFW	-	1	-
Intel Core Processor i7-1185G7, (QC, 3.0 to 4.3 GHz, 28W, vPro)	379-BERR	-	1	-
Windows 10 Pro (Includes Windows 11 Pro License) English, French, Spanish	619-AQMP	-	1	-
No Microsoft Office License Included	658-BCSB	-	1	-
Intel® Core™ vPro i7-1185G7 with Iris Xe Graphics	338-CCRL	-	1	-
ME Lockout MOD - Manageability	631-ADED	-	1	-
32GB, 2x16GB, 3200 MHz DDR4 Non-ECC	370-AGTG	-	1	-
1TB M.2 PCIe NVMe Class 40 Solid State Drive	400-BMRX	-	1	-
14" Touch 1100 nits WVA FHD (1920 x 1080) 100% sRGB Anti-Glare, Outdoor Viewable	391-BGGI	-	1	-
English US RGB Backlit Sealed Internal keyboard	583-BILF	-	1	-
Intel AX210 WLAN Driver	555-BHCC	-	1	-
Intel AX210 Wireless Card with Bluetooth	555-BHCH	-	1	-
5G DW5930E w/o eSIM WWAN Card Qualcomm SDX55 5G-NR for Vrzn (No NMEA GPS Port)	556-BCYL	-	1	-
Hot surface warning label	389-ECGC	-	1	-
Primary 3 Cell 53.5 Whr ExpressCharge Capable Battery	451-BCWC	-	1	-
90W 461G Type-C EPEAT Adapter	492-BDEL	-	1	-
Full Security - Fingerprint Reader, Contacted Smartcard Reader, Contactless Smartcard Reader	346-BHQJ	-	1	-
Power Cord 1M US	450-AAEJ	-	1	-
Setup and Features Guide	340-CXCE	-	1	-
Dummy Airbay Cover	325-BEIV	-	1	-
ENERGY STAR Qualified	387-BBPC	-	1	-
Custom Configuration	817-BBBB	-	1	-
Dell Applications for Windows 10	658-BFIO	-	1	-
Mix Ship, Notebook, 5430 Rugged	340-CYJC	-	1	-
Microphone + IR FHD camera; Touch; WLAN/WWAN antennae; Pogo vehicle docking and RF passthrough	319-BBHT	-	1	-
EPEAT 2018 Registered (Silver)	379-BDTO	-	1	-

Dell Marketing LP. U.S. only. Dell Marketing LP. is located at One Dell Way, Mail Stop 8129, Round Rock, TX 78682

Dedicated u-blox NEO GPS Card	540-BDCC	-	1	-
Additional USB-A rear port	590-TFHR	-	1	-
Additional TBT/Type-C port	325-BEJZ	-	1	-
Rigid handle	750-ADPK	-	1	-
ProSupport Plus: Next Business Day Onsite, 1 Year Extended	808-6795	-	1	-
ProSupport Plus: Next Business Day Onsite, 3 Years	808-6797	-	1	-
Dell Limited Hardware Warranty Initial Year	808-6805	-	1	-
ProSupport Plus: Accidental Damage Service, 4 Years	808-6819	-	1	-
ProSupport Plus: Keep Your Hard Drive, 4 Years	808-6822	-	1	-
ProSupport Plus: 7X24 Technical Support, 4 Years	808-6843	-	1	-
Dell Limited Hardware Warranty Extended Year(s)	975-3461	-	1	-
Thank you for choosing Dell ProSupport Plus. For tech support, visit www.dell.com/contactdell or call 1-866-516-3115	997-8367	-	1	-

		Quantity	Subtotal
Dell Thunderbolt 4 Dock- WD22TB4	**$255.53**	**1**	**$255.53**

Estimated delivery if purchased today:
Jan. 11, 2023
Contract # C000000010849
Customer Agreement # NASPO MNWNC-108 / 05815-003

Description	SKU	Unit Price	Quantity	Subtotal
BASE,DS,WD22TB4 US 180W	210-BDQH	-	1	-
Advanced Exchange Service, 3 Years	872-8550	-	1	-
Dell Limited Hardware Warranty	872-8557	-	1	-

		Quantity	Subtotal
Dell 22 Monitor - P2222H, 54.6cm (21.5")	**$167.04**	**3**	**$501.12**

Estimated delivery if purchased today:
Jan. 08, 2023
Contract # C000000010849
Customer Agreement # NASPO MNWNC-108 / 05815-003

Description	SKU	Unit Price	Quantity	Subtotal
Dell 22 Monitor - P2222H, 54.6cm (21.5")	210-BBBW	-	3	-
Dell Limited Hardware Warranty	814-9381	-	3	-
Advanced Exchange Service, 3 Years	814-9382	-	3	-

Subtotal:	**$4,214.95**
Shipping:	**$0.00**
Environmental Fee:	**$0.00**
Estimated Tax:	**$366.69**
Total:	**$4,581.64**

Dell Marketing LP. U.S. only. Dell Marketing LP. is located at One Dell Way, Mail Stop 8129, Round Rock, TX 78682

Important Notes

Terms of Sale

This Quote will, if Customer issues a purchase order for the quoted items that is accepted by Supplier, constitute a contract between the entity issuing this Quote ("Supplier") and the entity to whom this Quote was issued ("Customer"). Unless otherwise stated herein, pricing is valid for thirty days from the date of this Quote. All product, pricing and other information is based on the latest information available and is subject to change. Supplier reserves the right to cancel this Quote and Customer purchase orders arising from pricing errors. Taxes and/or freight charges listed on this Quote are only estimates. The final amounts shall be stated on the relevant invoice. Additional freight charges will be applied if Customer requests expedited shipping. Please indicate any tax exemption status on your purchase order and send your tax exemption certificate to Tax_Department@dell.com or ARSalesTax@emc.com, as applicable.

Governing Terms: This Quote is subject to: (a) a separate written agreement between Customer or Customer's affiliate and Supplier or a Supplier´s affiliate to the extent that it expressly applies to the products and/or services in this Quote or, to the extent there is no such agreement, to the applicable set of Dell's Terms of Sale (available at www.dell.com/terms or www.dell.com/oemterms), or for cloud/as-a-Service offerings, the applicable cloud terms of service (identified on the Offer Specific Terms referenced below); and (b) the terms referenced herein (collectively, the "Governing Terms"). Different Governing Terms may apply to different products and services on this Quote. The Governing Terms apply to the exclusion of all terms and conditions incorporated in or referred to in any documentation submitted by Customer to Supplier.

Supplier Software Licenses and Services Descriptions: Customer's use of any Supplier software is subject to the license terms accompanying the software, or in the absence of accompanying terms, the applicable terms posted on www.Dell.com/eula. Descriptions and terms for Supplier-branded standard services are stated at www.dell.com/servicecontracts/global or for certain infrastructure products at www.dellemc.com/en-us/customer-services/product-warranty-and-service-descriptions.htm.

Offer-Specific, Third Party and Program Specific Terms: Customer's use of third-party software is subject to the license terms that accompany the software. Certain Supplier-branded and third-party products and services listed on this Quote are subject to additional, specific terms stated on www.dell.com/offeringspecificterms ("Offer Specific Terms").

In case of Resale only: Should Customer procure any products or services for resale, whether on standalone basis or as part of a solution, Customer shall include the applicable software license terms, services terms, and/or offer-specific terms in a written agreement with the end-user and provide written evidence of doing so upon receipt of request from Supplier.

In case of Financing only: If Customer intends to enter into a financing arrangement ("Financing Agreement") for the products and/or services on this Quote with Dell Financial Services LLC or other funding source pre-approved by Supplier ("FS"), Customer may issue its purchase order to Supplier or to FS. If issued to FS, Supplier will fulfill and invoice FS upon confirmation that: (a) FS intends to enter into a Financing Agreement with Customer for this order; and (b) FS agrees to procure these items from Supplier. Notwithstanding the Financing Agreement, Customer's use (and Customer's resale of and the end-user's use) of these items in the order is subject to the applicable governing agreement between Customer and Supplier, except that title shall transfer from Supplier to FS instead of to Customer. If FS notifies Supplier after shipment that Customer is no longer pursuing a Financing Agreement for these items, or if Customer fails to enter into such Financing Agreement within 120 days after shipment by Supplier, Customer shall promptly pay the Supplier invoice amounts directly to Supplier.

Customer represents that this transaction does not involve: (a) use of U.S. Government funds; (b) use by or resale to the U.S. Government; or (c) maintenance and support of the product(s) listed in this document within classified spaces. Customer further represents that this transaction does not require Supplier's compliance with any statute, regulation or information technology standard applicable to a U.S. Government procurement.

For certain products shipped to end users in California, a State Environmental Fee will be applied to Customer's invoice. Supplier encourages customers to dispose of electronic equipment properly.

Electronically linked terms and descriptions are available in hard copy upon request.

^DELL BUSINESS CREDIT (DBC): Offered to business customers by WebBank, who determines qualifications for and terms of credit. Taxes, shipping and other charges are extra and vary. The Total Minimum Payment Due is the greater of either $20 or 3% of the New Balance shown on the statement rounded up to the next dollar, plus all past due amounts. Dell and the Dell logo are trademarks of Dell Inc.

COMMISSIONERS' AGENDA ACTION SHEET

Meeting Date:	1/10/23
Subject:	Awarding professional services agreement to Shelley Ajax for District Court criminal cases and Superior Court homicide/persistent offender cases
Presenter:	n/a
Prepared By:	Denise Gerry
Reviewed By:	Michael Vander Sys

PA Review, Approval to Form: ☐ Yes ☐ No ☒ N/A *(If no, include reasoning for no approval)*

Type of Agenda Item:	**Type of Action Needed:** *(Multiple boxes can be checked, if necessary)*	
☒ Consent Agenda	☐ Discussion Only	☐ Pass Motion
☐ Public Hearing	☐ Decision / Direction	☒ Pass Resolution
☐ Scheduled Business	☐ Sign Letter / Document	☐ Pass Ordinance
		☒ Execute Contract

Summary / Background Information

Benton County provides public defense services in Benton County District Court by way of a combination of staff trial attorneys and contract attorneys. After a Request for Qualifications process was held, OPD reviewed and evaluated the applications, and now proposes that Shelley Ajax be awarded a Benton County District and Superior Court professional services agreement for 2023-24.

Proposed resolution and professional services agreement is attached for Board review and execution.

Fiscal Impact

Current Expense - $8,125.00 (2023) per month, $8,288.00 (2024) per month, $95 per hour for homicide/persistent offender cases and other allowable case premiums, reimbursements, and other fees as provided in the professional services agreement.

Recommendation

Approve resolution as proposed, execute proposed professional services agreement with attorney Shelley Ajax.

Suggested Motion

Approve with consent agenda.

RESOLUTION

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON

IN THE MATTER OF AWARDING AND EXECUTING A PROFESSIONAL SERVICES AGREEMENT WITH SHELLEY AJAX TO PROVIDE PUBLIC DEFENSE SERVICES IN BENTON COUNTY DISTRICT COURT TO DEFENDANTS CHARGED WITH CRIMINAL OFFENSES AND BENTON COUNTY SUPERIOR COURT FOR HOMICIDE/PERSISTENT OFFENDER CASES

WHEREAS, Benton County is obligated by law to provide indigent defense services in Benton County District and Superior Court for defendants charged with criminal offenses ("Criminal Cases"); and

WHEREAS, Benton County provides for representation on Criminal Cases by a combination of staff trial attorneys and contract attorneys; and

WHEREAS, it is therefore necessary to seek Statements of Qualifications from interested attorneys in order to award new agreements; and

WHEREAS, after a Request for Qualifications ("RFQ") was held and applications reviewed, it was deemed appropriate to award an agreement to attorney Shelley Ajax for public defense services on Criminal Cases in Benton County District Court and Homicide/Persistent Offender Cases in Benton County Superior Court; **NOW, THEREFORE**

BE IT RESOLVED that the professional services agreement with attorney Shelley Ajax, designated BCDC2324SAJ001, for services to be provided in Benton County District Court to defendants charged with criminal offenses and in Benton County Superior Court for homicide/persistent offender cases, commencing January 1, 2023 and expiring December 31, 2024, with a per case compensation in the amount of $250.00 in 2023 and $255.01 in 2024 (paid as a flat monthly rate) and $95 per hour for homicide/persistent offender cases (plus other allowable case premiums, reimbursements, and other fees as provided in the professional services agreement) be approved as proposed.

Dated this _____ day of _____ 20 _____

_____
Chairman of the Board

_____
Member

_____
Member
Constituting the Board of Commissioners
of Benton County, Washington

Attest: _____
Clerk of the Board

cc: Originals – OPD, Shelley Ajax
Copy – Auditor, S Godinez

M Vander Sys

DocuSign Envelope ID: D416A277-8B6F-4F95-A7AB-8B0D0882EDB5

PROFESSIONAL SERVICES AGREEMENT TO PROVIDE LEGAL REPRESENTATION TO INDIGENT PERSONS IN BENTON COUNTY DISTRICT AND SUPERIOR COURT

BCDC2324SAJ001

CONTRACT SUMMARY			
Contract Type	**Full Caseload**		
Contract Number	**BCDC2324SAJ001**	**Contract Holder**	**Shelley A. Ajax**
WSBA #	**362277**	**Effective Dates**	**January 1, 2023 – December 31, 2024**
Caseload Cap	**390**	**Compensation**	**$8,125/mo (2023)** **$8,288/mo (2024)** **SC Homicide - $95/hr**
Assigned Court	**District Court**	**Compensation Structure**	**☐ By the case** **☐ Monthly** **☒ Hourly** **☒ By the case but paid monthly**
Compensation Payable To:	**Shelley A. Ajax**		

THIS AGREEMENT is entered into by and between **Shelley A. Ajax,** attorney at law, Washington State Bar Association # **36227** ("Attorney"), and **BENTON COUNTY,** a State of Washington political subdivision ("County"), for and on behalf of the Benton County District Court.

THIS AGREEMENT IS ENTERED INTO BASED UPON THE FOLLOWING FACTS AND CIRCUMSTANCES:

A. The County has the legal responsibility to provide legal defense services to indigent persons charged with misdemeanor (and gross misdemeanor) criminal offenses alleged to have been committed within the County's jurisdictional boundaries ("County Defendants").

B. County has also entered into interlocal agreements with the municipalities within its jurisdictional boundaries ("Cities") to provide public defense services to those municipalities in fulfillment of their legal duties to criminal defendants being prosecuted for misdemeanor (and gross misdemeanor) criminal offenses within their jurisdictional boundaries ("City Defendants").

DocuSign Envelope ID: D416A277-8B6F-4F95-A7AB-8B0D0882EDB5

C. Attorney is engaged in the private practice of law, has direct experience in litigating cases involving persons charged with criminal offenses, and desires to contract with the County to provide legal services to County Defendants and/or City Defendants.

NOW, THEREFORE, for and in consideration of the mutual covenants and agreements contained herein, the County and Attorney hereby agree as follows:

1. **AGREEMENT TERM.** This Agreement shall be deemed effective for all purposes as of **January 1, 2023** and shall continue thereafter through and including **December 31, 2024**, unless earlier terminated pursuant to the applicable terms and provisions of this Agreement. Upon expiration of this Agreement, depending on County's staffing needs, County may elect to utilize any legally appropriate means (including, but not limited, a Request for Qualifications) to select contract awardees. Thereupon, depending on factors including, but not limited to, County's staffing needs, number of qualified applicants, and Attorney's performance during the term of this Agreement, County may choose to re-award a contract to Attorney, to other attorneys, or to no-one, at its sole and exclusive discretion.

2. **ATTORNEY'S OFFICE LOCATION.**

a. Attorney presently and regularly maintains an office adequate and appropriate for the practice of law at **5861 W Clearwater Ave., Kennewick, WA 99336.** Attorney's current local office telephone is **509-783-3334**; and Attorney's current office/work e-mail address is **shelley@ajaxlawfirm.com**.

b. Throughout the entire term of this Agreement, Attorney shall continue to maintain (or have access to) such an office, such telephone and fax numbers, and such e-mail address; provided that, however, Attorney may relocate Attorney's office to another location within the greater Tri-Cities, Washington, and/or Attorney may change Attorney's telephone/fax number to another greater Tri-Cities local telephone/fax number, and/or Attorney may change Attorney's e-mail address, provided that Attorney must provide immediate written notice of such change(s) to the Benton County Public Defense Manager ("PDM"), the Benton County Prosecuting Attorney, and the Benton County District Court Administrator ("District Court Administrator").

c. Regardless of the location or manner in which Attorney decides to maintain an office, throughout the entire term of this Agreement the office facility must comply with any and all applicable public defense standards adopted by the Washington Supreme Court.

3. **ATTORNEY'S QUALIFICATIONS.** Attorney acknowledges and agrees that the County has an obligation to provide competent and effective legal counsel to indigent persons subject to proceedings in the Benton County District Court. Attorney shall perform all services hereunder in strict accordance with the usual skills and professional ethical standards exercised by attorneys engaged in the defense of persons accused of misdemeanor crimes in the state of Washington and generally exercised by members of the Washington State Bar Association (WSBA). Without limitation in that regard, Attorney acknowledges and agrees that Attorney has a fundamental duty and responsibility to effectively promote and protect the best interests and rights of all persons whom Attorney is appointed to represent under this Agreement. Attorney acknowledges and agrees that he or she independently, solely, and exclusively bears professional responsibility for

DocuSign Envelope ID: D416A277-8B6F-4F95-A7AB-8B0D0882EDB5

decisions, actions, and omissions, made in the course of providing professional legal services pursuant to this Agreement. None of the actions or omissions of County or its agents (specifically including County's Public Defense Manager) shall be interpreted as supervising, directing, or otherwise controlling Attorney's exercise of professional discretion.

a. As of the date of this Agreement, Attorney represents and warrants that Attorney is unconditionally licensed to practice law within the state of Washington; has had at least one (1) year of direct trial experience in criminal defense or criminal prosecution matters (or will be part of an intensive and closely supervised mentorship program sponsored by the County's Office of Public Defense); otherwise meets applicable requirements of the Washington Standards for Indigent Defense ("SID") applicable to misdemeanor and gross misdemeanor cases; has not been subject to a termination proceeding involving a previous personal service agreement for indigent defense services; has not been censured, admonished, or otherwise formally disciplined for past conduct or behavior that would negatively reflect on Attorney's duty and ability to effectively and competently render legal services hereunder; has not been suspended or disbarred from the practice of law in any state or jurisdiction at any time in the past; and does not have any bar association complaints filed and pending against him/her.

(i) This Agreement may be subject to review and, if applicable and/or necessary, further action pursuant to paragraph 17 below in the event that Attorney's license to practice law in Washington is revoked or otherwise limited or restricted; in the event that a court of competent jurisdiction formally determines and expressly finds that Attorney has rendered ineffective assistance of counsel to any person; in the event that Attorney is censured, admonished, or otherwise formally disciplined for conduct or behavior that negatively reflects on Attorney's duty and ability to effectively and competently render legal services hereunder; or in the event that Attorney is suspended or disbarred from the practice of law in any other state or jurisdiction.

(ii) Attorney shall notify the County in writing within three (3) business days if any event specified in paragraph 3.a.(i) above occurs or if any bar association complaint is filed against Attorney. Failure to do so shall constitute a substantial and incurable breach of this Agreement and shall subject this Agreement, at the election of County, to immediate termination.

b. Attorney acknowledges and agrees that the County may conduct criminal history background check(s) on Attorney including any such recurring checks as Counties may deem appropriate, in their sole discretion, even at a time after execution of this Agreement. Attorney acknowledges and agrees that this Agreement shall be deemed immediately and automatically terminated upon the County receiving a non-complying or otherwise unsatisfactory criminal history background check report.

c. Attorney represents, warrants, and certifies that Attorney has read and fully understands the requirements of RCW 13.40.570 (sexual misconduct by state employees, contractors) and all sex offense crimes included in RCW Chapter 9A.44. Attorney shall comply with any and all applicable legal and/or administrative requirements relating to the documentation/reporting of sexual misconduct.

DocuSign Envelope ID: D416A277-8B6F-4F95-A7AB-8B0D0882EDB5

d. During each calendar year of the term of this Agreement Attorney shall obtain at least seven (7) hours of WSBA-accredited Continuing Legal Education (CLE) credits in courses directly relating to Attorney's public defense practice under this Agreement. Attorney shall provide the Public Defense Manager with written proof and confirmation that such CLE credits have been obtained no later than by December 31st of each calendar year. Additionally, during each calendar year during the term of this Agreement, in addition to participating in any specialized training-related activity specified in RCW 10.101.060(1)(a)(iii) or otherwise specifically required by other applicable law or court rule, Attorney shall attend at least one (1) public defense services-related training seminar sponsored and/or approved by the Washington State Office of Public Defense ("WSOPD"), and any CLE credit earned by Attorney by attending such training seminar(s) may be applied towards the above-mentioned minimum seven (7) hours. The County may provide Attorney's name and address to the WSOPD for purposes of the WSOPD notifying Attorney of any such upcoming training seminars. Attorney shall provide the PDM with written proof and confirmation that such required training seminar has been attended by Attorney no later than by December 31st of each calendar year.

Specific training regarding legal financial obligation ("LFO") issues. At least once every 24 months (or more frequently as required in writing by the County due to changes in applicable law) Attorney shall attend training approved and presented/sponsored by County on the subject matter of LFO issues in public defense cases. Attendance may be live or by video replay and Attorney shall provide proof of attendance to County by any means reasonably required by County. If Attorney is a new contract public defender, then County will provide Attorney with basic LFO training material in the first week following the date when Attorney starts with County's public defender training program or first becomes eligible for case appointments, whichever is earlier, and Attorney shall provide proof of viewing of LFO training material to County as a specific condition of this contract within the week by any means reasonably required by County.

In addition to specific training regarding LFO issues, from time to time, County may, but is not obligated to, offer additional training to Attorney on subjects of relevance to Attorney's provision of public defense services pursuant to this Agreement. Attorney acknowledges that such additional training is completely optional and is offered for Attorney's convenience only. None of this additional optional training shall be regarded as County's right to train Attorney in any way. Attorney may choose not to attend any additional training offered and such a choice will not be detrimental to Attorney's contract, or opportunity to continue to contract in the future, in any way whatsoever.

e. Attorney represents and warrants that, throughout the entire term of this Agreement, Attorney's private law practice caseload; Attorney's schedule; and Attorney's office resources, equipment, and support staff will allow Attorney to competently undertake and effectively perform all services required under this Agreement. Attorney represents and warrants that Attorney's private law practice and schedule will not interfere with Attorney's ability to timely and efficiently perform such services including, without limitation, Attorney's ability to prepare for and attend regularly scheduled trials and dockets or Attorney's ability to schedule and conduct face-to-face meetings with the persons Attorney is appointed to represent under this Agreement for purposes of discussing, preparing, and pursuing the most viable defense(s) and/or resolution available and keeping such persons reasonably apprised as to the status of their case.

DocuSign Envelope ID: D416A277-8B6F-4F95-A7AB-8B0D0882EDB5

f. Pursuant to RCW 10.101.050, no later than 15 calendar days after the end of each calendar year during the term of this Agreement, Attorney shall provide the PDM with a written report showing the total number and specific types of private practice cases (which for purposes of this Agreement shall include pro bono cases, retained-fee cases, and any cases handled by Attorney under any other professional/personal services agreement) in which Attorney provided legal services during the preceding year.

Additionally, in the event that the public defense reporting requirements under RCW 10.101.050, other applicable statute or relevant case law are later amended/modified (or, in the case of case law, reasonably required as a best practice) Attorney shall correspondingly comply with any such amended/modified reporting requirements without added compensation upon written notice from the County to do so.

g. Attorney recognizes and acknowledges that Attorney is required by Washington Supreme Court Order to meet certain Supreme Court-adopted Standards for Indigent Defense ("Defense Standards") to provide quality representation to indigent criminal defendants, and to periodically file certain certifications attesting to Attorney's compliance with such Defense Standards. Attorney understands and acknowledges that Attorney's compliance with such Defense Standards and periodic certification filing requirements is a direct professional and ethical obligation between Attorney and any Court in which Attorney appears while performing services under this Agreement. Attorney further acknowledges and understands that, though Attorney's compliance with such Defense Standards and such periodic certification filing requirements is not an express term of this Agreement and therefore not subject to the County's monitoring or control, Attorney's noncompliance with such Defense Standards and/or such filing requirements would directly impair Attorney's ability to perform and fulfill Attorney's basic obligations under this Agreement. Accordingly, if the County is notified by any Court in which Attorney appears to perform services under this Agreement that Attorney has failed to comply with such Defense Standards or such periodic certification filing requirements, Attorney shall then be considered to be in substantive breach of this Agreement and this Agreement shall then become subject to potential termination under the provisions of paragraph 17.b. below.

h. Attorney understands and acknowledges that Attorney is solely and personally responsible to obtain and maintain all necessary state and local government business licenses and/or other approvals necessary to operate Attorney's private legal services business.

4. **OTHER INDIGENT DEFENSE AGREEMENTS.** The County has entered into separate and independent professional services agreements with other licensed attorneys, and also employs in-house staff attorneys to primarily provide criminal defense services to persons accused of misdemeanor crimes in Benton County District Court. Attorney agrees to fully cooperate and coordinate with said other attorneys, the Benton County District Court, the District Court Administrator and the PDM to establish a process to effectuate the efficient and equitable distribution of case appointments between Attorney and said other attorneys (collectively the "Benton County District Court Criminal Defense Panel"). The District Court Administrator and/or the PDM shall have the inherent discretion and authority to monitor and control (and reasonably modify/change) such process. Attorney shall accept all case assignments made by the District Court or PDM even if the case does not originate from the docket to which attorney is assigned.

DocuSign Envelope ID: D416A277-8B6F-4F95-A7AB-8B0D0882EDB5

5. **CONTRACT DUTIES.** During the term of this Agreement, Attorney agrees to and shall accept appointments to represent indigent persons (regardless of their race, color, national origin, age, sex, marital status, sexual orientation, handicap/disability, personal background, creed, or political or religious affiliation) on any matter in the Benton County District Court in which publicly provided counsel is furnished or required by law. More specifically, Attorney shall accept court appointments to represent indigent persons on any of the following types of matters:

- Any misdemeanor matter filed or otherwise pending under the applicable Washington criminal statutes and/or under any other applicable Washington law including the municipal codes of the cities located within Benton County, in the Benton County District Court.

- Any post-disposition probation violation, revocation, modification, and/or contempt-of-court proceeding relating to any underlying criminal case.

- Any material witness matter relating to a case or matter filed in Benton County District Court.

- Any case or matter returned to the Benton County District Court from any higher court.

- Any other type of Benton County District Court case or matter in which another Benton County District Court Criminal Defense Panel member and/or any other attorney who is under a professional services agreement to provide legal representation in Benton County District Court is unable to handle due to a conflict of interest.

- Any case or matter transferred from the Juvenile Court through declination or other court proceedings.

- Any civil contempt of court proceeding, not including non-contempt matters such as non-criminal custody or paternity matters.

- Any post conviction matters where court appointed counsel is mandated by law including, but not limited to: furlough orders, motions to withdraw pleas, and sentence reviews. These post conviction matters do not include appeals to Superior Court pursuant to RALJ, since these are separately addressed herein.

- Any appeals to Superior Court pursuant to the Rules of Appeal for Courts of Limited Jurisdiction ("RALJ")

    a) **Assignment to specific docket:** County intends to assign Attorney to a specific criminal docket, representing cases primarily filed by either County (further divided into law enforcement agency that made the arrest: Washington State Patrol or Benton County Sheriff's Office), or by one of the Cities ("Assigned Docket"). As such, the vast majority of Attorney's responsibilities will be to cases filed on Attorney's Assigned Docket. However, from time to time, whether because of conflict of interest of other public defense attorneys or because of caseload overflow reasons, Attorney may be assigned cases from dockets other than Assigned Docket and Attorney's acceptance of such cases (with allowance for Attorney's bona fide conflicts of interest) are a specific condition of this Agreement even though such cases may require Attorney to attend multiple dockets or even attend court multiple days a week for short periods of time.

DocuSign Envelope ID: D416A277-8B6F-4F95-A7AB-8B0D0882EDB5

b) **Changes to court schedule:** The parties acknowledge that i) the criminal Docket days are set by Benton County District Court and not by County and therefore they may be subject to temporary or permanent modification at the discretion of Benton County District Court; ii) emergency court operations (including emergency court operations necessitated by the COVID-19 pandemic) may necessitate to modification of Docket scheduling including the splitting of dockets into multiple days a week or otherwise modifying weekly docket responsibilities; (the preceding 5b.i) – ii) shall collectively be referred to as "Docket Scheduling Irregularities").

As to the Docket Scheduling Irregularities described in the preceding paragraph, the parties agree that:

- Docket Scheduling Irregularities do not constitute a breach of this Agreement or such change in circumstances that the Agreement needs to be renegotiated;
- Docket Scheduling Irregularities do not, in themselves, entitle Attorney to additional compensation;
- County agrees to provide Attorney with as much advance notice as reasonably possible as to any anticipated and known Docket Scheduling Irregularities, respectful of the fact that Attorney likely has obligations to private practice or other clients (together with case scheduling obligations) outside of clients assigned through this Agreement.

c) ***In-Custody Team*** **assignment**: Upon written direction from the PDM, Attorney shall be assigned to the *In-Custody Team* provided that the PDM, to the extent possible and practicable, should not make such an assignment against an attorney's expressed desires, and shall only do so if necessary to maintain adequate representation or continuation of representation. This written notification shall be made on or before the commencement of this Agreement term if the Agreement is intended to be for *In-Custody Team* assignment, and may be made at any time after commencement of the Agreement if the assignment to the *In-Custody Team* occurs after commencement. Attorneys assigned to the *In-Custody Team* shall not receive any newly filed misdemeanor matters, material witness matters, matters returned to Benton County District Court from any higher court, any matters transferred from the Juvenile Court through declination or other court proceedings, any conflict cases or any civil contempt cases, any post conviction cases, and will not be expected to handle RALJ appeals (unless they request to be assigned such cases). Instead, *In-Custody Team* attorneys shall be responsible, as a team, for providing representation for the following:

- In-custody initial appearances in Benton County District Court. Such representation shall be provisional only and shall not continue beyond the initial appearance hearing. The purpose of such in-custody representation shall be to resolve compliance or failure to pay fine cases as possible, to make release decision arguments on new criminal charges, and, when possible (usually when plea agreements may be reached with prosecutors) to resolve new criminal charges.
- Providing representation to defendants during all regularly scheduled District Court probation, compliance, or sentence violation dockets and failure to pay fine dockets (if held) except the compliance dockets associated with District

DocuSign Envelope ID: D416A277-8B6F-4F95-A7AB-8B0D0882EDB5

Court felonies, and with compliance/fail to pay fine cases docketed in Benton County District Court in Prosser.

d) Arraignment Counsel assignment: On a rotating basis with the schedule established and maintained by the PDM, Attorney shall provide provisional representation to defendants on arraignment dockets. At assigned arraignment dockets, Attorney shall be responsible for remaining available during the entire docket for provisional consultation by any defendant who wishes to have the benefit of legal advice before or during otherwise *pro se* negotiations with prosecuting authorities for the resolution of their case(s) at time of arraignment. During arraignment docket assignments, Attorney shall not be responsible for providing any advice to defendants who are not seeking to resolve their case(s) at time of arraignment, even in the case of defendants whose cases are assigned to them by the Court. If Attorney is not available for an assigned arraignment docket, then Attorney is personally responsible for arranging for coverage by any other attorney who has a current contract with County. In any case where another contract attorney provides coverage, then that attorney, instead of assigned attorney, shall be entitled to the compensation for the assignment.

e) On-call cell phone assignment. On a rotating basis with the schedule established and maintained by the PDM, Attorney shall provide 24-hour "on-call" limited and provisional representation to defendants who are in custody. This assignment will be made for a week (7 consecutive days) at a time during which time Attorney shall carry and answer a cell phone provided to Attorney for such purpose by the PDM (or appropriately forward calls from the provided cell phone to another phone as long as they are answered by Attorney). The PDM shall reasonably ensure that the phone calls being made to the on-call Attorney are only being made by arrestees who wish to speak with an attorney prior to being questioned, providing a breath test sample, or for some other appropriate pre-arraignment purpose. Attorney is specifically permitted to accept people with whom they speak during this assignment as paying private clients and is permitted, to the extent otherwise lawful and not in violation of the Rules of Professional Conduct, to discuss the prospect or terms of such private retainer during the telephone conversation. *From time to time, at the request of an attorney holding a District Court public defense agreement, County may assign the on-call cell phone to such an attorney exclusively for an agreed-upon time (or indefinitely). Such temporary exclusive assignment to an attorney does not negate the provisions of this section 5e) when and if the time comes when the exclusive assignment arrangements terminates and it becomes necessary to assign the on-call cell phone to other attorneys, including Attorney, once again.*

6. **CONTINUED REPRESENTATION.**

Attorney has a duty to timely and fully complete all cases appointed to Attorney under this Agreement. "Timely and fully complete" means, for each case, continuing to represent the defendant up to and including the time of final disposition of their case whether by way of conviction, dismissal of all charges (as a result of a finding of not guilty or as a result of an empaneled jury being unable to reach a verdict), or a change of plea and entering of a sentencing. Provided, however, that if a particular case must be re-tried for any reason whatsoever, including declaration of a mistrial or a hung jury, Attorney shall be entitled to an additional trial per diem for the additional trial but shall not be eligible for any additional credit. However, if restitution is not agreed upon at time of sentencing and a separate restitution hearing is necessitated, then Attorney shall represent the defendant at such restitution hearing in order to have "timely and fully completed" the case. In cases where a defendant is placed on a deferred prosecution or stipulated

DocuSign Envelope ID: D416A277-8B6F-4F95-A7AB-8B0D0882EDB5

order of continuance program, then Attorney shall be responsible for providing legal representation to such a defendant in the event the defendant is accused of a violation of the terms of such a program and is ordered to show cause why their participation in such a program should not be terminated unless other arrangements for appointment of counsel have been made by the Office of Public Defense. The determination of case credit entitlement at such subsequent representation shall be governed by the provisions of Article 8(b) herein.

Attorney's responsibility to provide continuing legal representation to clients upon expiration or termination of this Agreement shall be as stated in Section 17 Termination.

7. **NUMBER OF APPOINTMENTS.**

During each calendar year of the term of this Agreement, Attorney may be appointed any number of case appointments up to **390** total cases equivalents as calculated pursuant to Article 8 herein per calendar year (proratable for any partial calendar year). The maximum number of appointments stated above shall be calculated exclusive of appointments to RALJ appeals and exclusive of cases handled by Attorney while assigned to the compliance unit. Provided, however, that if Attorney is assigned, during any full calendar year to the compliance unit for less than that full calendar year, then for purposes of calculating case equivalent totals for the year, Attorney shall be credited with the greater of thirty-two (32) cases equivalents for each month when Attorney is assigned to the compliance unit.

8. **CASE EQUIVALENTS.**

a. For purposes of calculating Attorney's above-referenced "case equivalents" under this Agreement only and expressly not for purposes of any "weighting system" as allowed by SID, the following provisions shall apply:

- A misdemeanor appointment shall be counted as one (1) case equivalent.

- A probation violation appointment shall be counted as one-third (1/3) case equivalent unless the probation violation appointment requires appearance on the Prosser docket of Benton County District Court or Attorney is assigned to the *compliance unit*. Probation violation appointments requiring appearance on the Prosser docket of Benton County District Court shall be counted as one-half (1/2) case equivalent. During any period of time Attorney is assigned to the *compliance unit*, probation violation appointments shall not count as a case equivalent of any sort.

- An appointment on a mental or substance-abuse commitment, generally to be appointed only when necessary for conflict reasons, shall count as one (1) case equivalent.

- An appointment on a post-conviction review matter including furloughs shall be counted as one-third (1/3) case equivalent unless the matter requires substantial briefing in which case the matter may qualify for additional credit up to a full case equivalent.

DocuSign Envelope ID: D416A277-8B6F-4F95-A7AB-8B0D0882EDB5

- An appointment to represent a person in a material witness matter in a case pending in Benton County District Court shall count as one half (1/2) of a case equivalent.

- An appointment to a case or matter returned to Benton County District Court from a higher court shall be counted as determined by the PDM following consultation.

- If Attorney is appointed to a case and withdraws prior to the second pre-trial hearing for any reason, including the substitution of retained counsel or a conflict of interest, that appointment shall not count as any case equivalent; provided that the PDM shall retain discretion to award a case equivalent value (or fractional portion thereof) if deemed appropriate following consultation. If Attorney is appointed to a case and withdraws after the second pre-trial hearing but before trial readiness, for any reason including substitution of retained counsel or a conflict of interest, then Attorney shall be entitled to one-half (1/2) of a case equivalent.

- Case equivalent value assigned is based on cases, not charges, and is determined by the classification of the most serious offense charged.

- Any civil contempt of court proceeding shall count as one-half (1/2) of a case equivalent.

- Provisional client contact during *arraignment counsel* assignment, and provisional client contact during *on-call-phone* assignment, shall not count as a case equivalent of any sort.

- RALJ appeals shall count as four (4) case equivalents. If, after a client prevails in Superior Court, the prosecution chooses to appeal to the Court of Appeals and Attorney is required to file an Answer to the appeal, then Attorney shall be entitled to a further one (1) case equivalent.

b. An appointment to any matter in which Attorney was previously appointed shall not be further counted as any type of case equivalent if such matter was not fully concluded and subsequently arises again before the Benton County District Court and Attorney continues representing the same person in such matter within a 12-month period (e.g., if Attorney was appointed to represent a person on a criminal charge who fails to appear for trial but is back before the court within 12 months, Attorney's continued representation of such person following his later arrest shall be deemed as being a prior and ongoing representation and shall not count as any type of further or additional case equivalent). Provided that, however, if Attorney was appointed to represent a person who is duly tried, convicted, and sentenced, Attorney's subsequent representation of such person during subsequent proceedings for alleged violations of sentence conditions shall be deemed as being an independent and unrelated matter.

c. Except as may be otherwise specifically and expressly provided in this Agreement, an appointment to any matter involving multiple charges arising out of a single incident or series of substantially related incidents shall be considered as being one (1) case equivalent. Similarly, except as may be otherwise expressly provided in this

DocuSign Envelope ID: D416A277-8B6F-4F95-A7AB-8B0D0882EDB5

Agreement, an appointment to any matter involving multiple charges brought/filed under a single cause number and/or which are properly joined for purposes of trial shall be considered as being one (1) case equivalent. Provided, however, the PDM may in his discretion adjust the case equivalent total earned under this paragraph upon written request from, and after review and consultation with, Attorney.

d. In any case where Attorney is appointed contemporaneously on multiple compliance and/or failure to pay fine cases, or any combination thereof, involving the same defendant, all of which are resolved on the same docket during the same court appearance(s), such combination of multiple cases shall be considered one case for purposes of case credits, and shall, collectively, be considered either a one-third (1/3) case equivalent or one-half (1/2) case equivalent as specified in 8(a) above.

e. Throughout the term of this Agreement, Attorney shall maintain case appointment records sufficient to provide the following information about each case assigned to Attorney through this Agreement: case name, client name, case number, date of assignment, and charges and date of resolution. On a monthly basis, prior to the 15th day of the month, Attorney shall provide such records to the PDM in a format acceptable by the PDM, including an electronic format if required, for all cases assigned during the preceding month. Within a reasonable time not to exceed 30 days after receipt of Attorney's caseload submission, the PDM or designee shall provide Attorney with a reconciliation report either agreeing to Attorney's reported numbers if they correspond with caseload numbers generated by PDM records, or asking Attorney for additional documentation to substantiate eligibility for individual case credits if Attorney's reported numbers conflict with caseload numbers generated by PDM records. In any case where Attorney is required to provide additional documentation to substantial eligibility for individual case credits (and Attorney will only be requested to do so if JIS records do not support Attorney's claim for credit) Attorney shall provide such substantiation in the form of a copy of the court issued "notice of appointment" or equivalent form, within 30 calendar days from the request. If Attorney does not so provide, then Attorney shall not be eligible to count such disputed cases in Attorney's caseload total and hereby waives all contractual and common law rights (including the doctrine of *unjust enrichment*) as pertaining to the disputed cases. Furthermore, if Attorney neglects to claim credit for any case or cases in any given caseload report and does not send a revised caseload report claiming such credit within 60 days of the original submission thereof, then Attorney similarly shall not be entitled to credit for such case or cases, and hereby waives all contractual and common law rights (including the doctrine of *unjust enrichment*) as pertaining to such omitted case or cases.

Specific reporting of LFO cases In addition to the other reporting required by this section, if Attorney is appointed by the Benton County District Court to represent clients on LFO matters, then Attorney shall report: 1) the number of LFO failure to pay cases appointed; and 2) the number of LFO failure to appear cases appointed. It is recognized that some cases may involve allegations of both failure to pay and failure to appear and that they therefore should be reported under both categories of cases.

9. **CLIENT ELIGIBILITY.** The Benton County District Court (or its designee), consistent with applicable laws, rules and standards, shall determine the eligibility of any particular person for representation by Attorney under this Agreement. Attorney is under no obligation to determine a person's eligibility or continuing eligibility to receive publicly provided representation. If Attorney is appointed to represent a person and subsequently discovers that that the client's

DocuSign Envelope ID: D416A277-8B6F-4F95-A7AB-8B0D0882EDB5

circumstances have changed such that the client is no longer entitled to court appointed counsel, or that the client may have obtained appointed counsel initially by fraud, misrepresentation or omission, assuming that clear standards for financial eligibility have been communicated to the client by the court, then pursuant to RPC 4.1(b) Attorney should, unless prohibited by another Rule of Professional Conduct, advise the court of the circumstances. If the Benton County District Court (or its designee) nevertheless determines that such person is not eligible for publicly provided representation, the appointment of Attorney to represent such person shall be rescinded and such person shall be required to retain his/her own legal counsel. Attorney shall not thereafter represent such person in such matter on a retained-fee basis unless such person applies for and receives the Benton County District Court's permission allowing such representation. Nothing contained herein shall prevent Attorney from representing a person on a retained-fee basis in an action in which Attorney has not been appointed by the Benton County District Court to represent such person, or from representing a person on a retained-fee basis whom Attorney has been appointed by the Benton County District Court to represent provided that the matter(s) involving the retained representation are wholly independent and unrelated to the matter for which Attorney was appointed.

10. **CONFLICTS.** Notwithstanding any other terms or provisions contained in this Agreement to the contrary, Attorney shall not be required to accept, and Attorney shall decline to accept, an appointment under this Agreement if the particular appointment would create a true and bona fide conflict of interest for Attorney or would otherwise cause or constitute an actual violation of any generally recognized ethical or professional standards common and applicable to attorneys in the state of Washington. Furthermore, in the event a true and bona fide conflict of interest arises subsequent to Attorney receiving an appointment under this Agreement (or in the event Attorney's continued involvement in a pending case would cause or constitute an actual violation of any such ethical or professional standards), Attorney shall immediately arrange for substitute counsel by: a) contacting the Benton County Office of Public Defense and requesting substitute counsel unless a court appearance on the matter is imminent; or b) appearing in court and requesting that Benton County District Court assign substitute counsel if the time between discovery of the conflict of interest and the next court appearance is very short. Attorney shall not wait for more than two business days to request substitute counsel under 10a) or 10b) since doing so will have the risk of impairing the rights and quality of representation afforded to the affected client. Under no circumstance shall Attorney ever be required to bear the cost of seeking or compensating conflict counsel.

11. **SCOPE OF REPRESENTATION; FILE RETENTION.** Attorney agrees to and shall represent all persons whom Attorney is appointed to represent hereunder with the same skill and commitment as Attorney exercises and expends when representing persons on a private and/or retained-fee basis. Without limitation in that regard, such representation should include the investigation of the underlying facts, the research of all relevant law, interviewing of potential witnesses, retention and use of investigators and/or experts when warranted and necessary, appropriate communication with the client, review of potential plea alternatives, review of potential collateral consequences associated with a plea/conviction (e.g., potential immigration or civil commitment consequences), and the preparation for and appearance on behalf of the client in all stages of District Court proceedings including, without limitation, arraignments, pre-trial hearings, motions, trials, sentencing/disposition proceedings, contempt proceedings, appeals (limited to the preparation and filing of any and all pleadings necessary and appropriate to perfect any appeal or statutory writ to a higher court, including the appointment of publicly-provided counsel, if and when applicable), and post-conviction reviews.

DocuSign Envelope ID: D416A277-8B6F-4F95-A7AB-8B0D0882EDB5

a. Without limiting Attorney's duty to initially meet with an indigent person to discuss his/her case as soon as reasonably possible following Attorney's appointment to the case, when Attorney is appointed to an "in custody" case (i.e., a case in which the person is confined/incarcerated), Attorney should use best efforts to meet face-to-face within three (3) business days of Attorney receiving the appointment (unless the circumstances of a particular case reasonably require that Attorney make earlier initial contact with the person), otherwise, as soon thereafter as is reasonably feasible.

b. Additionally, throughout Attorney's representation of any person under this Agreement, Attorney shall maintain reasonably appropriate contact/communications with the person so as to keep him/her fully apprised as to the status of his/her case (with the specific manner and frequency of such contact/communications left entirely to Attorney's professional judgment); and Attorney should use best efforts to apprise the person of any new development in his/her case within three (3) business days of Attorney learning of such development (unless the circumstances of a particular case reasonably require that Attorney make earlier contact with the person), otherwise, as soon thereafter as is reasonably feasible. Without limiting any of the foregoing provisions of this paragraph, with regard to any court hearing involving a represented person, Attorney should contact such person (preferably in person or at least via telephone) to discuss his/her case and the purpose of the hearing no later than one (1) business day prior to the hearing date.

c. Attorney shall compile and maintain appropriate case records for each person whom Attorney is appointed to represent hereunder. The manner of storage, the portion or portions of case records that must be stored, and the required period of storage, shall comply with any and all applicable Rule of Professional Conduct, Washington State Bar Ethics Opinion, case law, and court rule.

d. Upon Attorney pleading guilty or being convicted of any of the following-described offenses, Attorney shall notify the PDM of such plea/conviction within seven (7) calendar days thereafter, and Attorney's failure to timely report within such timeframe shall constitute misconduct and a serious and incurable breach of this agreement that shall result in the immediate and automatic termination of this Agreement. Even if County is timely notified, County may elect, at its sole discretion, to terminate Agreement and if it elects to do so, may do so with ten (10) days written notice to Attorney:

(i) Any felony offense as defined in RCW 9.94A.030 and RCW 9A.44.130;under the laws of the State of Washington, any other State, or Federal law, or any misdemeanor sex offense.

(ii) Any crime specified in RCW Chapter 9A.44 when the victim was a juvenile in the custody of, or under the jurisdiction of, the Juvenile Rehabilitation Administration, Washington Department of Social and Health Services; and/or

(iii) Any violent offense as defined in RCW 9.94A.030 or its equivalent in any other State or Federal Statute

(iv) Any crime of dishonesty or deception.

DocuSign Envelope ID: D416A277-8B6F-4F95-A7AB-8B0D0882EDB5

12. **COMPENSATION.**

a. Attorney shall be compensated as follows:

i) For the **year 2023, $250 per case** as a flat fee

ii) for the **year 2024, $255.01 per case** as a flat fee

For the mutual convenience of the parties, the flat fee shall be payable as a monthly flat fee of **$8,125.00 (2023)** and **$8,288.00 (2024).** Compensation shall be payable in this amount even in years when Attorney's annual caseload falls short of the anticipated caseload maximum as stated in this Agreement.

All compensation shall be payable to **Shelley A. Ajax** since Attorney is a principal with that firm.

b. **Payment of compensation shall be contingent on Attorney complying with case reporting provisions stated herein, including in Articles 8(e) and 3(f). Failure by attorney to comply with case reporting provisions shall be cause to delay payment of compensation until such failure is remedied.**

c. In addition to the stated monthly compensation, Attorney shall receive **$350 per day for each full day of trial** and **$175 for each partial day of trial**, not to include pre-trial motions, separate sentencing proceedings or time waiting for disposition. A full day of trial is defined as actual in-session trial proceedings going beyond four (4) total hours for that trial day. Attorney shall also receive the sum of $150 for each arraignment docket to which Attorney is assigned pursuant to Section 5(b) herein.

d. The above-stated payments to Attorney will immediately cease upon the termination of this Agreement on, or for any reason prior to, the termination date specified in paragraph 1 above. For example, if this Agreement is terminated effective October 31, 2021, the above referenced monthly payments to Attorney would also terminate as of such date, and Attorney would not be entitled to receive any further monthly payments from the County; provided that, Attorney would be entitled to receive any then-accrued and unpaid amounts for services rendered hereunder prior to such termination date. By way of further example, if this Agreement is terminated effective November 15, 2021, the above-stated monthly payments to Attorney would also terminate as of such date, and Attorney would not be entitled to receive any further monthly payments from the County; provided that, Attorney would be entitled to receive on a prorata basis any then-accrued and unpaid amounts for services rendered hereunder prior to such termination date (i.e., 50% of the above-stated monthly payment amount). Attorney acknowledges and agrees that the above-stated compensation to Attorney shall constitute Attorney's full and exclusive compensation hereunder for all cases handled by Attorney under this Agreement up to the above-stated annual maximum total case equivalents.

e. Compensation for trial per diems and arraignment docket assignment (12.e) and RALJ appeals (12.f) shall be claimed by Attorney within 60 days of the event giving rise to entitlement to compensation (the completed appeal in the case of RALJ appeals) in writing utilizing such form as may be reasonably required by the PDM. Legal entitlement to compensation shall not accrue until such a claim is properly filed. Failure

DocuSign Envelope ID: D416A277-8B6F-4F95-A7AB-8B0D0882EDB5

to file such a claim for compensation within 60 days shall constitute a waiver by the Attorney of the right to compensation and shall further waive Attorney's rights under any common law scheme such as unjust enrichment as to the compensation that was not timely claimed.

13. **HOMICIDE/PERSISTENT OFFENDER CASES.** If Attorney wishes to be appointed to provide public defense services on Homicide and Persistent Offender cases, and is capable and certified to do so (under State court rules as well as local rules and Superior Court practices) then Attorney may be so appointed. For Homicide and Persistent Offender cases, Attorney shall be entitled to compensation in the amount of **$95 per hour, up to an initial maximum of $10,000, billed in increments of 1/10 hours**. Upon consultation, the Public Defense Manager may increase the maximum in whatever increments he sees fit, by issuing a Funding Authorization email through OPD's email-based funding authorization system.

14. **COSTS AND EXPENSES.**

a. Attorney acknowledges and agrees that Attorney shall not be entitled to claim or receive any reimbursement/payment from the County for any law practice-related overhead costs or expenses incurred by Attorney during the course of rendering legal services under this Agreement (including, without limitation, costs and expenses associated with Attorney's office, office staff, office equipment/facilities, and/or other office or law practice-related resources).

b. The County recognizes, however, that in certain circumstances the need may arise for Attorney to incur certain types of out-of-pocket expenses or otherwise retain professional services directly related to an indigent person's case such as private investigator fees, psychological or psychiatric evaluations, interpreter fees, scientific test fees, expert witness fees, and costs of out-of-area travel, meals and lodging.

(i) Attorney shall be entitled to receive reimbursement for the actual cost of such out-of-pocket expenditures provided that, however, Attorney shall not incur any such expense nor shall Attorney be entitled to be reimbursed for any such expense unless such expense has been pre-approved pursuant to ex-parte motion and court order (or other court-designated or delegated process) that expressly determines and finds that such expense is necessary and reasonable in accordance with applicable court rules, procedures, and standards. Such court order (or other court-designated or delegated process) shall state and provide a specific dollar amount for the requested and authorized expenditure; provided that, in the event it is not reasonably possible to state and provide a specific dollar amount for a particular requested expenditure, such order may nevertheless provide authorization for the expenditure but shall establish and set forth a maximum dollar expenditure amount. In regard to any reimbursement to Attorney for any court-approved expenditures and costs pertaining to case-related travel, meals, and lodging, any reimbursement to Attorney for such expenditures and costs shall not exceed the locally adjusted amounts that are established and published by the Federal General Services Administration.

(ii) In addition to any other prerequisites imposed by court rules, procedures, or standards, as a precondition to Attorney being reimbursed for an expenditure under this paragraph, Attorney shall be required to submit a vendor warrant payment voucher to the County that identifies the specific expenditure(s)

DocuSign Envelope ID: D416A277-8B6F-4F95-A7AB-8B0D0882EDB5

for which reimbursement is sought (exercising appropriate discretion to protect client confidentiality given that such vouchers are matters of public record unless sealed by the court at Attorney's request) and that has attached thereto a copy of the court order(s) that specifically pre-approved and authorized such expenditure(s) (unless sealed by the court at Attorney's request) together with attached copies of all written payment receipts relating to such incurred expenditure(s) (unless sealed by the court at Attorney's request). Attorney's administrative time expended to prepare, submit, and process vouchers shall not be billable to the County. All payment vouchers and requests for reimbursement under this paragraph shall be subject to the court's review and final approval for payment. Attorney shall submit such payment vouchers to the District Court Administrator within sixty (60) days of Attorney incurring the expense(s) for which reimbursement is sought, and the County shall have the right to deny payment of any voucher that is not timely submitted within said requisite sixty (60) day period.

15. **INDEMNIFICATIONS AND HOLD HARMLESS.** Attorney agrees to and shall fully indemnify the County and its elected/appointed representatives, officers, employees, and agents; and to hold the County and its elected/appointed representatives, officers, employees, and agents fully harmless; from and for any and all losses, damages, costs, charges, claims, demands, suits, or actions of whatsoever nature directly or indirectly arising out of or by reason of Attorney's (or any person, employee, agent, contractor, or entity acting for or on behalf of Attorney or at Attorney's request or direction) acts, defaults, errors and/or omissions of whatsoever nature in the performance of legal services to any person under this Agreement. In the event any suit or legal proceeding is brought against the County or any of its elected/appointed representatives, officers, employees or agents at any time on account of or by reason of any such acts, defaults, errors and/or omissions, Attorney hereby covenants and agrees to assume the defense thereof (through counsel acceptable to the County) and to defend the same at Attorney's sole cost and expense and to pay any and all costs, charges, attorneys' fees, and other expenses as well as any and all judgments or awards that may be incurred by or entered against the County or any of its elected/appointed representatives, officers, employees or agents in such suits or other legal proceedings. Without limiting the intended broad scope and application of the indemnification and hold harmless provisions of this paragraph, for purposes of this paragraph, Attorney waives, with respect to the County only, any immunity that would otherwise be available to Attorney under the Industrial Insurance Act provisions of Title 51 RCW or any other similar workers/employee disability or benefit law. The indemnification and hold harmless provisions of this paragraph shall survive the termination or expiration of this Agreement.

16. **INSURANCE.**

a. Attorney shall obtain and maintain, at Attorney's sole cost and expense, a policy of professional liability insurance in an amount of not less than $1,000,000.00 per claim nor less than $1,000,000.00 in the aggregate during the policy term and with a maximum deductible of not more than $10,000.00.

(i) Said policy shall include coverage as an additional insured for any other person(s) or attorney(s) acting for or on behalf of Attorney in the performance of this Agreement; shall provide professional liability insurance coverage for any acts, errors and/or omissions by Attorney (and/or such additional insureds) during the course of performing legal services under this Agreement; shall require that the insurance company provide the County with no less than thirty (30) days prior

DocuSign Envelope ID: D416A277-8B6F-4F95-A7AB-8B0D0882EDB5

written notice in the event the policy is cancelled or materially altered; shall comply with all applicable state of Washington insurance requirements; and shall be issued by an insurance company rated A- or better by A.M. Best authorized to conduct business and issue insurance in the state of Washington.

(ii) Attorney shall continuously maintain the professional liability insurance coverage required by this paragraph 17.a. throughout the entire term of this Agreement, throughout any other longer time period during which Attorney is obligated to continue performing services and duties hereunder, and for a period of no less than thirty-six (36) consecutive months after Attorney has fully completed all services and duties required hereunder.

b. Attorney shall also obtain and maintain, at Attorney's sole cost and expense, a policy of Commercial General Liability insurance (including Endorsement Form CG2011 or direct equivalent insurance industry additional insured endorsement form and including Contractual Liability coverage) in the amount of not less than $1,000,000.00 per occurrence nor less than $2,000,000.00 in the aggregate during the policy term. Additionally, if Attorney is an employer, Attorney shall obtain and maintain, at Attorney's sole cost and expense, a policy of Statutory Workers Compensation and Employers Liability/Stop Gap insurance in the amount of not less than $1,000,000.00.

(i) The policy of Commercial General Liability insurance shall be written on an occurrence basis; shall name the County, the Benton County Superior Court, and their elected/appointed representatives, officers, employees and agents as additional insureds; shall be primary coverage for both defense and indemnity and non-contributory with any insurance coverage maintained by the County; and shall provide for waiver of subrogation rights as to the County.

(ii) The insurance policies required by this paragraph 17.b shall require that the insurance company provide the County with no less than thirty (30) days prior written notice in the event the policy is cancelled or materially altered; shall comply with all applicable state of Washington insurance requirements; and shall be issued by an insurance company rated A- or better by A.M. Best authorized to conduct business and issue insurance in the state of Washington.

(iii) Attorney shall continuously maintain the insurance coverage required by this paragraph 17.b. throughout the entire term of this Agreement and throughout any other longer time period during which Attorney is obligated to continue performing services and duties hereunder.

c. Contemporaneously with Attorney's execution of this Agreement, Attorney shall provide the County with copies or certificates of the insurance policies and coverage (including any endorsements) required under this paragraph 17, and Attorney shall annually provide the County with the same type of documented proof and confirmation that such insurance policies and coverage continue to exist no later than thirty (30) days after the policies' annual renewal date(s).

17. **COMPLAINTS; PERFORMANCE MONITORING.** In the event that the PDM, another employee/representative of the County's Office of Public Defense, or the Benton County District Court receives an oral/written communication from a person represented by Attorney

DocuSign Envelope ID: D416A277-8B6F-4F95-A7AB-8B0D0882EDB5

under this Agreement that in substance asserts an unresolved complaint about the legal services rendered to such person by Attorney and such complaint is not amenable to resolution by simply facilitating the communication between the client and attorney, the employee/representative receiving such communication shall promptly request and obtain a written, dated, and signed statement from the complainant describing and detailing the relevant facts and circumstances underlying and alleged in the complaint, copies of which shall promptly be provided to the County, the Benton County Court Administrator and the PDM.

a. Upon receiving such complaint, the PDM, without limitation to any other action the County may deem necessary/appropriate to pursue under this Agreement, shall promptly forward a copy of the complaint to Attorney and request and obtain Attorney's written, dated, and signed response thereto (which Attorney shall prepare and provide to the County and the PDM within five (5) business days, who then shall provide the represented person with a copy of the response within five (5) business days thereafter). The PDM shall review the complaint and Attorney's response and take any action deemed necessary with Attorney and/or the represented person to address and resolve the complaint, and the disposition of the complaint shall be communicated to the represented person as soon as reasonably possible. The PDM then may follow-up with the Benton County District Court within five (5) business days thereafter to confirm or advise that the complaint has been, or is in the process of being, addressed and disposed of. This stated procedure does not interfere with or otherwise impair the Benton County District Court's ability and/or duty to monitor the performance of attorneys appearing before the court.

b. Additionally, during the term of this Agreement, in order to help ensure that indigent persons are consistently provided effective legal representation, and without limitation to any other means or methods of performance monitoring/evaluation the County may deem necessary/appropriate, Attorney acknowledges that the County and/or the PDM have the right to periodically ask, without limitation, the Benton County District Court and/or the District Court Administrator and/or other attorneys and/or persons previously represented by Attorney to provide the County with an evaluation/assessment of the quality and effectiveness of Attorney's performance of legal services and related duties and obligations under this Agreement, provided that such inquiry shall not be made of any person represented, absent a complaint from such person, during the course of representation.

18. **TERMINATION.**

Cause for Termination and Notice

a. In addition to any other automatic or discretionary termination provisions set forth in this Agreement, this Agreement shall automatically terminate in the event that Attorney is suspended/disbarred from the practice of law in Washington, effective without notice as of the date of suspension/disbarment. In the event of automatic termination or termination pursuant to suspension or disbarment, Attorney shall be liable up to $5,000.00 for any additional costs or expenses incurred by the County and/or the Benton County District Court relating to the appointment of substitute legal counsel for any person(s) whom Attorney was appointed to represent hereunder; and the County shall be entitled and authorized to setoff and deduct any such additional costs or expenses from any unpaid compensation owing to Attorney hereunder.

DocuSign Envelope ID: D416A277-8B6F-4F95-A7AB-8B0D0882EDB5

Further, in the event that the Benton County District Court enters an order that prohibits or disqualifies Attorney from receiving any further appointments hereunder for any reason whatsoever, this Agreement shall automatically terminate without further notice as of the date such order is entered by the court. In the event that the court enters such an order because of unethical/unprofessional conduct by Attorney and/or because of Attorney's breach of this Agreement and the court determines at that time that the circumstances justify or require a substitution of appointed counsel for any person(s) whom Attorney was appointed to represent hereunder, Attorney shall be liable up to $5,000.00 for any additional costs or expenses incurred by the County relating to such substitute appointment(s); and the County shall be entitled and authorized to setoff and deduct any such additional costs or expenses from any unpaid compensation owing to Attorney hereunder.

b. In addition to the above-referenced automatic termination provisions, the County may elect to terminate this Agreement in the event Attorney fails for whatever reason to comply with any provision of this Agreement after giving Attorney ten (10) business days advance written notice to cure, which notice shall specify the reason(s) for the notice, the act(s) necessary to cure Attorney's failure(s), and the consequence (i.e., termination without further notice) if the failure(s) is/are not cured within the ten (10) day period. The County's right to terminate this Agreement in such regard shall be in addition to any other rights and remedies available to the County.

c. In addition to the foregoing provisions regarding termination, either party may elect to terminate this Agreement with or without cause or reason by providing the other party with ninety (90) days advance written notice of such election ("Early Termination"). Without limiting/waiving other provisions of this Agreement relating to Attorney's obligation and duty to accept and complete cases appointed to Attorney, Attorney's continuing obligation to accept case appointments shall be governed by the provisions of Section 17.f herein.. A ninety (90) day notice of termination given by either party under this paragraph 17.c. shall be fully and immediately effective when received by the recipient party pursuant to the provisions of below paragraph 30 (notwithstanding the inclusion of any contrary terms or language in the notice) without any need for formal or informal acceptance or any other response by the recipient party, and such notice may not thereafter be rescinded/revoked by the party giving such notice unless such rescission/revocation is expressly acknowledged and agreed to by the recipient party in writing in the recipient party's sole discretion.

d. In any event, consistent with the provisions of paragraph 12.e. above and regardless of the manner in which this Agreement is terminated, Attorney acknowledges and agrees that Attorney shall not be entitled to receive any further compensation from the County in the event this Agreement is terminated; provided that, however, Attorney shall be entitled to be paid for all services duly performed by Attorney under this Agreement up to the date of termination (including trial per diems. Additionally, as required by paragraph 6 above, the termination of this Agreement, regardless of the manner of termination, shall not relieve Attorney from the obligation and duty to continue representing all persons whom Attorney was appointed to represent prior to the termination unless Attorney is expressly barred or prohibited from doing so by court order and/or the suspension/disbarment of Attorney from the practice of law in Washington.

DocuSign Envelope ID: D416A277-8B6F-4F95-A7AB-8B0D0882EDB5

e. At the sole and exclusive discretion of County, Attorney may terminate this Agreement with less than 90 days notice with conditions of such Early Termination to be as set out in the next subsection below.

f. The parties agree that in the event of Early Termination of this Agreement with or without cause pursuant to Section 17.c, then:

1) If the Early Termination is initiated by County, then Attorney shall receive compensation for the entirety of the 90 day notice period, shall continue receiving case assignments during the first 30 of the 90 day notice period only, and shall not be responsible for any unresolved cases at the end of the 90 day notice period ("Residual Caseload").

2) If the Early Termination is initiated by Attorney, then the following provisions shall apply:

Notice	Appointments	Compensation	Legal Responsibility for Cases	Cost of Reassignment	Cap on Expenses
Days of Notice Required	Number of Days After Notice Attorney shall Continue to Accept Cases	Number of Days After Notice Attorney shall Continue to Receive Compensation	Number of Days After Notice Contractor is Responsible for Cases	Financial Responsibility for Reassignment of Residual Caseload	Cap on Attorney's Financial Responsibility for Residual Caseload
Less than 30	0	0	0	100% by Attorney	1 month of compensation
30-60 days	0	30	60	50% by each party	1 month of compensation
90 days	60	90	120	25% by Attorney	½ month of compensation

3) If, after termination, Attorney is then required to repay any compensation as constituting his/her share of financial responsibility for reassignment of Residual Caseload ("Repayment Obligation"), then Attorney may make such repayment in one lump sum or, at his/her election, in the amount of $500 per month with the first payment being due on the first of the month immediately after the effective date of termination, and subsequent payments being due on the first of each subsequent month. Furthermore, County shall be entitled to offset any such Repayment Obligation by withholding any sums that are due and payable to Attorney on or after the effective date of termination.

DocuSign Envelope ID: D416A277-8B6F-4F95-A7AB-8B0D0882EDB5

4) Pursuant to Section 19.d of this Agreement, Attorney may arrange with another attorney ("Substitute Attorney") to assume Attorney's Residual Caseload upon departure to avoid any Repayment Obligation. If Attorney chooses to do so, then any payment arrangements for the services by Substitute Attorney shall be a matter to be arranged between Attorney and Substitute and shall not affect this Agreement or Attorney's obligation hereunder in any way except that Attorney shall not be responsible for any Repayment Obligation as to cases that are handled by Substitute Attorney and therefore not considered to be Residual Caseload cases.

19. **INDEPENDENT CONTRACTOR.** Attorney fully understands, acknowledges, and agrees that Attorney shall not be an agent, representative, or employee of the County or the Benton County District Court for any type of purpose or situation whatsoever (including, without limitation, for purposes of any type of wage, hours/overtime, workers/industrial insurance compensation, unemployment, fair labor, and/or employee benefit/leave laws, disability act coverage or rules, and/or regulations) and that Attorney, as of the date of this Agreement and throughout its entire term, is and will always be acting and operating as a fully independent contractor. In that regard, strictly subject to Attorney's duties, responsibilities and obligations imposed under this Agreement, Attorney shall have sole and absolute discretion using Attorney's best professional legal judgment to determine the manner and means of providing the legal representation services required under this Agreement; and neither the County, the County's PDM, nor the Benton County District Court shall have any authority or duty to directly control the actual performance of Attorney's professional services hereunder.

20. **NON-ASSIGNMENT AND TEMPORARY SUBSTITUTIONS.** Except as otherwise expressly provided in paragraphs 19.a-d below, Attorney shall not allow or arrange for any other person to perform any of the services required by this Agreement, nor shall Attorney assign, subcontract out, or otherwise delegate any of Attorney's rights, responsibilities, or obligations under this Agreement.

a. Attorney and any of the other Benton County District Court Criminal Defense Panel members or staff attorneys employed by Benton County may mutually agree to make temporary, substitute appearances for each other on routine docket matters and routine court hearings on an as-needed basis as approved by the court and by the person being represented (if that person has previously discussed the case with his/her appointed attorney). Any compensation or consideration (if any) to be paid or given by Attorney to the other Benton County District Court Criminal Defense Panel members for such substitution(s) shall be a matter of direct negotiation and agreement between Attorney and said other panel members, and said other members shall not be entitled to receive any additional compensation from the County for such substitution(s). Provided, however, that substitution arrangements made by and between any contracted Defense Panel member and a staff attorney employed by Benton County shall not involve monetary compensation paid either way, and shall only be on a *quid pro quo* or "mutual coverage" basis.

b. In the event Attorney needs or desires to take up to a maximum of four (4) consecutive weeks (or such longer requested period of time as may be expressly pre-approved in writing by the PDM on a case-by-case basis, in his/her sole and absolute discretion) leave of absence from the practice of law and/or the requirements of representation under this Agreement during the term of this Agreement and is unable to obtain the assistance of the other Benton County District Court Criminal Defense Panel

DocuSign Envelope ID: D416A277-8B6F-4F95-A7AB-8B0D0882EDB5

members during such temporary absence, Attorney may seek and obtain the assistance of another Washington-licensed attorney to make temporary, substitute appearances for Attorney during such absence on routine docket matters and routine court hearings on an as-needed basis provided that Attorney and such other attorney jointly prepare, sign and file a written certification with the court (with a copy to be provided to the District Court Administrator and the PDM) in all such matters and hearings that expressly certifies that such other attorney has reviewed this Agreement and fully meets all criteria, qualifications, and requirements under this Agreement to render legal services to indigent persons and provided further that such temporary substitution is expressly authorized on the court record by the court and the particular person(s) being represented by Attorney who is/are affected by such substitution of legal counsel.

(i) Any compensation or consideration (if any) to be paid or given by Attorney to such other attorney for such substitution(s) shall be a matter of direct negotiation and agreement between Attorney and such other attorney, and such other attorney shall not be entitled to receive any compensation from the County for such substitution(s).

(ii) Unless called to active military duty, Attorney shall be responsible to ensure that such other attorney fully complies with all terms and conditions of this Agreement during such temporary absence period (including, without limitation, the requirement to maintain the insurance coverage specified in paragraph 15 above), and Attorney shall be liable for any damages or losses sustained as a result of such other attorney's non-compliance with the terms and conditions of this Agreement.

c. In the event Attorney is called up for active military duty or for direct civilian support of active military operations, Attorney shall provide the County and the PDM with written notice of such event within five (5) business days of Attorney being called up so that the PDM and Attorney can coordinate and arrange for an appropriate substitute attorney to handle Attorney's duties under this Agreement while Attorney is on military leave and any reasonable back-to-civilian-life transition time requested by Attorney upon return. Attorney shall receive no compensation under this Agreement while on leave or during any such transition time.

d. Attorney may sub-contract substantially all of the duties to be provided pursuant to this Agreement provided that all of the following conditions are met:

(i) The proposed sub-contractor meets all the criteria set out in Section 3 of this Agreement; and

(ii) County agrees to the selection of the sub-contractor in its sole and exclusive discretion; and

(iii) Sub-contractor signs an acknowledgement and agreement to abide by all the terms and conditions of this Agreement (in such form as may be required by County); and

(iv) Attorney agrees to continue to be professionally responsible for any sub-contracted work.

Even in the event that Attorney sub-contracts substantially all of the duties to be provided pursuant to this Agreement, Attorney agrees to continue to be professionally responsible for all of the work performed pursuant to this Agreement (even if the work is actually performed by the

DocuSign Envelope ID: D416A277-8B6F-4F95-A7AB-8B0D0882EDB5

sub-contractor), and agrees that Attorney's obligations in Section 14. Indemnification and Hold Harmless, continue to apply to any work that is performed by a sub-contractor.

21. **VACANCY AND REPLACEMENT.** In the event this Agreement is terminated by either party prior to the termination date specified in paragraph 1 above, the County may initiate, implement and pursue any actions or process deemed appropriate/necessary to seek, select, and contract with another qualified attorney to replace and succeed Attorney in representing indigent persons in Benton County District Court.

22. **OTHER APPOINTMENTS.**

Attorney shall not enter into any contract/arrangement to perform criminal prosecution services in any court or jurisdiction. Subject to, and without limiting/waiving, Attorney's duties and obligations under this Agreement, Attorney may enter into a part-time contract/arrangement to receive public defense appointments in another court or jurisdiction, provided that, and on the indispensable condition that, Attorney's duties and obligations under said part-time contract/arrangement will not conflict with or interfere with Attorney's ability to timely and effectively perform Attorney's duties and obligations under this Agreement. Consistent with Attorney's status as an independent contractor, Attorney shall have sole and personal professional responsibility for ensuring that Attorney's obligations on other contracts or arrangements to receive public defense appointments, when combined with this Agreement, are fully in compliance with Washington State Standards for Indigent Defense including, but not limited to, the caseload standards contained therein.

23. **TEMPORARY JUDICIAL SERVICE.** Subject to, and without limiting/waiving, Attorney's duties and obligations under this Agreement, Attorney may temporarily serve as a judge pro tem in any capacity and under any circumstances except on any criminal cases pending before the Benton County District Court, provided that, and on the indispensable condition that, it would not conflict with or interfere with Attorney's ability to timely and effectively perform Attorney's duties and obligations under this Agreement. Any potential exceptions to the foregoing limitation on Attorney serving as a judge pro tem would be strictly on a case-by-case basis and would be strictly subject to Attorney obtaining the PDM's prior express approval and authorization, which decision shall be decided on a case-by-case basis in the PDM's sole and absolute discretion.

24. **ENTIRE AGREEMENT.** This Agreement constitutes the entire integrated agreement and understanding of the undersigned parties. No amendment, modification or other type of change to this Agreement shall be valid or enforceable unless reduced to writing and signed by the parties.

25. **CAPTIONS; TIME COMPUTATION.**

a. The captions and headings herein are for convenience only and shall not be relied upon or used to interpret or construe this Agreement or any portion thereof.

b. Unless otherwise expressly specified herein, any period of time specified in this Agreement shall expire at 5:00 p.m. (PTZ) of the last calendar day of the specified period of time, unless the last day is Saturday, Sunday, or a legal holiday, as prescribed in RCW 1.16.050, in which event the specified period of time shall expire at 5:00 p.m. (PTZ) of the next business day. Unless otherwise expressly specified herein as being business days

DocuSign Envelope ID: D416A277-8B6F-4F95-A7AB-8B0D0882EDB5

only, any period of time specified in this Agreement shall mean and be calculated to include calendar days.

26. **GOVERNING LAW.** This Agreement shall be exclusively construed under and interpreted consistent with the laws of the state of Washington.

27. **BINDING EFFECT.** Strictly subject to the above restrictions against assignment, subcontracting, or delegation, this Agreement shall be binding upon Attorney's heirs, legal/personal representatives, successors, and assigns.

28. **SEVERABILITY.** In the event that any one or more provisions contained in this Agreement shall, for whatever reason, be held by a court of competent jurisdiction to be invalid, illegal or unenforceable in any respect, such invalid, illegal or unenforceable provision(s) shall not affect any other provision hereof, and this Agreement shall nevertheless be construed and enforced as if such invalid, illegal or unenforceable provision(s) were not contained herein.

29. **NON-WAIVER.** A party's express or implied consent to or waiver of any breach or default by the other party in the performance of such other party's obligations hereunder shall not be deemed or construed to be a consent to or waiver of any other breach or default in the performance by such other party of the same obligations or any other obligation(s) of such other party hereunder.

30. **DISPUTE RESOLUTION.**

a. The parties hereby specifically waive, release, and irrevocably relinquish any and all right to file a court lawsuit of any type to address any claims or dispute between the parties involving the performance or interpretation of this Agreement or that in any other way relate to, or arise from, this Agreement, and regardless of whether money damages, equitable relief, or any other type of relief is being sought. Provided, however, if necessary due to a party's disregard of and failure to abide by the non-judicial Dispute Resolution provisions contained in this paragraph 31, the other party may pursue court action to seek and obtain an order compelling and enforcing such Dispute Resolution provisions, and as part of such action and court order, the court shall order the party not complying with the requirements of such Dispute Resolution provisions to pay the other party's incurred attorney fees and costs.

b. Accordingly, in furtherance of the parties' above-stated agreement to submit any and all claims and disputes to non-judicial resolution, in the event any type of dispute arises between the parties involving the performance or interpretation of this Agreement, or that in any other way relates to, or arises from, this Agreement, either party may then make written demand on the other party to submit the dispute to mediation through the assistance of an experienced mediator chosen by mutual agreement of the parties who must be a Washington-licensed attorney experienced in contract disputes. The mediation shall occur within thirty (30) days of the mediation demand, unless the parties mutually agree otherwise. The County shall pay one-half of the mediator's fees and expenses, and Attorney shall pay the other one-half of such fees and expenses.

c. In the event that mediation proves unsuccessful in resolving the dispute, the parties shall submit the dispute for resolution via binding arbitration pursuant to RCW Chapter 7.04A. A single arbitrator (who must be a Washington-licensed attorney experienced in contract disputes) shall be selected by agreement of the parties or, in the

DocuSign Envelope ID: D416A277-8B6F-4F95-A7AB-8B0D0882EDB5

absence of agreement, each party shall select one (1) arbitrator (who must be a Washington-licensed attorney experienced in contract disputes) and those two (2) so selected arbitrators shall mutually select a third arbitrator (who must be a Washington-licensed attorney experienced in contract disputes). The County shall pay one-half of the fees and expenses of the arbitrator(s), and Attorney shall pay the other one-half of such fees and expenses. The provisions of RCW Chapter 7.04A and applicable Mandatory Arbitration Rules as adopted and implemented in Superior Court shall be binding as to procedure, except as to the right of appeal, which shall not be applicable. Within ten (10) business days after the unsuccessful mediation session, the arbitrator(s) shall be selected and designated, and the hearing shall be held within thirty (30) business days after designation of the arbitrator(s), unless the parties mutually agree otherwise. The arbitrator(s) shall render a written decision and award within ten (10) business days of such hearing. Without limitation, the arbitrator(s) may award damages, specific performance, and/or injunctive relief, and may register a judgment in Benton County Superior Court, including judgment by default. The most prevailing party shall be entitled to recover such party's reasonable attorneys' fees, costs and expenses from the other party as a part of the arbitration decision and award. In the event of suit or action to enforce an arbitration award, venue shall lie exclusively in Benton County Superior Court, and the most prevailing party in such suit or action shall be entitled to recover such party's reasonable attorneys' fees, costs and expenses from the other party.

31. **NOTICES.**

a. Any notices required or permitted to be given by Attorney to the County under this Agreement shall be in writing and shall be either personally delivered to the County's PDM at his/her below-stated office address; mailed to the County's PDM at his/her below-stated office address via certified U.S. mail, postage prepaid; or emailed to the County's PDM at his/her official email address.

Public Defense Manager
Benton County Office of Public Defense
7122 West Okanogan Place, Ste #A220
Kennewick, WA 99336

b. Any notices required or permitted to be given by the County to Attorney under this Agreement shall be in writing and shall be either personally delivered to Attorney at his/her below-stated business address; mailed to Attorney at his/her business address set forth in paragraph 2.a above, via certified U.S. mail, postage prepaid; or emailed to Attorney at his/her business email address.

c. Any such notices under this Agreement shall be deemed to have been duly given, made, and received when either personally delivered to the notice recipient in the manner described above; when duly deposited in the U.S. mail addressed to the recipient in the manner described above; or when emailed to the recipient in the manner described above. A party may change the address(es) to which notices are to be sent by giving notice of such change of address(es) in conformity with the above provisions of this paragraph for the giving of notice.

32. **LEGAL COMPLIANCE.** Attorney agrees to and shall strictly follow and comply with any and all federal, state, local, and administrative laws, rules, and regulations applicable to Attorney's pursuit and performance of activities under this Agreement. Without limitation in that

DocuSign Envelope ID: D416A277-8B6F-4F95-A7AB-8B0D0882EDB5

regard, Attorney shall timely and fully pay all applicable taxes, fees, licenses, and other payments required by law; and Attorney shall fully comply with any and all anti-discrimination laws and policies including, without limitation, the County's policy that no person will be subjected to discrimination by the County or their contractors based on race, color, national origin, age, sex, marital status, sexual orientation, handicap/disability, personal background, creed, or political or religious affiliation, and shall further comply with the County's policy against sexual harassment.

33. **PUBLIC DEFENSE MANAGER** Attorney acknowledges that the County has employed the PDM to coordinate, monitor, and evaluate the performances and compliance of independent contractor attorneys (like Attorney) under public defense agreements with the County. Attorney further acknowledges that the County has the right and discretion to direct the PDM to assume and fulfill various roles and functions under this Agreement. Though the PDM will not have or attempt to exercise direct control over the manner and means in which Attorney provides legal services under this Agreement, Attorney agrees to reasonably cooperate with the PDM (and his/her designees), and to promptly comply with reasonable requests from the PDM (and/or his/her designees), to allow for the effective monitoring and evaluation of Attorney's performance under this Agreement.

34. **PERFORMANCE STANDARDS MONITORING**. The parties agree and acknowledge that the County, pursuant to its legal duty to provide effective and competent public defense representation, and needing a reasonable, effective and relatively objective way to gauge the effectiveness of contract public defenders, will, by and through its Office of Public Defense, monitor the effectiveness and competence of contract public defenders, including Attorney, by Performance Standards Monitoring ("Monitoring"). Attorney understands that Attorney's performance and eligibility for future contracts will be evaluated based on data collected through Monitoring and the County Office of Public Defense may, but is not obligated to, from time to time make known to Attorney any opportunities for improvement as observed through Monitoring efforts and/or issues that need to be addressed. Attorney further agrees to reasonably cooperate with County, its Office of Public Defense, and any staff from that office that are engaged in Monitoring efforts so that data collected through such efforts are accurate and timely. The actual Performance Standards to be monitored are contained in the Performance Standards Monitoring section, attached as Exhibit "A" to this Agreement, the acknowledgement of which, by Attorney's affirmative signature, is required to fully execute this Agreement.

SIGNATURES APPEAR ON FOLLOWING PAGE

DocuSign Envelope ID: D416A277-8B6F-4F95-A7AB-8B0D0882EDB5

IN WITNESS WHEREOF, the parties hereto have entered into and executed this Agreement on the date set forth below.

BENTON COUNTY

Date_____

_____
Chairman

_____
Commissioner

_____
Commissioner

Constituting the Board of County Commissioners for Benton County

Attest:

_____
Clerk of the Board

Approved as to Form and Content

DocuSigned by:
Michael Vander Sys
3C4B03ED0BC4403...
Michael Vander Sys
Public Defense Manager

ATTORNEY

Date 12/14/2022

DocuSigned by:
Shelley Ajax
3DFE0A65FA654A5...
Shelley A. Ajax, WSBA #**36227**

Not valid unless Performance Standards Monitoring Acknowledgment on following page is also signed.

SIGNING AUTHORITY FOR FIRM (required if attorney is an associate with a law firm)

_____
, WSBA
I am a principal with signing authority for . I acknowledge and understand that the above-referenced Attorney, who is an associate with my firm, is about to enter into a public defense agreement with Benton County. I consent to this agreement, represent that my firm has sufficient resources to assist Attorney in faithfully carrying out his/her obligations pursuant to this Agreement and in complying with Washington State public defense laws, rules, and standards.

DocuSign Envelope ID: D416A277-8B6F-4F95-A7AB-8B0D0882EDB5

EXHIBIT A

PERFORMANCE STANDARDS MONITORING

Attorney acknowledges that County will be engaging in Performance Standards Monitoring as more fully described in Section 33 of this Agreement and that said Monitoring will comprise of the following:

a. Metrics Monitoring will entail the collection of the following metrics specific to Attorney:

- Trials held
- 3.5, 3.6 and other significant motions filed
- Motions filed under RCW 10.77 for competency evaluations
- Number of cases disposed of at trial readiness with dismissal or other comparable favorable result
- Number of cases where investigative services were requested
- Number of visits to incarcerated clients in Benton County Jail
- Number of client complaints
- Amount of time spent per case

b. Court Observation Monitoring will also entail direct observation of Attorney's performance in court (including, but not limited to pre-trial dockets, motion dockets and trials) by Benton County Office of Public Defense Supervisory Staff to evaluate, among other things:

- Attorney's preparedness and readiness
- Attorney's interactions with clients
- Attorney's ability and willingness to advocate to the court on behalf of clients

Attorney acknowledgment:

DocuSigned by:
Shelley Ayaz
_____

I understand and acknowledge that Benton County will utilize the Performance Standards Monitoring as set out in this Exhibit to my public defense contract to evaluate my effectiveness as a public defender and that contract decisions, such as renewals, extensions, caseload increases, or assignment to other public defense duties will be made with reference to the results of such Performance Standards Monitoring.

COMMISSIONERS' AGENDA ACTION SHEET

Meeting Date:	1/10/23
Subject:	Early termination of professional services agreement with Michelle Dorsett
Presenter:	n/a
Prepared By:	Michael Vander Sys
Reviewed By:	Denise Gerry

PA Review, Approval to Form: ☐ Yes ☐ No ☒ N/A *(If no, include reasoning for no approval)*

Type of Agenda Item:	**Type of Action Needed:** *(Multiple boxes can be checked, if necessary)*	
☒ Consent Agenda	☐ Discussion Only	☐ Pass Motion
☐ Public Hearing	☐ Decision / Direction	☒ Pass Resolution
☐ Scheduled Business	☐ Sign Letter / Document	☐ Pass Ordinance
		☐ Execute Contract

Summary / Background Information

Benton County currently contracts with attorney Michelle Dorsett ("Attorney") for public defense services in Benton County District Court (executed through Resolution #2021-821). The agreement provides that either party may terminate early, with or without cause, simply by written notice with a requisite notice period.

Attorney has provided such notice of early termination, by way of a written notice dated November 21, 2022. The proposed resolution acknowledges this notice and sets February 21, 2023 as a final compensation date and March 21, 2023 as the final effective date of the early termination, pursuant to the provisions of the agreement.

Fiscal Impact

None

Recommendation

Recommend approving proposed resolution which acknowledges the early termination notice tendered by attorney Michelle Dorsett on November 21, 2022 and sets February 21, 2023 as a final compensation date and March 21, 2023 as the final effective date of the early termination, pursuant to the provisions of the agreement.

Suggested Motion

Approve with consent agenda.

RESOLUTION

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON

IN THE MATTER OF ACKNOWLEDGING THE TERMINATION NOTICE OF ATTORNEY MICHELLE DORSETT, AN ATTORNEY HOLDING A PROFESSIONAL SERVICES AGREEMENT IN BENTON COUNTY DISTRICT COURT

WHEREAS, Benton County is obligated by law to provide indigent defense services in Benton County District Court; and

WHEREAS, attorney Michelle Dorsett ("Attorney") has been providing public defense services in Benton County District Court pursuant to a professional services agreement with Benton County; and

WHEREAS, the said professional services agreement provides for either party to provide notice of early contract termination; and

WHEREAS, Attorney has, in fact, provided notice of early contract termination in a notice dated November 21, 2022 (attached as Exhibit "A"); and

WHEREAS, pursuant to Attorney's professional services agreement, the notice, as provided, will result in a final compensation date of February 21, 2023 and final effective date of March 21, 2023, with certain post-notice and post-effective date appointment eligibility and continuing case responsibility as detailed in said professional services agreement; **NOW, THEREFORE**

BE IT RESOLVED that the District Court professional services agreement with attorney Michelle Dorsett, executed by and through Resolution #2021-821, is hereby terminated at the request of Attorney, pursuant to Attorney's Notice of Early Termination dated November 21, 2022 with a final compensation date of February 21, 2023 and final effective termination date of March 21, 2023, with post-notice and post-effective date appointment eligibility and continuing case responsibility as detailed in attorney Michelle Dorsett's professional services agreement.

Dated this _____ day of _____ 20 _____

_____
Chairman of the Board

_____
Member

_____
Member
Constituting the Board of Commissioners
of Benton County, Washington

Attest: _____
Clerk of the Board

cc: Originals – OPD, Michelle Dorsett
Copy – Auditor, S Godinez

M. Vander Sys

"EXHIBIT A"

Denise Gerry

From: Michael Vander Sys
Sent: Wednesday, December 14, 2022 3:31 PM
To: Michelle Dorsett
Cc: Denise Gerry
Subject: RE: [EXTERNAL] Termination Notice

Hi Michelle,

I have reviewed your request to be let out of the contract early, and unfortunately we are not able to do so. We are working on the termination of your contract and it will have a final termination of compensation of February 21, 2023 with case responsibility until March 21, 2023 as outlined in the contract.

Please let me know if you have any questions.

Thanks,

Michael Vander Sys
Public Defense Manager
Benton County Office of Public Defense
Michael.VanderSys@co.benton.wa.us
Office: 509-222-3700
Fax: 509-222-3717

This email, any attachments hereto, and all information contained and conveyed herein may contain and be deemed confidential, priviledged, and/or work product information. If you have received this email in error, please delete and destroy all electronic, hard copy, and any other form immediately. It is illegal to intentionally intercept, endeavor to intercept, or procure any other person to intercept any wire, oral, or electronic communication.

From: Michelle Dorsett <dorsettlaw@outlook.com>
Sent: Monday, November 21, 2022 2:45 PM
To: Michael Vander Sys <Michael.VanderSys@co.benton.wa.us>
Subject: [EXTERNAL] Termination Notice

EXTERNAL EMAIL WARNING!!!: This email originated from outside of Benton County. DO NOT click links or open attachments unless you recognize the sender and know the content is safe.

Good morning Mike,

Following up from our phone call please find attached my termination notice. Please call with any questions, my number is 509.606.2266.

Thank you.

Dorsett Law, PLLC
255 OIE HWY
Prosser, WA 99350
(509)606-2266
dorsettlaw@outlook.com

November 21, 2022

Michael Vander Sys
Benton County Office of Public Defense
7122 W. Okanogan Pl. Suite A220
Kennewick, WA 99336

Re: Notice of Intent to Terminate District Court Office of Public Defense Contract

Dear Mr. Vander Sys,

While I have enjoyed the opportunity to work with the Benton County Office of Public Defense I would like to formally provide notice of my intent to terminate my Office of Public Defense (OPD) contract for Benton County District Court effective today November 21, 2022.

I would like to exercise the option of terminating the Agreement pursuant to section 17(c) of the OPD contract. It is my desire to terminate the contract pursuant to the first option of the table in Section 17(f)(2) of the OPD Contract, wherein I would receive no further appointments, no further compensation, no further legal responsibility, and owe the County one month of my compensation which would be $6,750. I am aware of the situation this puts the Office of Public Defense in, but I hope to be able to resolve this as amicably as possible and as soon as possible. Please advise if the County is willing to agree to this election, or if not, under what terms the contract wind down will occur.

If you have any questions or want to discuss further please feel free to give me a call.

Sincerely,

Michelle R Dorsett

Michelle Dorsett, JD
Dorsett Law, PLLC

Sincerely,

Michelle R. Dorsett, J.D.
Dorsett Law, PLLC
e: dorsettlaw@outlook.com
p: 509.606.2266

COMMISSIONERS' AGENDA ACTION SHEET

Meeting Date:	1/10/23
Subject:	Awarding professional services agreement to Christine Bennett for Superior Court criminal cases
Presenter:	
Prepared By:	Denise Gerry
Reviewed By:	Michael Vander Sys

PA Review, Approval to Form: ☐ Yes ☐ No ☒ N/A *(If no, include reasoning for no approval)*

Type of Agenda Item:	**Type of Action Needed:** *(Multiple boxes can be checked, if necessary)*	
☒ Consent Agenda	☐ Discussion Only	☐ Pass Motion
☐ Public Hearing	☐ Decision / Direction	☒ Pass Resolution
☐ Scheduled Business	☐ Sign Letter / Document	☐ Pass Ordinance
		☒ Execute Contract

Summary / Background Information

Benton County provides public defense services in Benton County District Court by way of a combination of staff trial attorneys and contract attorneys. After a Request for Qualifications process was held, OPD reviewed and evaluated the applications, and now proposes that Christine Bennett be awarded a Benton County Superior Court professional services agreement for conflict and overflow cases in 2023-24.

Proposed resolution and professional services agreement is attached for Board review and execution.

Fiscal Impact

Current Expense - $772.00 (2023) per case, $788.00 (2024) per case, and other allowable case premiums, reimbursements, and other fees as provided in the professional services agreement.

Recommendation

Approve resolution as proposed, execute proposed professional services agreement with Christine Bennett.

Suggested Motion

Approve with consent agenda.

RESOLUTION

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON

IN THE MATTER OF AWARDING AND EXECUTING A PROFESSIONAL SERVICES AGREEMENT WITH CHRISTINE BENNETT TO PROVIDE PUBLIC DEFENSE SERVICES IN BENTON COUNTY SUPERIOR COURT TO DEFENDANTS CHARGED WITH CRIMINAL OFFENSES FOR CONFLICT AND OVERFLOW CASES

WHEREAS, Benton County is obligated by law to provide indigent defense services in Benton County Superior Court for defendants charged with criminal offenses ("Criminal Cases"); and

WHEREAS, Benton County provides for representation on Criminal Cases by a combination of staff trial attorneys and contract attorneys; and

WHEREAS, the existing professional service agreements for public defense services on Criminal Cases is set to expire on December 31, 2022; and

WHEREAS, it is therefore necessary to seek Statements of Qualifications from interested attorneys in order to award new agreements; and

WHEREAS, after a Request for Qualifications ("RFQ") was held and applications reviewed, it was deemed appropriate to award an agreement to attorney Christine Bennett for public defense services on Criminal Cases in Benton County Superior Court; **NOW, THEREFORE**

BE IT RESOLVED that the professional services agreement with attorney Christine Bennett, designated BCSC2324CB001, for services to be provided in Benton County Superior Court to defendants charged with criminal offenses for conflict and overflow cases, commencing January 15, 2023 and expiring December 31, 2024, with a per case compensation in the amount of $772.00 in 2023 and $788.00 in 2024 (plus other allowable case premiums, reimbursements, and other fees as provided in the professional services agreement) be approved as proposed.

Dated this _____ day of _____ 20 _____

_____
Chairman of the Board

_____
Member

_____
Member
Constituting the Board of Commissioners
of Benton County, Washington

Attest: _____
Clerk of the Board

cc: Originals – OPD, Christine Bennett
Copy – Auditor, S Godinez

M Vander Sys

DocuSign Envelope ID: EC20D08D-2B6A-4896-8360-4644CB6D4E1B

PROFESSIONAL SERVICES AGREEMENT TO PROVIDE LEGAL REPRESENTATION TO INDIGENT PERSONS IN BENTON COUNTY SUPERIOR COURT
CONTRACT # BCSC2324CB001

CONTRACT SUMMARY			
Contract Type	**Conflict/Overflow**		
Contract Number	**BCSC2324CB001**	**Contract Holder**	**Christine Bennett**
WSBA #	**41305**	**Effective Dates**	**January 15, 2023 – December 31, 2024**
Caseload Cap	**Up to 100 cases/year**	**Compensation**	**$772/case (2023)** **$788/case (2024)**
Assigned Court	**Superior Court**	**Compensation Structure**	**☒ By the case** **☐ Monthly** **☐ Hourly** **☐ By the case but paid monthly**
Compensation Payable To:	**Christine Bennett, Attorney at Law**		

THIS AGREEMENT is entered into by and between **Christine Bennett ,** attorney at law, Washington State Bar Association # **41305** ("Attorney"), and **BENTON COUNTY, WASHINGTON**, a state of Washington political subdivision ("County"), for and on behalf of the Benton County Superior Court.

THIS AGREEMENT IS ENTERED INTO BASED UPON THE FOLLOWING FACTS AND CIRCUMSTANCES:

A. The County has the legal responsibility to provide legal defense services to indigent persons charged with felony criminal offenses alleged to have been committed within the County's jurisdictional boundaries.

B. Attorney is engaged in the private practice of law, has direct experience in litigating cases involving persons charged with felony criminal offenses, and desires to contract with the County to provide legal services to indigent persons subject to felony criminal charges in Benton County Superior Court.

DocuSign Envelope ID: EC20D08D-2B6A-4896-8360-4644CB6D4E1B

NOW, THEREFORE, for and in consideration of the mutual covenants and agreements contained herein, the County and Attorney hereby agree as follows:

1. **AGREEMENT TERM.** This Agreement shall be deemed effective for all purposes as of **January 1, 2023,** and shall continue thereafter through and including **December 31, 2024**, unless earlier terminated pursuant to the applicable terms and provisions of this Agreement. Upon expiration of this Agreement, depending on County's staffing needs, County may elect to utilize any legally appropriate means (including, but not limited to, a Request for Qualifications) to select contract awardees. Thereupon, depending on factors including, but not limited to, County's staffing needs, number of qualified applicants, and Attorney's performance during the term of this Agreement, County may choose to re-award a contract Attorney, to other attorneys, or to no-one, at its sole and exclusive discretion.

2. **ATTORNEY'S OFFICE LOCATION.**

a. Attorney presently and regularly maintains (or has access to) an office adequate and appropriate for the practice of law at **719 Jadwin Avenue, Richland, WA 99352**; Attorney's current local office telephone is 509-378-6978; and Attorney's current office/work e-mail address is **christinebennettlaw@gmail.com**.

b. Throughout the entire term of this Agreement, Attorney shall continue to maintain (or have access to) such office, such telephone and fax numbers, and such e-mail address; provided that, however, Attorney may relocate Attorney's office to another location within the greater Tri-Cities, Washington, and/or Attorney may change Attorney's telephone/fax number to another greater Tri-Cities local telephone/fax number, and/or Attorney may change Attorney's e-mail address, provided that Attorney must provide immediate written notice of such change(s) to the Benton-Franklin Counties Public Defense Manager ("PDM"), the Benton County Prosecuting Attorney, and the Benton-Franklin Counties Superior Court Administrator ("Superior Court Administrator").

c. Regardless of the location or manner in which Attorney decides to maintain an office, throughout the entire term of this Agreement the office facility must comply with any and all applicable public defense standards adopted by the Washington Supreme Court.

3. **ATTORNEY'S QUALIFICATIONS.** Attorney acknowledges and agrees that the County has an obligation to provide competent and effective legal counsel to indigent persons subject to proceedings in Benton County Superior Court. Attorney shall perform all services hereunder in strict accordance with the usual skills and professional ethical standards exercised by attorneys engaged in the defense of persons accused of felony crimes in the state of Washington and generally exercised by members of the Washington State Bar Association ("WSBA"). Without limitation in that regard, Attorney acknowledges and agrees that Attorney has a fundamental duty and responsibility to effectively promote and protect the best interests and rights of all persons whom Attorney is appointed to represent under this Agreement.

a. As of the date of this Agreement, Attorney represents and warrants that Attorney is unconditionally licensed to practice law within the state of Washington; has had at least one (1) year of direct trial experience in felony criminal defense or criminal prosecution matters; meets the minimum standards for Superior Court felony public defense (for Class A, B, and C felonies, sex-case felonies, and violent Class A and B

DocuSign Envelope ID: EC20D08D-2B6A-4896-8360-4644CB6D4E1B

felonies) as adopted by the Washington State Supreme Court; has not been a party to a previous personal services agreement with any governmental entity or any other entity for the provision of public indigent defense services that was terminated due to Attorney's breach or other contractual non-compliance; has not been previously employed by any governmental entity or any other entity to provide indigent defense services and had such employment terminated due to any reason relating to Attorney's job performance; has not been censured, admonished, or otherwise formally disciplined for past conduct or behavior that would negatively reflect on Attorney's duty and ability to effectively and competently render legal services hereunder; has not been suspended or disbarred from the practice of law in any state or other jurisdiction at any time in the past; and does not have any bar association complaints filed and pending against him/her.

(i) This Agreement may be subject to review and potential termination pursuant to paragraph 19 below in the event that Attorney's license to practice law in Washington is revoked or otherwise limited or restricted; in the event that a court of competent jurisdiction formally determines and expressly finds that Attorney has rendered ineffective assistance of counsel to any person; in the event that Attorney is censured, admonished, or otherwise formally disciplined for conduct or behavior that negatively reflects on Attorney's duty and ability to effectively and competently render legal services hereunder; or in the event that Attorney is suspended or disbarred from the practice of law in any other state or jurisdiction.

(ii) Attorney shall notify the County within five (5) business days if any event specified in paragraph 3.a.(i) occurs or if any bar association complaint is filed against Attorney. Failure to do so shall constitute a substantial and incurable breach of this Agreement and shall subject this Agreement, at the election of the County, to immediate termination.

b. Attorney acknowledges and agrees that the County may conduct criminal history background check(s) on Attorney including any such recurring check as the County may deem appropriate, in its sole discretion, even at times after execution of this Agreement. Attorney acknowledges and agrees that this Agreement shall be deemed immediately and automatically terminated upon the County receiving a non-complying or otherwise unsatisfactory criminal history background check report.

c. Attorney represents, warrants, and certifies that Attorney has read and fully understands the requirements of RCW 13.40.570 (sexual misconduct by state employees, contractors) and all sex offense crimes included in RCW Chapter 9A.44. Attorney shall comply with any and all applicable legal and/or administrative requirements relating to the documentation/reporting of sexual misconduct.

d. During each calendar year of the term of this Agreement, Attorney shall obtain at least **seven (7) hours of WSBA-qualified Continuing Legal Education ("CLE") credits** in courses directly relating to Attorney's public defense practice under this Agreement. Attorney shall provide the PDM with written proof and confirmation that such CLE credits have been **obtained no later than by December 31st of each calendar year.** Additionally, during each calendar year during the term of this Agreement, in addition to participating in any specialized training-related activity specified in RCW 10.101.060(1)(a)(iii) or otherwise specifically required by other applicable law or court rule, Attorney shall attend at least one (1) public defense services-related training seminar

DocuSign Envelope ID: EC20D08D-2B6A-4896-8360-4644CB6D4E1B

sponsored and/or approved by the Washington Office of Public Defense ("OPD"), and any CLE credit earned by Attorney by attending such training seminar(s) may be applied towards the above-mentioned minimum seven (7) hours. The County may provide Attorney's name and address to the OPD for purposes of the OPD notifying Attorney of any such upcoming training seminars. Attorney shall provide the PDM with written proof and confirmation that such required training seminar has been attended by Attorney no later than by December 31st of each calendar year.

From time to time County may, but is not obligated to, offer additional training to Attorney on subjects of relevance to Attorney's provision of public defense services pursuant to this Agreement. Attorney acknowledges that such additional training is completely optional and is offered for Attorney's convenience only. None of this additional optional training shall be regarded as County's right to train attorney in any way. Attorney may choose not to attend any additional training offered and such a choice will not be detrimental to Attorneys contract, or opportunity to continue to contract in the future, in any way whatsoever.

e. Attorney represents and warrants that, throughout the entire term of this Agreement, Attorney's private law practice caseload; Attorney's schedule; and Attorney's office resources, equipment, and support staff will allow Attorney to competently undertake and effectively perform all services required under this Agreement. Attorney represents and warrants that Attorney's private law practice and schedule will not interfere with Attorney's ability to timely and effectively perform such services including, without limitation, Attorney's ability to prepare for and attend regularly scheduled trials and dockets or Attorney's ability to schedule and conduct face-to-face meetings with the persons Attorney is appointed to represent under this Agreement for purposes of discussing, preparing, and pursuing the most viable defense(s) and/or resolution available and keeping such persons reasonably apprised as to the status of their case.

f. Pursuant to RCW 10.101.050, no later than 15 calendar days after the end of each calendar year during the term of this Agreement, Attorney shall provide the PDM with a written report showing the total number and specific types of private practice cases (which for purposes of this Agreement shall include pro bono cases, retained-fee cases, and any cases handled by Attorney under any other professional/personal services agreement) in which Attorney provided legal services during the preceding year and the total number and specific types of appointed cases under this Agreement in which Attorney provided legal services during the preceding year.

Additionally, in the event that the public defense reporting requirements under RCW 10.101.050, other applicable statute or relevant case law are later amended/modified (or, in the case of case law, reasonably required as a best practice) Attorney shall correspondingly comply with any such amended/modified reporting requirements without added compensation upon written notice from the County to do so.

g. Attorney recognizes and acknowledges that Attorney is required by Washington Supreme Court Order to meet certain Supreme Court-adopted Standards for Indigent Defense ("Defense Standards") to provide quality representation to indigent criminal defendants, and to periodically file certain certifications attesting to Attorney's compliance with such Defense Standards. Attorney understands and acknowledges that Attorney's compliance with such Defense Standards and periodic certification filing

DocuSign Envelope ID: EC20D08D-2B6A-4896-8360-4644CB6D4E1B

requirements is a direct professional and ethical obligation between Attorney and any Court in which Attorney appears while performing services under this Agreement. Attorney further acknowledges and understands that, though Attorney's compliance with such Defense Standards and such periodic certification filing requirements is not an express term of this Agreement and therefore not subject to the County's monitoring or control, Attorney's noncompliance with such Defense Standards and/or such filing requirements would directly impair Attorney's ability to perform and fulfill Attorney's basic obligations under this Agreement. Accordingly, if the County is notified by any Court in which Attorney appears to perform services under this Agreement that Attorney has failed to comply with such Defense Standards or such periodic certification filing requirements, Attorney shall then be considered to be in substantive breach of this Agreement and this Agreement shall then become subject to potential termination under the provisions of paragraph 19.b. below.

h. Attorney understands and acknowledges that Attorney is solely and personally responsible to obtain and maintain all necessary state and local government business licenses and/or other approvals necessary to operate Attorney's private legal services business.

4. **OTHER INDIGENT DEFENSE ATTORNEYS.**

In addition to entering into this Agreement with Attorney, the County has entered into, or contemplates entering into, separate and independent professional services agreements with other licensed attorneys to primarily provide criminal defense services to persons accused of felony crimes in Benton County Superior Court. Attorney agrees to fully cooperate and coordinate with such other independent contractor attorneys, the Benton County Superior Court, the Superior Court Administrator, the PDM, and any attorneys hired and employed by the County ("Public Defenders") to provide criminal defense services to persons accused of felony crimes in Benton County Superior Court, to establish a process to effectuate the efficient and equitable distribution of case appointments between Attorney, said other independent contractor attorneys, and said Public Defenders (collectively the "Benton County Superior Court Criminal Defense Panel"). The Superior Court Administrator and/or the PDM shall have the inherent discretion and authority to monitor and control (and reasonably modify/change) such process.

5. **CASE APPOINTMENTS.** During the term of this Agreement, Attorney agrees to and shall accept appointments to represent indigent persons (regardless of their race, color, national origin, age, sex, marital status, sexual orientation, handicap/disability, personal background, creed, or political or religious affiliation) on any matter in Benton County Superior Court in which publicly provided counsel is furnished or required by law. More specifically, Attorney shall accept court appointments to represent indigent persons on any of the following types of matters:

- Any felony matter filed or otherwise pending under the applicable Washington criminal statutes and/or under any other applicable Washington law in Benton County Superior Court.

- Any post-disposition probation violation, revocation, modification, and/or contempt-of-court proceeding relating to any underlying criminal case.

DocuSign Envelope ID: EC20D08D-2B6A-4896-8360-4644CB6D4E1B

- Any misdemeanor or gross misdemeanor filed directly in Benton County Superior Court, whether as a part of another separate case or filed independently.

- Any material witness matter relating to a felony case or matter filed in Benton County Superior Court.

- Any case or matter returned to Benton County Superior Court from any higher court.

- Any other type of Benton County Superior Court case or matter in which another Benton County Superior Court Criminal Defense Panel member and/or any other attorney who is under a professional services agreement to provide legal representation in Benton County Superior Court is unable to handle due to a conflict of interest.

- Any case or matter transferred from the Juvenile Court through declination or other court proceedings.

- Any civil contempt of court proceeding, not including non-contempt matters such as non-criminal custody or paternity matters.

- Any case or matter initially filed in Benton County District Court but then transferred to Benton County Superior Court, including those cases in which the felony charge later is reduced to a non-felony charge.

- Any case or matter for which post-conviction representation is mandated by law including, but not limited to, sentence reviews and requests for furloughs (only as appointed by the Superior Court).

- Homicide and persistent offender cases (only if Attorney requests such appointments and is qualified).

a. The Benton County Superior Court criminal pre-trial dockets ("Dockets") are held on two days every week: Wednesday and Thursday. Attorney will be assigned to one Docket day and will primarily receive case appointments on cases filed and pending on their assigned Docket day. However, the parties acknowledge that i) the criminal Docket days are set by Benton County Superior Court and not by County and therefore they may be subject to temporary or permanent modification at the discretion of Benton County Superior Court; ii) emergency court operations (including emergency court operations necessitated by the COVID-19 pandemic) may necessitate to modification of Docket scheduling including the splitting of dockets into multiple days a week or otherwise modifying weekly docket responsibilities; iii) from time to time it may be necessary to assign cases from the Docket day other than to which Attorney is primarily assigned to Attorney because of conflict of interest (by other attorneys) or caseload overflow reasons (the preceding 5a.i) – iii) shall collectively be referred to as "Docket Scheduling or Assignment Irregularities").

b. As to the Docket Scheduling or Assignment Irregularities described in the preceding paragraph, the parties agree that:

DocuSign Envelope ID: EC20D08D-2B6A-4896-8360-4644CB6D4E1B

i) Docket Scheduling or Assignment Irregularities do not constitute a breach of this Agreement or such change in circumstances that the Agreement needs to be renegotiated;

ii) Docket Scheduling or Assignment Irregularities do not, in themselves, entitle Attorney to additional compensation;

iii) County agrees to provide Attorney with as much advance notice as reasonably possible as to any anticipated and known Docket Scheduling or Assignment Irregularities, respectful of the fact that Attorney likely has obligations to private practice or other clients (together with case scheduling obligations) outside of clients assigned through this Agreement.

6. **CONTINUED REPRESENTATION.**

Attorney has a duty to timely and fully complete all cases appointed to Attorney under this Agreement. "Timely and fully complete" means, for each case, continuing to represent the defendant up to and including the time of final disposition of their case whether by way of conviction, dismissal of all charges (as a result of a finding of not guilty or as a result of an empaneled jury being unable to reach a verdict), or a change of plea and entering of a sentencing. Provided, however, that if a case, where the empaneled jury is unable to reach a verdict, is re-tried, Attorney shall only be entitled to the trial per diem, if applicable, for the re-trial, and not for any additional case credit. Provided further, however, if restitution is not agreed upon at time of sentencing and a separate restitution hearing is necessary, then Attorney shall represent the defendant at such restitution hearing in order to have "timely and fully completed" the case. In cases where a defendant is placed on a deferred prosecution or stipulated order of continuance program, then Attorney shall be responsible for providing legal representation to such a defendant in the event the defendant is accused of a violation of the terms of such a program and is ordered to show cause why their participation in such a program should not be terminated. The determination of case credit entitlement at such subsequent representation shall be governed by the provisions of Article 8 herein.

Attorney's responsibility to provide continuing legal representation to clients upon expiration or termination of this Agreement shall be determined as follows:

a. In the event of termination of this Agreement at the election of either party by providing sixty (60) days' notice of desire to do so as provided by paragraph 19.c below, Attorney shall provide the PDM with accurate documentation identifying Attorney's then-existing indigent defense caseload which shall include for each identified case the case title and cause number, the case type, the case status, and the next court appearance date ("Caseload Information"). Attorney shall provide the Caseload Information to the PDM contemporaneously with Attorney providing his/her notice of termination to the County (or, if the County provides the notice of termination to Attorney, within five (5) business days of Attorney receiving such notice) and Attorney shall again provide the PDM with updated Caseload Information thirty (30) days prior to the effective date of Agreement termination. Attorney shall then be responsible for providing continued legal representation to clients in any and all such identified cases that remain unresolved as of the effective date of Agreement termination for a period of sixty (60) days after such effective date.

b. In the event of expiration of this Agreement by expiration of its specified term set forth in paragraph 1 above, if Attorney provides the PDM with at least sixty (60) days' written notice prior to such term expiration date that Attorney has no interest in seeking a potential new contract with the County to continue providing public defense services after such date and further provides the PDM with all of the Caseload Information required under paragraph 6.a. above, Attorney shall then be responsible for providing continued legal representation to clients in any and all identified cases that remain unresolved as of such term expiration date for a period of sixty (60) days after such expiration date. However, if Attorney fails to timely provide such sixty (60) days' advance notice to the PDM, Attorney shall then be responsible for providing continued legal representation to clients with cases that remain unresolved as of such term expiration date for a period of time equivalent to sixty (60) days plus an additional number of days corresponding to the numerical difference between sixty (60) days advance notice and the number of days advance notice Attorney actually provided to the PDM. By way of illustration, if Attorney only provided thirty (30) days' advance notice to the PDM, then Attorney would be responsible for providing continued legal representation for an aggregated total of ninety (90) days [i.e., 60 days + (60 days – 30 days)] after the Agreement term expiration date.

c. In the case of either expiration or earlier termination of this Agreement, if the required Caseload Information provided by Attorney pursuant to above paragraphs 6.a. or 6.b. omits any existing case(s), Attorney shall then be responsible for providing continuing legal representation on such omitted case(s) until the earlier of the final resolution of the case(s) or thirty (30) days from the date upon which the existence of such omitted case(s) is brought to the attention of the PDM in writing.

7. **NUMBER OF APPOINTMENTS.** During each calendar year of the term of this Agreement, Attorney agrees to and shall accept appointments hereunder to represent persons in the Benton County Superior Court up to a maximum of **100 total cases per calendar year** (proratable for any partial calendar year).

8. **CASE COUNTING.**

a. Benton County does not employ a case weighting system for Superior Court appointments. Therefore, all new criminal case appointments that meet the definition of a "case" in SID 3.3 shall each count as one case toward Attorney's maximum annual caseload as set forth in Section 7 herein.

Specifically, the following types of appointments shall count as a case:

Type of Matter	**Treatment**
Any new criminal case filed in Superior Court	Counts as 1 case
DOSA, SSOSA, or Sentence review on another attorney's case	Counts as 1 case. If reviews extend beyond a year, then it is considered Attorney's case and additional

	compensation shall be paid according to the terms of Section 12 herein
Post-sentencing matter on another attorney's case	Counts as 1 case
Sentencing for another attorney's case	Counts as 1 case
Child support contempt conflict case	Counts as 1 case
Civil commitment conflict case	Counts as 1 case
Homicide or persistent offender cases (if applicable)	Counts as 1 case (Attorney shall be entitled to enhanced compensation for these types of cases pursuant to the terms of Section 13 herein).

The following types of appointments types do not qualify under the definition of a "case" but do entitled Attorney to additional compensation according to the terms of Section 12 herein:

Material witness matters
Provisional representation during preliminary appearances to cover for the unavailability of a Staff Defender
DOSA, SSOSA, or Sentence Reviews on Attorney's own cases

b. An appointment to any matter in which Attorney was previously appointed shall not be further counted as any type of case equivalent if such matter was not fully concluded and subsequently arises again before the Benton County Superior Court and Attorney continues representing the same person in such matter within a twelve (12) month period (e.g., if Attorney was appointed to represent a person on a criminal charge who fails to appear for trial but is back before the court within 12 months, Attorney's continued representation of such person following his later arrest shall be deemed as being a prior and ongoing representation and shall not count as any type of further or additional case equivalent). Provided that, if Attorney was appointed to represent a person who is duly tried, convicted, and sentenced, Attorney's subsequent representation of such person during subsequent proceedings for alleged violations of sentence conditions shall be deemed as being an independent and unrelated matter.

c. Except as may be otherwise specifically and expressly provided in this Agreement, an appointment to any matter involving multiple charges arising out of a single incident or series of substantially related incidents shall be considered as being one (1)

case equivalent. Similarly, except as may be otherwise expressly provided in this Agreement, an appointment to any matter involving multiple charges brought/filed under a single cause number and/or which are properly joined for purposes of trial shall be considered as being one (1) case equivalent. Further provided, however, that the PDM may in his sole discretion adjust the case equivalent total after consultation.

9. **CLIENT ELIGIBILITY.** The Benton County Superior Court (or its designee), consistent with applicable laws, rules and standards, shall determine the eligibility of any particular person for representation by Attorney under this Agreement. Attorney is under no obligation to determine a person's eligibility or continuing eligibility to receive publicly provided representation. If Attorney is appointed to represent a person and subsequently discovers that that the client's circumstances have changed such that the client is no longer entitled to court appointed counsel, or that the client may have obtained appointed counsel initially by fraud, misrepresentation or omission, assuming that clear standards for financial eligibility have been communicated to the client by the court, then pursuant to RPC 4.1(b) Attorney should, unless prohibited by another Rule of Professional Conduct, advise the court of the circumstances. If the Benton County Superior Court (or its designee) then determines that such person is not eligible for publicly-provided representation, the appointment of Attorney to represent such person shall be rescinded and such person shall be required to retain his/her own legal counsel. Attorney shall not thereafter represent such person in such matter on a retained-fee basis unless such person applies for and receives the Benton County Superior Court's permission allowing such representation. Nothing contained herein shall prevent Attorney from representing a person on a retained-fee basis in an action in which Attorney has not been appointed by the Benton County Superior Court to represent such person, or from representing a person on a retained-fee basis whom Attorney has been appointed by the Benton County Superior Court to represent provided that the matter(s) involving the retained representation are wholly independent and unrelated to the matter for which Attorney was appointed.

10. **CONFLICTS.** Notwithstanding any other terms or provisions contained in this Agreement to the contrary, Attorney shall not be required to accept, and Attorney shall decline to accept, an appointment under this Agreement if the particular appointment would create a true and bona fide conflict of interest for Attorney or would otherwise cause or constitute an actual violation of any generally recognized ethical or professional standards common and applicable to attorneys in the state of Washington. Furthermore, in the event a true and bona fide conflict of interest arises subsequent to Attorney receiving an appointment under this Agreement (or in the event Attorney's continued involvement in a pending case would cause or constitute an actual violation of any such ethical or professional standards), Attorney shall immediately make the Benton County Superior Court aware of such development for purposes of the Court taking action to appoint another attorney to assume and undertake legal representation in such case.

11. **SCOPE OF REPRESENTATION; FILE RETENTION; CONVICTION OF CRIMINAL OFFENSE.** Attorney agrees to and shall represent all persons whom Attorney is appointed to represent hereunder with the same skill and commitment as Attorney exercises and expends when representing persons on a private and/or retained-fee basis. Without limitation in that regard, such representation should include the investigation of the underlying facts, the research of all relevant law, interviewing of potential witnesses, retention and use of investigators and/or experts when warranted and necessary, appropriate communication with the client, review of potential plea alternatives, review of potential collateral consequences associated with a plea/conviction (e.g., potential immigration or civil commitment consequences), and the preparation for and appearance on behalf of the client in all stages of Superior Court proceedings

DocuSign Envelope ID: EC20D08D-2B6A-4896-8360-4644CB6D4E1B

including, without limitation, arraignments, pre-trial hearings, motions, trials, sentencing/disposition proceedings, contempt proceedings, appeals (limited to the preparation and filing of any and all pleadings necessary and appropriate to perfect any appeal or statutory writ to a higher court, including the appointment of publicly-provided counsel, if and when applicable), and post-conviction reviews.

a. Without limiting Attorney's obligation to initially meet with an indigent person to discuss his/her case as soon as reasonably possible following Attorney's appointment to the case, when Attorney is appointed to an "in custody" case (i.e., a case in which the person is confined/incarcerated), Attorney should use best efforts to meet face-to-face with such person within three (3) business days of Attorney receiving the appointment (unless the circumstances of a particular case reasonably require that Attorney make earlier initial contact with the person), otherwise, as soon thereafter as is reasonably feasible.

b. Additionally, throughout Attorney's representation of any person under this Agreement, Attorney shall maintain reasonably appropriate contact/communications with the person so as to keep him/her fully apprised as to the status of his/her case (with the specific manner and frequency of such contact/communications left entirely to Attorney's professional judgment); and Attorney should use best efforts to apprise the person of any new development in his/her case within three (3) business days of Attorney learning of such development (unless the circumstances of a particular case reasonably require that Attorney make earlier contact with the person), otherwise, as soon thereafter as is reasonably feasible. Without limiting any of the foregoing provisions of this paragraph, with regard to any court hearing involving a represented person, Attorney should contact such person (preferably in person or at least via telephone) to discuss his/her case and the purpose of the hearing no later than one (1) business day prior to the hearing date.

c. Attorney shall compile and maintain appropriate case records for each person whom Attorney is appointed to represent hereunder. The manner of storage, the portion or portions of case records that must be stored, and the required period of storage, shall comply with any and all applicable Rule of Professional Conduct, Washington State Bar Ethics Opinion, case law, and court rule.

d. Upon Attorney pleading guilty or being convicted of any of the following-described offenses, Attorney shall notify the PDM of such plea/conviction within seven (7) calendar days thereafter, and Attorney's failure to timely report within such timeframe shall constitute a substantial and incurable breach of this Agreement and result in the immediate and automatic termination of this Agreement. Even if County is timely notified, County may elect, at its sole discretion, to terminate this Agreement and if it elects to do so, may do so with ten (10) days written notice to Attorney:

(i) Any felony offense as defined in RCW 9.94A.030 and RCW 9A.44.130 or misdemeanor sex offense under the laws of the State of Washington, any other State, or Federal law.

(ii) Any crime specified in RCW Chapter 9A.44 when the victim was a juvenile in the custody of, or under the jurisdiction of, the Juvenile Rehabilitation Administration, Washington Department of Social and Health Services; and/or

DocuSign Envelope ID: EC20D08D-2B6A-4896-8360-4644CB6D4E1B

(iii) Any violent offense as defined in RCW 9.94A.030 or its equivalent in any other State or Federal Statute

(iv) Any crime of dishonesty or deception.

12. **COMPENSATION.**

a. Attorney shall be compensated in the amount of **$772.00 per case (2023); $788.00 per case (2024).**

All compensation shall be payable to **Christine Bennett, Attorney At Law** since Attorney is a principal with that law firm.

Attorney shall receive additional compensation for the following assignments:

Type of Assignment	**Additional Compensation**
Class A felony	$772 (2023) $788 (2024)
Unusually complex or laborious cases	Up to $1,400 (at the discretion of the Public Defense Manager or designee)
Material witness matters	$275
Provision representation during preliminary appearance dockets (Monday, Tuesday or Friday) to cover for a Staff Defender's unavailability	$350
DOSA or SSOSA review on Attorney's own case	$275 per year that reviews continue
Post-sentencing matter on Attorney's own case	$275

In order to receive additional compensation for the assignments listed above, Attorney shall submit Claims for Compensation pursuant to the terms of Section 12c. below.

b. In addition to receiving the above-stated compensation under paragraph 12.a., Attorney shall receive **$450.00 per day for each full day of trial and $225.00 for each partial day of trial**, not to include pre-trial motions or time waiting for disposition. A full day of trial is defined as actual trial proceedings going beyond 2 p.m. each day. "Trial" for purposes of this paragraph 12.b. only, shall be defined as actual proceedings related

DocuSign Envelope ID: EC20D08D-2B6A-4896-8360-4644CB6D4E1B

to a jury or bench trial in court, and on the record, including jury selection, all portions of the trial, and any special set sentencing proceeding. Trial shall not include any time awaiting a jury decision (even if Attorney is required to remain in or close by the courthouse) and also shall not include any time conferring with the Judge or any other persons off the record. In any case where Attorney has actually expended time or resources preparing for trial and, because of either a motion to dismiss by the prosecutor or the extension of a more favorable offer by the prosecution communicated on the day of trial, the need for trial is permanently eliminated, then Attorney shall nonetheless be entitled to a trial per diem in the amount of $450.00 if the matter was scheduled for a jury trial or $225.00 if the matter was scheduled for a bench trial. Attorney may seek compensation for trial per diem by submitting a claim for compensation utilizing the procedure set forth in paragraph 12.d. below. Any claims for trial per diem for matters where the trial was canceled permanently due to a better plea offer or motion to dismiss by the prosecutor on the day of trial shall include a statement that the Attorney did actually expend time or resources preparing for the trial and that the better plea offer or motion to dismiss was not fully anticipated at a time prior to the day of trial.

c. Attorney acknowledges and agrees that the above-stated compensation to Attorney under paragraphs 12.a. and 12.b. shall constitute Attorney's full and exclusive compensation hereunder for all cases handled by Attorney under this Agreement, and Attorney shall not be entitled to receive any other additional compensation for services performed under this Agreement.

d. No claim for compensation is necessary for Attorney to receive the monthly compensation due under Section 12a. herein. As a precondition to Attorney receiving payment of the additional compensation specified under paragraphs 12.b. above, or for the specific assignment types warranting additional compensation as listed in Section 12a., Attorney must submit a claim for compensation to the PDM that includes the necessary information specified in said paragraphs (exercising appropriate discretion to protect client confidentiality given that such claims are matters of public record unless sealed by the court at Attorney's request). Attorney's administrative time expended to prepare, submit, and process claims for compensation shall not be billable to the County. All claims for compensation shall be subject to the PDM's review and final approval for payment. Attorney shall submit claims for compensation to the PDM within sixty (60) days of Attorney becoming entitled to receive such compensation, and the County shall have the right to deny payment of any claim for compensation that is not timely submitted within said requisite sixty (60) day period.

e. If any submitted claim for compensation is disapproved by the PDM in whole or in part for any reason(s), the PDM shall promptly provide Attorney with written notice of such disapproval that specifically identifies and describes the reason(s) for disapproval ("Dispute Notice"). Upon Attorney's receipt of a Dispute Notice, Attorney must notify the PDM in writing within ten (10) business days thereafter if Attorney disputes, and desires to have the PDM reconsider, the Dispute Notice, and Attorney must include with that notice to the PDM any information and/or documentation that Attorney wants the PDM to review and consider as part of that reconsideration process (including, without limitation, full copies of any documents from the official court file relating to the particular case(s) addressed by the Dispute Notice, which court-filed documents the parties' hereby agree shall be conclusively presumed as being complete and accurate for purposes of addressing and resolving any contested Dispute Notice). If Attorney fails to duly respond

DocuSign Envelope ID: EC20D08D-2B6A-4896-8360-4644CB6D4E1B

to a Dispute Notice within said ten (10) day period, the contents of the Dispute Notice shall then become conclusively binding on Attorney and shall be used by the County to calculate and make any compensation payment to Attorney arising from the disapproved claim for compensation. If Attorney duly responds to a Dispute Notice within said ten (10) day period, and if the result of the above-referenced reconsideration process does not fully resolve the disputed issue(s) arising from the Dispute Notice, the parties may then proceed to address and resolve the disputed issue(s) pursuant to the provisions of paragraph 31 below.

f. Attorney shall notify the PDM about any case appointment for which Attorney has already been compensated but for which Attorney has lost eligibility for full case equivalent credit by virtue of a substitution of counsel or withdrawal by Attorney for any other reason before the omnibus hearing as provided in paragraph 8.(xi) above. Attorney shall provide such notice within thirty (30) days of such event (i.e., the substitution of counsel or withdrawal by Attorney resulting in lost eligibility for full case equivalent credit) and, if Attorney believes partial/fractional case equivalent credit is warranted under the provisions of above paragraph 8.(xi), Attorney shall include with such notice a written claim for partial/fractional case equivalent credit to be potentially used and applied for purposes of reversing the previously-awarded full case equivalent credit and correspondingly reducing the compensation previously paid to Attorney based thereon. If Attorney fails to notify the PDM as required in this paragraph 12.f. within said thirty (30) day period, Attorney shall forfeit any eligibility for partial/fractional credit and shall receive no credit for the particular case appointment even if Attorney performed services for which partial/fractional case equivalent credit may have otherwise been awarded under paragraph 8.(xi).

g. The County shall have the right at any time (even after compensation has been paid to Attorney) to audit records pertaining to Attorney's case appointments under this Agreement, and if such audit determines that Attorney has lost eligibility to receive a full case equivalent credit for a particular case appointment by virtue of a substitution of counsel or withdrawal by Attorney for any other reason, the County shall then be entitled to immediately setoff and deduct any compensation amount(s) previously paid to Attorney for such case appointment, but for which Attorney is no longer eligible to receive, from any compensation amounts then due or thereafter becoming due to Attorney hereunder. Attorney's potential eligibility to receive partial credit for such cases shall be determined pursuant to above paragraphs 8.(xi) and 12.f.

h. To assist County in maintaining accurate caseload records, Attorney shall provide County with monthly caseload reports, containing an accurate listing of cases and other matters appointed during the month. These reports shall use the form and format prescribed by County, and are due on the 15th day of the following month. For example, the caseload report for February, 2022 is due by March 15, 2022. Failure to submit caseload reports shall constitute a breach of this contract and Attorney's compensation may be withheld until Attorney is in compliance.

i. County will compare submitted caseload reports with its internal records and note any discrepancies. If any are found and County cannot reasonable resolve it, then Attorney will be notified of such discrepancy by way of a Discrepancy Report. Thereafter, Attorney shall be responsible for providing records sufficient to prove Attorney's appointment to the case in question and entitlement for credit. If Attorney is

DocuSign Envelope ID: EC20D08D-2B6A-4896-8360-4644CB6D4E1B

unable to do so or does not do so within 10 business days of receiving a Discrepancy Report from the County, then Attorney may be regarded as having forfeited credit for the case in question.

13. **HOMICIDE/PERSISTENT OFFENDER CASES.** If Attorney wishes to be appointed to provide public defense services on Homicide and Persistent Offender cases, and is capable and certified to do so (under State court rules as well as local rules and Superior Court practices) then Attorney may be so appointed. For Homicide and Persistent Offender cases, Attorney shall be entitled to compensation in the amount of **$95 per hour, up to an initial maximum of $10,000, billed in increments of 1/10 hours**. Upon consultation, the Public Defense Manager may increase the maximum in whatever increments he sees fit, by issuing a Funding Authorization email through OPD's email-based funding authorization system.

14. **COSTS AND EXPENSES.**

a. Attorney acknowledges and agrees that Attorney shall not be entitled to claim or receive any reimbursement/payment from the County for any law practice-related overhead costs or expenses incurred by Attorney during the course of rendering legal services under this Agreement (including, without limitation, costs and expenses associated with Attorney's office, office staff, office equipment/facilities, and/or other office or law practice-related resources).

b. The County recognizes, however, that in certain circumstances the need may arise for Attorney to incur certain types of expenses directly related to an indigent person's case such as private investigator fees, psychological or psychiatric evaluations, interpreter fees, scientific test fees, expert witness fees, and costs of out-of-area travel, meals and lodging.

(i) Attorney shall be entitled to receive reimbursement for the actual cost of such out-of-pocket expenditures or may arrange with the PDM for the service provider (e.g., private investigator, psychologist/psychiatrist, interpreter, testing lab, or expert witness) to be compensated directly by the County provided that, however, Attorney shall not incur any such expense (and shall not direct a service provider to incur any expenses), nor shall Attorney be entitled to be reimbursed or the service provider compensated for any such expense, unless such expense has been pre-approved by the PDM in writing pursuant to pre-approval process established by the PDM and promulgated by written policy. Such pre-authorization will state and provide a specific dollar amount for the requested and authorized expenditure; provided that, in the event it is not reasonably possible to state and provide a specific dollar amount for a particular requested expenditure, such pre-authorization may nevertheless provide authorization for the expenditure but shall establish and set forth a maximum dollar expenditure amount. In regard to any reimbursement to Attorney for any PDM-approved expenditures and costs pertaining to case-related travel, meals, and lodging, any reimbursement to Attorney for such expenditures and costs shall not exceed the locally adjusted amounts that are established and published by the Federal General Services Administration.

(ii) In addition to any other prerequisites imposed by court rules, procedures, or standards, as a precondition to Attorney being eligible to be

DocuSign Envelope ID: EC20D08D-2B6A-4896-8360-4644CB6D4E1B

reimbursed or a service provider being eligible to be compensated for an expenditure under paragraph 14.b., either Attorney or the service provider shall be required to submit a claim for reimbursement/compensation to the PDM that identifies the specific expenditure(s) for which reimbursement is sought (exercising appropriate discretion to protect client confidentiality given that such claims are matters of public record unless sealed by the court at Attorney's request) and that has attached thereto a copy of the PDM's pre-authorization that specifically pre-approved and authorized such expenditure(s) (unless sealed by the court at Attorney's request) together with attached copies of all written payment receipts relating to such incurred expenditure(s) (unless sealed by the court at Attorney's request). Attorney's administrative time expended to prepare, submit, and process claims shall not be billable to the County. All payment vouchers and claims for reimbursement/compensation under this paragraph shall be subject to the PDM's review and final approval for payment. Attorney shall submit claims for reimbursement to the PDM within sixty (60) days of Attorney incurring the expense(s) for which reimbursement is sought, and the County shall have the right to deny payment of any claim that is not timely submitted within said requisite sixty (60) day period.

15. **ADDITIONAL ASSISTANCE.** Attorney may from time-to-time be appointed to handle certain Class-A or other serious or complex felony matters hereunder in Benton County Superior Court that may require an extraordinarily excessive amount of Attorney's time and/or responsibility. If Attorney is appointed to handle such a matter, Attorney may request that the PDM appoint one of the other Benton County Criminal Defense Panel attorneys to assist Attorney in such matter, with the other attorney (unless prevented by a conflict of interest) being appointed to assist Attorney in the same manner as any other indigent defense appointment. The decision about whether or not to appoint an additional Attorney for assistance shall be made in the sole and absolute discretion of the PDM. The parties intend that the provisions of this paragraph may be pursued and utilized only under extraordinary and exceptional circumstances when the appointment of another attorney is actually necessary to prevent Attorney from performing an inordinately greater amount of work or accepting an inordinately greater amount of responsibility than the other members of the Benton County Criminal Defense Panel. Notwithstanding the foregoing provisions of this paragraph, however, if the Benton County Superior Court determines in any particular matter that the appointment of another attorney to assist Attorney requires the appointment of a non-panel member attorney because of the nature and complexity of the particular matter, the County recognizes that the Court would have the ultimate and inherent discretion and power to do so.

16. **INDEMNIFICATION AND HOLD HARMLESS.** Attorney agrees to and shall fully indemnify and hold fully harmless the County and its elected/appointed representatives, officers, employees, and agents from and for any and all losses, damages, costs, charges, claims, demands, suits, or actions of whatsoever nature directly or indirectly arising out of or by reason of Attorney's (or any person, employee, agent, contractor, or entity acting for or on behalf of Attorney or at Attorney's request or direction) acts, defaults, errors and/or omissions of whatsoever nature in the performance of legal services to any person under this Agreement. In the event any suit or any other type of legal proceeding is brought against the County or any of its elected/appointed representatives, officers, employees or agents at any time on account of or by reason of any such acts, defaults, errors and/or omissions, Attorney hereby covenants and agrees to assume the defense thereof (through counsel acceptable to the County) and to defend the same at Attorney's sole cost and expense and to pay any and all costs, charges, attorneys'

DocuSign Envelope ID: EC20D08D-2B6A-4896-8360-4644CB6D4E1B

fees, and other expenses as well as any and all judgments or awards that may be incurred by or entered against the County or any of its elected/appointed representatives, officers, employees or agents in such suits or other legal proceedings; provided that, however, the County shall, at all times, retain the full and exclusive right to control the terms and conditions of any type of settlement or other resolution of any such suit or legal proceeding. Without limiting the intended broad scope and application of the indemnification and hold harmless provisions of this paragraph, for purposes of this paragraph, Attorney waives, with respect to the County only, any immunity that would otherwise be available to Attorney under the Industrial Insurance Act provisions of Title 51 RCW or any other similar workers/employee disability or benefit law. The indemnification and hold harmless provisions of this paragraph shall survive the termination or expiration of this Agreement.

17. **INSURANCE.**

a. Attorney shall obtain and maintain, at Attorney's sole cost and expense, a policy of professional liability insurance in an amount of not less than $1,000,000.00 per claim nor less than $1,000,000.00 in the aggregate during the policy term and with a maximum deductible of not more than $10,000.00.

(i) Said policy shall include coverage as an additional insured for any other person(s) or attorney(s) acting for or on behalf of Attorney in the performance of this Agreement; shall provide professional liability insurance coverage for any acts, errors and/or omissions by Attorney (and/or such additional insureds) during the course of performing legal services under this Agreement; shall require that the insurance company provide the County with no less than thirty (30) days prior written notice in the event the policy is cancelled or materially altered; shall comply with all applicable state of Washington insurance requirements; and shall be issued by an insurance company rated A- or better by A.M. Best authorized to conduct business and issue insurance in the state of Washington.

(ii) Attorney shall continuously maintain the professional liability insurance coverage required by this paragraph 17.a. throughout the entire term of this Agreement, throughout any other longer time period during which Attorney is obligated to continue performing services and duties hereunder, and for a period of no less than thirty-six (36) consecutive months after Attorney has fully completed all services and duties required hereunder.

b. Attorney shall also obtain and maintain, at Attorney's sole cost and expense, a policy of Commercial General Liability insurance (including Endorsement Form CG2011 or direct equivalent insurance industry additional insured endorsement form and including Contractual Liability coverage) in the amount of not less than $1,000,000.00 per occurrence nor less than $2,000,000.00 in the aggregate during the policy term. Additionally, if Attorney is an employer, Attorney shall obtain and maintain, at Attorney's sole cost and expense, a policy of Statutory Workers Compensation and Employers Liability/Stop Gap insurance in the amount of not less than $1,000,000.00.

(i) The policy of Commercial General Liability insurance shall be written on an occurrence basis; shall name the County, the Benton County Superior Court, and their elected/appointed representatives, officers, employees and agents as additional insureds; shall be primary coverage for both defense and

DocuSign Envelope ID: EC20D08D-2B6A-4896-8360-4644CB6D4E1B

indemnity and non-contributory with any insurance coverage maintained by the County; and shall provide for waiver of subrogation rights as to the County.

(ii) The insurance policies required by this paragraph 17.b shall require that the insurance company provide the County with no less than thirty (30) days prior written notice in the event the policy is cancelled or materially altered; shall comply with all applicable state of Washington insurance requirements; and shall be issued by an insurance company rated A- or better by A.M. Best authorized to conduct business and issue insurance in the state of Washington.

(iii) Attorney shall continuously maintain the insurance coverage required by this paragraph 17.b. throughout the entire term of this Agreement and throughout any other longer time period during which Attorney is obligated to continue performing services and duties hereunder.

c. Contemporaneously with Attorney's execution of this Agreement, Attorney shall provide the County with copies or certificates of the insurance policies and coverage (including any endorsements) required under this paragraph 17, and Attorney shall annually provide the County with the same type of documented proof and confirmation that such insurance policies and coverage continue to exist no later than thirty (30) days after the policies' annual renewal date(s).

18. **COMPLAINTS; PERFORMANCE MONITORING.** In the event that the PDM, another employee/representative of the County's Office of Public Defense, or the Benton County Superior Court receives an oral/written communication from a person represented by Attorney under this Agreement that in substance asserts an unresolved complaint about the legal services rendered to such person by Attorney and is not readily subject to resolution simply by facilitating communication between Attorney and client, a written, dated, and signed statement shall be obtained from the complainant describing and detailing the relevant facts and circumstances underlying and alleged in the complaint, copies of which shall be provided to the PDM.

a. Upon receiving such complaint, the PDM, without limitation to any other action the County may deem necessary/appropriate to pursue under this Agreement, shall promptly forward a copy of the complaint to Attorney and request Attorney's written, dated, and signed response thereto (which Attorney shall prepare and provide to the PDM within five (5) business days). The PDM shall then review the complaint and Attorney's response thereto and take any action deemed necessary with Attorney and/or the represented person to address and resolve the complaint, and the disposition of the complaint shall be communicated to the represented person as soon as reasonably possible. The PDM may then follow-up with the Benton County Superior Court to confirm or advise that the complaint has been, or is in the process of being, addressed and disposed of. The foregoing procedure does not interfere with or otherwise impair the Benton County Superior Court's ability and/or duty to monitor the performance of attorneys appearing before the Court.

b. Additionally, during the term of this Agreement, in order to help ensure that indigent persons are consistently provided effective legal representation, and without limitation to any other means or methods of performance monitoring/evaluation the County may deem necessary/appropriate, Attorney acknowledges that the County and/or the PDM have the right to periodically ask, without limitation, the Benton County Superior

DocuSign Envelope ID: EC20D08D-2B6A-4896-8360-4644CB6D4E1B

Court and/or the Superior Court Administrator and/or other attorneys and/or persons previously represented by Attorney to provide the County with an evaluation/assessment of the quality and effectiveness of Attorney's performance of legal services and related duties and obligations under this Agreement, provided that such inquiry shall not be made of any person represented, absent a complaint from such person, during the course of representation.

19. **TERMINATION.**

a. In addition to any other automatic or discretionary termination provisions set forth in this Agreement, this Agreement shall automatically terminate in the event that Attorney is suspended/disbarred from the practice of law in Washington, effective without notice as of the date of suspension/disbarment. In such event, Attorney shall be liable up to $5,000.00 for any additional costs or expenses incurred by the County and/or the Benton County Superior Court relating to the appointment of substitute legal counsel for any person(s) whom Attorney was appointed to represent hereunder; and the County shall be entitled and authorized to setoff and deduct any such additional costs or expenses from any unpaid compensation owing to Attorney hereunder.

Further, in the event that the Benton County Superior Court enters an order that prohibits or disqualifies Attorney from receiving any further appointments hereunder for any reason whatsoever, this Agreement shall automatically terminate without further notice as of the date such order is entered by the court. In the event that the court enters such an order because of unethical/unprofessional conduct by Attorney and/or because of Attorney's breach of this Agreement and the court determines at that time that the circumstances justify or require a substitution of appointed counsel for any person(s) whom Attorney was appointed to represent hereunder, Attorney shall be liable up to $5,000.00 for any additional costs or expenses incurred by the County and/or the Benton County Superior Court relating to such substitute appointment(s); and the County shall be entitled and authorized to setoff and deduct any such additional costs or expenses from any unpaid compensation owing to Attorney hereunder.

b. In addition to the above-referenced automatic termination provisions, the County may elect to terminate this Agreement in the event Attorney fails for whatever reason to comply with any provision of this Agreement after giving Attorney ten (10) business days advance written notice to cure, which notice shall specify the reason(s) for the notice, the act(s) necessary to cure Attorney's failure(s), and the consequence if the failure(s) is/are not cured within said ten (10) day period (e.g., termination without further notice or potential termination upon further notice). The County's right to terminate this Agreement in such regard shall be in addition to any other rights and remedies available to the County.

c. In addition to the foregoing provisions regarding termination, either party may elect to terminate this Agreement with or without cause or reason by providing the other party with sixty (60) days advance written notice of such election. Attorney shall continue to receive case appointments during said sixty (60) day notice period and shall have continued responsibility for those appointed cases pursuant to paragraph 6 above. A sixty (60) day notice of termination given by either party under this paragraph 19.c. shall be fully and immediately effective when received by the recipient party pursuant to the provisions of below paragraph 32 (notwithstanding the inclusion of any contrary terms or

DocuSign Envelope ID: EC20D08D-2B6A-4896-8360-4644CB6D4E1B

language in the notice) without any need for formal or informal acceptance or any other response by the recipient party, and such notice may not thereafter be rescinded/revoked by the party giving such notice unless such rescission/revocation is expressly acknowledged and agreed to by the recipient party in writing in the recipient party's sole discretion.

d. In any event, regardless of the manner in which this Agreement is terminated, Attorney acknowledges and agrees that Attorney shall not be entitled to receive any further compensation from the County in the event this Agreement is terminated; provided that, Attorney shall be entitled to be paid for any unpaid compensation duly earned by Attorney under this Agreement up to the date of termination. Additionally, as required by paragraph 6 above, the termination of this Agreement, regardless of the manner of termination, shall not relieve Attorney from the obligation and duty to continue representing all persons whom Attorney was appointed to represent prior to the termination unless Attorney is expressly barred or prohibited from doing so by court order and/or the suspension/disbarment of Attorney from the practice of law in Washington.

e. If the County decides in its discretion to provide public defense representation in Benton County Superior Court through a County agency (such as an Office of Public Defense or similar entity) that would reduce or fully eliminate the need for continuing this Agreement with Attorney, the County will notify Attorney of the County's intentions in that regard as soon as reasonably practicable so that Attorney and the County can coordinate and pursue an appropriate transition. Upon receipt of such notice from the County, Attorney may apply to the County for available staff-attorney employment positions in such agency in accordance with the County's then-existing hiring and employment practices and policies; though Attorney understands and acknowledges that the hiring of Attorney to fill any such positions would not be automatic nor in any way guaranteed.

20. **INDEPENDENT CONTRACTOR.** Attorney fully understands, acknowledges, and agrees that Attorney shall not be an agent, representative, or employee of the County or the Benton County Superior Court for any type of purpose or situation whatsoever (including, without limitation, for purposes of any type of wage, hours/overtime, workers/industrial insurance compensation, unemployment, fair labor, and/or employee benefit/leave laws, disability act coverage or rules, and/or regulations) and that Attorney, as of the date of this Agreement and throughout its entire term, is and will always be acting and operating as a fully independent contractor. In that regard, subject to Attorney's duties, responsibilities and obligations imposed under this Agreement, Attorney shall have sole and absolute discretion using Attorney's best professional legal judgment to determine the manner and means of providing the legal representation services required under this Agreement; and neither the County, the PDM, the Superior Court Administrator, nor the Benton County Superior Court shall have any authority or duty to directly control the actual performance of Attorney's professional services hereunder.

21. **NON-ASSIGNMENT AND TEMPORARY SUBSTITUTIONS.** Except as otherwise expressly provided in paragraphs 21.a-d. below, Attorney shall not allow or arrange for any other person to perform any of the services required by this Agreement, nor shall Attorney assign, subcontract out, or otherwise delegate any of Attorney's rights, responsibilities, or obligations under this Agreement.

a. Attorney and any of the other Benton County Criminal Defense Panel members may mutually agree to make temporary, substitute appearances for each other on routine docket matters and routine court hearings on an as-needed basis as approved by the court and by the person being represented (if that person has previously discussed the case with his/her appointed attorney). Any compensation or consideration (if any) to be paid or given by Attorney to the other Benton County Criminal Defense Panel members for such substitution(s) shall be a matter of direct negotiation and agreement between Attorney and said other panel members, and said other members shall not be entitled to receive any additional compensation from the County for such substitution(s).

b. In the event Attorney needs or desires to take up to a maximum of four (4) consecutive weeks (or such longer requested period of time as may be expressly pre-approved in writing by the PDM on a case-by-case basis, in his sole and absolute discretion) leave of absence from the practice of law and/or the requirements of representation under this Agreement during the term of this Agreement and is unable to obtain the assistance of the other Benton County Criminal Defense Panel members during such temporary absence, Attorney may seek and obtain the assistance of another Washington-licensed attorney to make temporary, substitute appearances for Attorney during such absence on routine docket matters and routine court hearings on an as-needed basis provided that Attorney and such other attorney jointly prepare, sign and file a written certification with the court (with a copy to be provided to the Superior Court Administrator and the PDM) in all such matters and hearings that expressly certifies that such other attorney has reviewed this Agreement and fully meets all criteria, qualifications, and requirements under this Agreement to render legal services to indigent persons and provided further that such temporary substitution is expressly authorized on the court record by the court and the particular person(s) being represented by Attorney who is/are affected by such substitution of legal counsel.

(i) Any compensation or consideration (if any) to be paid or given by Attorney to such other attorney for such substitution(s) shall be a matter of direct negotiation and agreement between Attorney and such other attorney, and such other attorney shall not be entitled to receive any compensation from the County for such substitution(s).

(ii) Unless called to active military duty, Attorney shall be responsible to ensure that such other attorney fully complies with all terms and conditions of this Agreement during such temporary absence period (including, without limitation, the requirement to maintain the insurance coverage specified in paragraph 17 above), and Attorney shall be liable for any damages or losses sustained as a result of such other attorney's non-compliance with the terms and conditions of this Agreement.

c. In the event Attorney is called up for active military duty or for direct civilian support of active military operations, Attorney shall provide the PDM with written notice of such event within five (5) business days of Attorney being called up so that the PDM and Attorney can coordinate and arrange for an appropriate substitute attorney to handle Attorney's duties under this Agreement while Attorney is on military leave and any reasonable back-to-civilian-life transition time requested by Attorney upon return. Conditioned upon Attorney complying with said notice and cooperation requirements, Attorney shall be entitled to resume Attorney's contract duties hereunder upon written

DocuSign Envelope ID: EC20D08D-2B6A-4896-8360-4644CB6D4E1B

request to the PDM within a reasonable time after Attorney's return from active service, but Attorney shall receive no compensation under this Agreement while on leave or during any such transition time.

d. Attorney may sub-contract substantially all of the duties to be provided pursuant to this Agreement provided that all of the following conditions are met:

(i) The proposed sub-contractor meets all the criteria set out in Section 3 of this Agreement; and

(ii) County agrees to the selection of the sub-contractor in its sole and exclusive discretion; and

(iii) Sub-contractor signs an acknowledgement and agreement to abide by all the terms and conditions of this Agreement (in such form as may be required by County); and

In the event that Attorney sub-contracts substantially all of the duties to be provided pursuant to this Agreement, Attorney agrees to continue to be professionally responsible for all of the work performed pursuant to this Agreement (even if the work is actually performed by the sub-contractor), and agrees that Attorney's obligations in Section 14. Indemnification and Hold Harmless, continue to apply to any work that is performed by a sub-contractor.

22. **VACANCY AND REPLACEMENT.** In the event this Agreement is terminated by either party prior to the expiration date specified in paragraph 1 above, the County may initiate, implement and pursue any actions or process deemed appropriate/necessary to seek, select, and contract with another qualified attorney to replace and succeed Attorney in representing indigent persons in Benton County Superior Court.

23. **OTHER APPOINTMENTS.** Attorney shall not enter into any contract/arrangement to perform criminal prosecution services in any court or jurisdiction. Subject to, and without limiting/waiving, Attorney's duties and obligations under this Agreement, Attorney may enter into a part-time contract/arrangement to receive public defense appointments in another court or jurisdiction, provided that, and on the indispensable condition that, Attorney's duties and obligations under said part-time contract/arrangement will not conflict with or interfere with Attorney's ability to timely and effectively perform Attorney's duties and obligations under this Agreement. Consistent with Attorney's status as an independent contractor, Attorney shall have sole and personal professional responsibility for ensuring that Attorney's obligations on other contracts or arrangements to receive public defense appointments, when combined with this Agreement, are fully in compliance with Washington State Standards for Indigent Defense including, but not limited to, the caseload standards contained therein.

24. **TEMPORARY JUDICIAL SERVICE.** Subject to, and without limiting/waiving, Attorney's duties and obligations under this Agreement, Attorney may temporarily serve as a judge pro tem in any capacity and under any circumstances except on any criminal cases pending before the Benton County Superior Court, provided that, and on the indispensable condition that, it would not conflict with or interfere with Attorney's ability to timely and effectively perform Attorney's duties and obligations under this Agreement. Any potential exceptions to the foregoing limitation on Attorney serving as a judge pro tem would be strictly on a case-by-case basis and would be strictly subject to Attorney obtaining the PDM's prior express approval and authorization, which decision shall be decided on a case-by-case basis in the PDM's sole and absolute discretion.

DocuSign Envelope ID: EC20D08D-2B6A-4896-8360-4644CB6D4E1B

25. **ENTIRE AGREEMENT.** This Agreement constitutes the entire integrated agreement and understanding of the undersigned parties. No amendment, modification or other type of change to this Agreement shall be valid or enforceable unless reduced to writing and signed by the parties.

26. **CAPTIONS; TIME COMPUTATION.**

a. The captions and headings herein are for convenience only and shall not be relied upon or used to interpret or construe this Agreement or any portion thereof.

b. Unless otherwise expressly specified herein, any period of time specified in this Agreement shall expire at 5:00 p.m. (PTZ) of the last calendar day of the specified period of time, unless the last day is Saturday, Sunday, or a legal holiday, as prescribed in RCW 1.16.050, in which event the specified period of time shall expire at 5:00 p.m. (PTZ) of the next business day. Unless otherwise expressly specified herein as being business days only, any period of time specified in this Agreement shall mean and be calculated to include calendar days.

27. **GOVERNING LAW.** This Agreement shall be exclusively construed under and interpreted consistent with the laws of the state of Washington.

28. **BINDING EFFECT.** Strictly subject to the above restrictions against assignment, subcontracting, or delegation, this Agreement shall be binding upon Attorney's heirs, legal/personal representatives, successors, and assigns.

29. **SEVERABILITY.** In the event that any one or more provisions contained in this Agreement shall, for whatever reason, be determined by arbitration to be invalid, illegal or unenforceable in any respect, such invalid, illegal or unenforceable provision(s) shall not affect any other provision hereof, and this Agreement shall nevertheless be construed and enforced as if such invalid, illegal or unenforceable provision(s) were not contained herein.

30. **NON-WAIVER.** A party's express or implied consent to or waiver of any breach or default by the other party in the performance of such other party's obligations hereunder shall not be deemed or construed to be a consent to or waiver of any other breach or default in the performance by such other party of the same obligations or any other obligation(s) of such other party hereunder.

31. **DISPUTE RESOLUTION.**

a. The parties hereby specifically waive, release, and irrevocably relinquish any and all right to file a court lawsuit of any type to address any claims or dispute between the parties involving the performance or interpretation of this Agreement or that in any other way relate to, or arise from, this Agreement, and regardless of whether money damages, equitable relief, or any other type of relief is being sought. Provided, however, if necessary due to a party's disregard of and failure to abide by the non-judicial Dispute Resolution provisions contained in this paragraph 31, the other party may pursue court action to seek and obtain an order compelling and enforcing such Dispute Resolution provisions, and as part of such action and court order, the court shall order the party not

DocuSign Envelope ID: EC20D08D-2B6A-4896-8360-4644CB6D4E1B

complying with the requirements of such Dispute Resolution provisions to pay the other party's incurred attorney fees and costs.

b. Accordingly, in furtherance of the parties' above-stated agreement to submit any and all claims and disputes to non-judicial resolution, in the event any type of dispute arises between the parties involving the performance or interpretation of this Agreement, or that in any other way relates to, or arises from, this Agreement, either party may then make written demand on the other party to submit the dispute to mediation through the assistance of an experienced mediator chosen by mutual agreement of the parties who must be a Washington-licensed attorney experienced in contract disputes. The mediation shall occur within thirty (30) days of the mediation demand, unless the parties mutually agree otherwise. The County shall pay one-half of the mediator's fees and expenses, and Attorney shall pay the other one-half of such fees and expenses.

c. In the event that mediation proves unsuccessful in resolving the dispute, the parties shall submit the dispute for resolution via binding arbitration pursuant to RCW Chapter 7.04A. A single arbitrator (who must be a Washington-licensed attorney experienced in contract disputes) shall be selected by agreement of the parties or, in the absence of agreement, each party shall select one (1) arbitrator (who must be a Washington-licensed attorney experienced in contract disputes) and those two (2) so selected arbitrators shall mutually select a third arbitrator (who must be a Washington-licensed attorney experienced in contract disputes). The County shall pay one-half of the fees and expenses of the arbitrator(s), and Attorney shall pay the other one-half of such fees and expenses. The provisions of RCW Chapter 7.04A and applicable Mandatory Arbitration Rules as adopted and implemented in Superior Court shall be binding as to procedure, except as to the right of appeal, which shall not be applicable. Within ten (10) business days after the unsuccessful mediation session, the arbitrator(s) shall be selected and designated, and the hearing shall be held within thirty (30) business days after designation of the arbitrator(s), unless the parties mutually agree otherwise. The arbitrator(s) shall render a written decision and award within ten (10) business days of such hearing. Without limitation, the arbitrator(s) may award damages, specific performance, and/or injunctive relief, and may register a judgment in Benton County Superior Court, including judgment by default. The most prevailing party shall be entitled to recover such party's reasonable attorneys' fees, costs and expenses from the other party as a part of the arbitration decision and award. In the event of suit or action to enforce an arbitration award, venue shall lie exclusively in Benton County Superior Court, and the most prevailing party in such suit or action shall be entitled to recover such party's reasonable attorneys' fees, costs and expenses from the other party.

32. **NOTICES.**

a. Any notices required or permitted to be given by Attorney to the County under this Agreement shall be in writing and shall be either personally delivered to the County's PDM at his/her below-stated office address; mailed to the County's PDM at his/her below-stated office address via certified U.S. mail, postage prepaid; or emailed to the County's PDM at his/her official email address.

Public Defense Manager
Benton County Office of Public Defense

DocuSign Envelope ID: EC20D08D-2B6A-4896-8360-4644CB6D4E1B

7122 West Okanogan Place, Ste #A220
Kennewick, WA 99336

b. Any notices required or permitted to be given by the County to Attorney under this Agreement shall be in writing and shall be either personally delivered to Attorney at his/her below-stated business address; mailed to Attorney at his/her business address set forth in paragraph 2.a above, via certified U.S. mail, postage prepaid; or emailed to Attorney at his/her business email address.

c. Any such notices under this Agreement shall be deemed to have been duly given, made, and received when either personally delivered to the notice recipient in the manner described above; when duly deposited in the U.S. mail addressed to the recipient in the manner described above; or when emailed to the recipient in the manner described above. A party may change the address(es) to which notices are to be sent by giving notice of such change of address(es) in conformity with the above provisions of this paragraph for the giving of notice.

33. **LEGAL COMPLIANCE.** Attorney agrees to and shall strictly follow and comply with any and all federal, state, local, and administrative laws, rules, and regulations applicable to Attorney's pursuit and performance of activities under this Agreement. Without limitation in that regard, Attorney shall timely and fully pay all applicable taxes, fees, licenses, and other payments required by law; and Attorney shall fully comply with any and all anti-discrimination laws and policies including, without limitation, the County's policy that no person will be subjected to discrimination by the County or their contractors based on race, color, national origin, age, sex, marital status, sexual orientation, handicap/disability, personal background, creed, or political or religious affiliation.

34. **PUBLIC DEFENSE MANAGER** Attorney acknowledges that the County has employed the PDM to coordinate, monitor, and evaluate the performances and compliance of independent contractor attorneys (like Attorney) under public defense agreements with the County. Attorney further acknowledges that the County has the right and discretion to direct the PDM to assume and fulfill various roles and functions under this Agreement. Though the PDM will not have or attempt to exercise direct control over the manner and means in which Attorney provides legal services under this Agreement, Attorney agrees to reasonably cooperate with the PDM (and his/her designees), and to promptly comply with reasonable requests from the PDM (and/or his/her designees), to allow for the effective monitoring and evaluation of Attorney's performance under this Agreement.

35. **PERFORMANCE STANDARDS MONITORING**. The parties agree and acknowledge that the County, pursuant to its legal duty to provide effective and competent public defense representation, and needing a reasonable, effective and relatively objective way to gauge the effectiveness of contract public defenders, will, by and through its Office of Public Defense, monitor the effectiveness and competence of contract public defenders, including Attorney, by Performance Standards Monitoring ("Monitoring"). Attorney understands that her performance and eligibility for future contracts will be evaluated based on data collected through Monitoring and the County Office of Public Defense may, but is not obligated to, from time to time make known to Attorney any opportunities for improvement as observed through Monitoring efforts and/or issues that need to be addressed. Attorney further agrees to reasonably cooperate with County, its Office of Public Defense, and any staff from that office that are engaged in Monitoring efforts so that data collected through such efforts are accurate and timely. The actual

DocuSign Envelope ID: EC20D08D-2B6A-4896-8360-4644CB6D4E1B

Performance Standards to be monitored are contained in the Performance Standards Monitoring section, attached as Exhibit “A” to this Agreement, the acknowledgement of which, by Attorney’s affirmative signature, is required to fully execute this Agreement.

SIGNATURES APPEAR ON FOLLOWING PAGE

DocuSign Envelope ID: EC20D08D-2B6A-4896-8360-4644CB6D4E1B

IN WITNESS WHEREOF, the parties hereto have entered into and executed this Agreement on the date set forth below.

BENTON COUNTY

Date_____

Chairman

Commissioner

Commissioner

Constituting the Board of County Commissioners for Benton County

Attest:

Clerk of the Board

Approved as to Form and Content

DocuSigned by:
Michael Vander Sys
3C4D65EDDBC4489...
Michael Vander Sys
Public Defense Manager

ATTORNEY

Date 12/29/2022

DocuSigned by:
Christine Bennett
AF3191E2B921463...
Christine Bennett, WSBA **41305**

Not valid unless Performance Standards Monitoring Acknowledgment on following page is also signed.

SIGNING AUTHORITY FOR FIRM (required if attorney is an associate with a law firm)

_____, WSBA

I am a principal with signing authority for _____. I acknowledge and understand that the above-referenced Attorney, who is an associate with my firm, is about to enter into a public defense agreement with Benton County. I consent to this agreement, represent that my firm has sufficient resources to assist Attorney in faithfully carrying out his/her obligations pursuant to this Agreement and in complying with Washington State public defense laws, rules, and standards.

DocuSign Envelope ID: EC20D08D-2B6A-4896-8360-4644CB6D4E1B

EXHIBIT A

PERFORMANCE STANDARDS MONITORING

Attorney acknowledges that County will be engaging in Performance Standards Monitoring as more fully described in Section 34 of this Agreement and that said Monitoring will comprise of the following:

a. Metrics Monitoring will entail the collection of the following metrics specific to Attorney:

- Trials held and cases disposed of with favorable resolutions at trial readiness
- 3.5, 3.6 and other significant motions filed
- Motions filed under RCW 10.77 for competency evaluations
- Number of cases disposed of at trial readiness with dismissal or other comparable favorable result
- Number of cases where investigative services were requested
- Number of visits to incarcerated clients in Benton County Jail
- Number of client complaints

b. Court Observation Monitoring will also entail direct observation of Attorney's performance in court (including, but not limited to pre-trial dockets, motion dockets and trials) by Benton County Office of Public Defense Supervisory Staff to evaluate, among other things:

- Attorney's preparedness and readiness
- Attorney's interactions with clients
- Attorney's ability and willingness to advocate to the court on behalf of clients

Attorney acknowledgment:

DocuSigned by:
Christine Bennett
ATTORNEY SIGNATURE

I understand and acknowledge that Benton County will utilize the Performance Standards Monitoring as set out in this Exhibit to my public defense contract to evaluate my effectiveness as a public defender and that contract decisions, such as renewals, extensions, caseload increases, or assignment to other public defense duties will be made with reference to the results of such Performance Standards Monitoring.

RESOLUTION

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON:

IN THE MATTER OF COUNTY FUNDS RE: TRANSFER OF FUNDS WITHIN PUBLIC SAFETY TAX, FUND NUMBER 1480, DEPARTMENT NUMBER 121.

BE IT RESOLVED, by the Board of Benton County Commissioners, that funds shall be transferred as outlined in Exhibit "A", attached hereto.

Dated this _____ day of _____, _____

_____
Chairman of the Board

_____
Member

_____
Member

Constituting the Board of County Commissioners
of Benton County, Washington.

Attest: _____
Clerk of the Board

cc: Dept., Auditor

Linda Ivey

EXHIBIT "A"

BENTON COUNTY LINE ITEM TRANSFER

Dept Name: Sheriff Patrol Dept Nbr: 121

Fund Name: Public Safety Tax Fund Nbr: 1480

TRANSFER FROM:

BASE SUB (6 digit)	LINE ITEM (4 digit)	LINE ITEM NAME	AMOUNT
5212100	51382	Records Clerk	$115,632
TOTAL			$115,632

TRANSFER TO:

BASE SUB (6 digit)	LINE ITEM (4 digit)	LINE ITEM NAME	AMOUNT
5212100	51382	Public Records Clerk	$115,632
TOTAL			$115,632

Explanation:

Update line item title for position 1382 from Records Clerk to Public Records Clerk per CBA Resolution 2022-062 effective January 1, 2023. Position 1382 is changed from a Grade 8 to a Grade 9 on the Sheriff Clerical Salary schedule.

Prepared by: Linda Ivey Date: 01-Jan-2023

Approved ❑ Denied ❑ Date: _____

_____
Chairman

_____
Member

_____
Member

RESOLUTION

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON:

IN THE MATTER OF COUNTY FUNDS RE: TRANSFER OF FUNDS WITHIN CURRENT EXPENSE FUND NUMBER 0010, DEPARTMENT NUMBER 123 TO DEPARTMENT NUMBER 138

BE IT RESOLVED, by the Board of Benton County Commissioners, that funds shall be transferred as outlined in Exhibit "A", attached hereto; and

Dated this _____ day of _____, _____

_____
Chairman of the Board

_____
Member

_____
Member

Constituting the Board of County Commissioners
of Benton County, Washington.

Attest: _____
Clerk of the Board

cc: Dept., Auditor, File,

Prepared by: Ivey

EXHIBIT "A"

BENTON COUNTY LINE ITEM TRANSFER

Dept Name: Superior Court

Dept Nbr: 123 to Department Number 138

Fund Name: Current Expense

Fund Nbr: 0010

TRANSFER FROM: 123

TRANSFER TO: 138

BASE SUB (6 digit)	LINE ITEM (4 digit)	LINE ITEM NAME	AMOUNT	BASE SUB (6 digit)	LINE ITEM (4 digit)	LINE ITEM NAME	AMOUNT
5122100	51922	Judge Pro Tem	$33,100	5122100	52103	Medical Insurance	$30,000
				5122100	52104	Retirement	$3,100
TOTAL			$33,100	TOTAL			$33,100

Explanation:

For 2023/2024: To appropriate temporary funding for PT Court Commissioner benefits associated with position number 1302. Funding is budget neutral. Position number 1302 is in Current Expense Dept 138 and is dedicated to Benton County only and ends with the Blake Decision Funding. BOCC approved in November 2022 the funding change Resolution 2022-839. This LIT appropriates for the 2023-2024 budget cycle.

Prepared by: Linda Ivey

Date: 01-Jan-2023

Approved ❑

Denied ❑

Date: _____

_____
Chairman

_____
Member

_____
Member

RESOLUTION

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON:

IN THE MATTER OF COUNTY FUNDS RE: TRANSFER OF FUNDS WITHIN PUBLIC SAFETY TAX FUND NUMBER 1480 DEPARTMENT NUMBER 117 TO 122

BE IT RESOLVED, by the Board of Benton County Commissioners, that funds shall be transferred as outlined in Exhibit "A", attached hereto.

Dated this _____ day of _____, _____

_____
Chairman of the Board

_____
Member

_____
Member

Constituting the Board of County Commissioners
of Benton County, Washington.

Attest: _____
Clerk of the Board

cc: Dept, Auditor, File

prepared by: Ginny Baddley

EXHIBIT "A"

BENTON COUNTY BUDGET ADJUSTMENT

Dept Name: Prosecuting Attorney to Metro Drug Task Force Dept Nbr: 117 to 122

Fund Name: Public Safety Tax Fund Nbr: 1480

TRANSFER FROM: **Dept. 117** TRANSFER TO: **Dept. 122**

BASE SUB (6 digit)	LINE ITEM (4 digit)	LINE ITEM NAME	AMOUNT	BASE SUB (6 digit)	LINE ITEM (4 digit)	LINE ITEM NAME	AMOUNT
5153000	51722	Deputy Prosecuting Attorney III	$12,000	5153000	51338	Assistant Chief Deputy	$12,000
TOTAL			$12,000	TOTAL			$12,000

Explanation:

2021/2022 Budget: To appropriate budget for wages for 2021/2022 budget cycle.

Prepared by: Ginny Baddley Date: 12/12/22

Approved ❑ Denied ❑ Date: _____

_____
Chairman

_____
Member

_____
Member

COMMISSIONERS' AGENDA ACTION SHEET

Meeting Date:	January 10, 2023
Subject:	Execute contract with Superior Tree Services, LLC for C.E. 2136 – 2022 County Wide Brush Cutting Project
Presenter:	
Prepared By:	D. Hope
Reviewed By:	Purchasing

PA Review, Approval to Form: ☒ Yes ☐ No ☐ N/A *(If no, include reasoning for no approval)*

Type of Agenda Item:	**Type of Action Needed:**	
☒ Consent Agenda	☐ Discussion Only (1st)	☐ Pass Motion
☐ Public Hearing	☐ Discussion Only (2nd)	☒ Pass Resolution
☐ Scheduled Business	☐ Decision/Direction	☐ Pass Ordinance
	☐ Sign Letter/Document	☒ Execute Contract

Summary / Background Information

By Resolution 2022-907 dated December 6, 2022, an award was made to Superior Tree Services, LLC, of Pasco Washington for the C.E. 2136 – 2022 Countywide Brush Cutting Project. As directed a contract has been prepared; and reviewed and approved as to form by our departmental assigned Deputy Prosecuting Attorney from the Civil Division; and has been executed by Superior Tree Services, LLC.

Fiscal Impact

Amount: $85,800.00

Fund: Road Fund

Recommendation

It is recommended by the County Engineer that the Board authorize the Chairman to sign the contract with Superior Tree Services, LLC of Pasco Washington for C.E. 2136 – 2022 County Wide Brush Cutting Project.

Suggested Motion

Approve as part of the Consent Agenda.

RESOLUTION

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON:

IN THE MATTER OF COUNTY ROADS RE: AUTHORIZING THE CHAIRMAN TO SIGN THE CONTRACT WITH SUPERIOR TREE SERVICES, LLC OF PASCO, WASHINGTON FOR C.E. 2136 – 2022 COUNTY WIDE BRUSH CUTTING PROJECT

WHEREAS, by Resolution 2022-907 dated December 6, 2022, an award was made to Superior Tree Services, LLC, Pasco, Washington and as directed, staff has prepared a contract for Board approval; and

WHEREAS, our departmental assigned Deputy Prosecuting Attorney from the Civil Division has reviewed and approved as to form said contract; and

WHEREAS, the contract in the amount of $85,800.00 has been executed by Superior Tree Services, LLC of Pasco, Washington; **NOW, THEREFORE,**

BE IT RESOLVED, that the Board of Benton County Commissioners hereby authorizes the Chairman of the Board of County Commissioners to sign on behalf of Benton County said contract awarded December 6, 2022 to Superior Tree Services, LLC, in the amount of $85,800.00 plus any necessary Change Orders in accordance with Section 3.8 of the Benton County Procurement, Leasing and Contracting Policy per Resolution 2021-233 or any future amendments to said policy; and

BE IT FURTHER RESOLVED, that the County Engineer is hereby authorized to proceed with C.E. 2136 – 2022 County Wide Brush Cutting project according to the terms of the contract; and

BE IT FURTHER RESOLVED, the C.E. 2136 – 2022 County Wide Brush Cutting project shall be completed in its entirety within thirty-five (35) working days as described in the contract documents.

Dated this 10th day of January 2023.

_____
Chairman.

_____
Chairman Pro-Tem.

_____
Member.

Attest:_____
Clerk of the Board

Constituting the Board of County Commissioners of Benton County, Washington.

Orig.: Procurement D. Hope
cc: Auditor, PA, Superior Tree

DocuSign Envelope ID: 967EDFDA-CF9F-4A7D-9B33-39A4E858A0A0

CONTRACT

THIS CONTRACT, made and entered into this 10 day of January, 2023, between the COUNTY OF BENTON, STATE OF WASHINGTON, (hereinafter "the County") acting through the Board of County Commissioners, under and by virtue of RCW 36, as amended, and **SUPERIOR TREE SERVICES, LLC**
WITNESSETH:

That in consideration of the terms and conditions contained herein and in the Contract Documents attached hereto and made a part of this agreement, the parties hereto covenant and agree as follows:

I. The Contractor shall furnish all tools, materials, and equipment, and shall do all work described in and in accordance with the attached plans and specifications entitled "Contract Provisions and Plans, "C.E. 2136 SMP – 2022 County Wide Brush Cutting," and as described in and in accordance with the State of Washington 2022 Standard Specifications for Road, Bridge, and Municipal Construction adopted by the County, (hereinafter collectively referred to as "the Contract Documents") which are by this reference incorporated herein and made part hereof, and shall perform any changes to the work in accord with the Contract Documents.

The Contractor shall provide and bear the expense of all equipment, work and labor, of any sort whatsoever that may be required for the transfer of materials and for constructing and completing the work provided for in these Contract Documents except those items mentioned therein to be furnished by the County.

II. The County hereby promises and agrees with the Contractor to employ, and does employ the Contractor to provide the materials and to do and cause to be done the above described work and to complete and finish the same in accord with the attached plans and specifications and the terms and conditions herein contained, and hereby contracts to pay for the same according to the attached specifications and the schedule of unit or itemized prices at the time and in the manner and upon the conditions provided for in this contract. The County further agrees to employ the Contractor to perform any alterations in or additions to the work covered by this contract and every part thereof and any force account work that may be ordered and to pay for the same under the terms of this contract and the attached plans and specifications.

III. The Contractor, for himself, and for his heirs, executors, administrators, successors, and assigns, does hereby agree to the full performance of all the covenants herein contained upon the part of the Contractor.

IV. The County agrees to pay to the Contractor, as full and complete compensation for materials and work provided in accordance with the Contract Documents, the sum of **$85,800.00**, payable as provided in the Contract Documents.

V. It is further provided that no liability shall attach to the County by reason of entering into this contract, except as expressly provided herein.

VI. The Contractor shall hold harmless, indemnify and defend the County, its officers, officials, employees and agents, from and against any and all claims, actions, suits, liability, loss, expenses, damages, and judgments of any nature whatsoever, including reasonable costs and attorney fees thereof, for injury, sickness, disability or death to persons or damage to property or business, caused by or arising out of the Contractors acts, errors or omissions in the performance of this Contract. Provided, that the Contractor's obligation hereunder shall not extend to injury, sickness, death or damage caused by or arising out of the sole negligence of the County, its officers, officials, employees, or agents.

VII. The Contractor specifically waives the Contractor's immunity under Title 51 RCW (Industrial Insurance statute), and acknowledges that his waiver of immunity was mutually and expressly negotiated by the parties, and expressly agrees that Contractor's promise to indemnify and hold harmless applies to all claims filed by and/or injuries to the Contractor's own employees.

DocuSign Envelope ID: 967EDFDA-CF9F-4A7D-9B33-39A4E858A0A0

IN WITNESS WHEREOF, the said Contractor has executed this instrument, and the Board of County Commissioners of Benton County, Washington has caused this instrument to be executed by and in the name of the said Board of County Commissioners the day and year first above written.

Executed by the Contractor:

DocuSigned by:
John Montero
08C51EE4FA9746B...

12/14/2022

Manager

John Montero

COUNTY OF BENTON

Chairman, Board of Commissioners

Attest:
Clerk of the Board

Date:

APPROVED AS TO FORM:

DocuSigned by:
Reid Hay
FD2073FA6B2436...

Benton County Deputy Prosecuting Attorney

12/9/2022

Date:

DocuSign Envelope ID: A273B14E-30E3-4630-9930-4A148A917195

CONTRACT PROVISIONS AND PLANS

For Construction of:

2022 COUNTY WIDE BRUSH CUTTING

C.E. 2136 SMP

PUBLIC WORKS DEPARTMENT

COUNTY OF BENTON WASHINGTON

Bid No. CB 22-23

DocuSign Envelope ID: A273B14E-30E3-4630-9930-4A148A917195

CERTIFICATIONS

2022 County Wide Brush Cutting
CE 2136 SMP

APPROVED AS TO FORM:

The Call for Bids and Contract Provisions for the construction of CE 2136 SMP – 2022 County Wide Brush Cutting has been reviewed and approved as to form:

DocuSigned by:
Reid Hay
7D2675EA0905430...

Reid Hay, Deputy Prosecuting Attorney

11/9/2022

Date

DocuSign Envelope ID: A273B14E-30E3-4630-9930-4A148A917195

OFFICE OF THE COUNTY ENGINEER
BENTON COUNTY
(CB NO. 22-23)

CALL FOR BIDS

Project: C.E. 2136 SMP – 2022 County Wide Brush Cutting

Benton County is soliciting bids from qualified contractors for 2022 County Wide Brush Cutting.

Contract Term: The contract time is 35 working days

Bids Due By: **Friday, November 18, 2022 at 3:00PM**

Bids will not be accepted after the time specified.

Bid Submittal: Bids will be solicited and selected through the MRSC Small Works Roster List. Bids may be submitted by email to Danica Hope at procurement@co.benton.wa.us Bids shall clearly contain **"Request for Bid – C.E. 2136 – 2022 County Wide Brush Cutting"** in the email subject line. Please keep in mind, due to the County's firewall safeguards, emails containing attached documents may be inadvertently delayed or not delivered. It is highly recommended that you request a message read receipt for your submittal and/or contact the Procurement Department at (509) 736-2704 to confirm receipt of your bid. The County will not be responsible for submittals that are not received due to issues with email transmittal or the firewall.

All bid proposals shall be accompanied by a bid proposal deposit as certified check, cashier check or proposal bond in an amount equal to five percent (5%) of the amount of such bid proposal. Should the successful bidder fail to enter into such contract and furnish satisfactory performance bond within the time stated in the specifications, the bid proposal deposit shall be forfeited to Benton County. The Board reserves the right to reject any or all bids and to waive informalities in the bidding. The award of contract, if made, will be approved by the Board of Benton County Commissioners, Benton County, Washington.

"NOTE: This document and the materials enclosed herewith constitute an invitation to submit bid proposals only and do not represent an offer by Benton County or the Benton County Engineer. Bid proposals submitted in response hereto shall constitute offers to contract with Benton County, and only upon the County's acceptance of such offer by bid award as provided herein, shall any contractual relations be created."

"Benton County, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award."

DocuSign Envelope ID: A273B14E-30E3-4630-9930-4A148A917195

PROPOSAL
FOR BIDDING PURPOSES

For Construction of:

2022 COUNTY WIDE BRUSH CUTTING

CE 2136 SMP

INCLUDES:
PROPOSAL
- **ASSURANCE OF NON-DISCRIMINATION**
- **NON-COLLUSION DECLARATION**

PROPOSAL BOND
CERTIFICATION OF COMPLIANCE WITH WAGE PAYMENT STATUTES

PUBLIC WORKS DEPARTMENT

COUNTY OF BENTON WASHINGTON

Bid No CB 22-23

DocuSign Envelope ID: A273B14E-30E3-4630-9930-4A148A917195

P R O P O S A L

TO: THE BOARD OF COUNTY COMMISSIONERS
BENTON COUNTY
PROSSER, WASHINGTON 99350

Gentlemen:

The undersigned hereby certifies that he/she has examined the location of the public works project outlined in these attached special provisions, specifications and plans, and has read and thoroughly understands the plans, specifications and contract governing the work embraced in this improvement, and the method by which payment will be made for said work, and hereby proposes to undertake and complete the work embraced in this improvement, or as much thereof as can be completed with the money available, in accordance with the said plans, specifications and contract, and the following schedule of rates and prices:

CE 2136 SMP – 2022 County Wide Brush Cutting

(NOTE: Unit prices for all items, all extensions, and total amount of bid, shall be shown.)

ITEM NO.	QTY.	UNIT	ITEM DESCRIPTION	PRICE PER UNIT		AMOUNT	
				Dollars	Cts.	Dollars	Cts.
1	1	L.S.	MOBILIZATION				
2	1	L.S.	PROJECT TEMPORARY TRAFFIC CONTROL				
3	200	HR.	VEGETATIVE MATTER REMOVAL				
4	1	L.S	Minor Changes	$25,000	00	$25,000	00
	TOTAL						

Please also note that the hourly rate for bid item "Vegetative Matter Removal" only applies to time spent on related activities, per Section 8-05 of the Special Provisions. Travel time to the worksite will not be paid the hourly rate for "Vegetative Matter Removal".

DATED this _____ day of _____, 2022.

RUBRIC: For the purpose of bid comparison, an estimated contract length of thirty (30) working days of eight (8) hours each will be assumed (200 hours total). This assumption is for **bid comparison only** and is not a guarantee of actual total contract price or duration. Contract will be paid based on the bid item unit prices above and will last for a period of time determined by the contract entered into by Benton County and the successful bidder.

PROPOSAL MUST BE SIGNED ON PAGE 3

DocuSign Envelope ID: A273B14E-30E3-4630-9930-4A148A917195

The undersigned hereby agrees to pay to labor not less than the hourly minimum rates of wages as set forth in these special provisions.

A proposal guaranty in an amount of five percent (5%) of the total bid, based upon the approximate estimate of quantities at the above prices and in the form as indicated below, is attached hereby:

Cashier's Check	_____	In the Amount of _____
Certified Check	_____	($_____) Payable to the County Treasurer of Benton County, Washington.
Proposal Bond	_____	In the amount of 5% of the Bid.

Receipt is hereby acknowledged of Addendum No(s). _____, _____, & _____.

PUBLIC WORKS TRAINING

The undersigned hereby certifies that the contractor has received L & I training, per RCW 39.04.350, or has completed three or more public works projects and has had a valid business license in Washington for three or more years and therefore are exempt from training.

ASSURANCE OF NON-DISCRIMINATION

The undersigned hereby agrees that he shall comply with Benton County's Non-Discrimination Policy and Plan, which is consistent with Titles VI and VII of the 1964 Civil Rights Act as amended in 1972; Executive Order 11246 as amended by Executive Order 11375; Sections 503 and 504 of the Rehabilitation Act of 1975 and the Age Discrimination in Employment Act of 1967; the 1974 Vietnam Era Veteran Readjustment Assistance Act; and the Washington State Laws Against Discrimination, Chapter 49.60 RCW. The policy reads as follows:

It is the policy of Benton County that no person shall be subjected to discrimination in the County or by its subcontractors because of race, color, national origin, sex, age, religion, creed, marital status, disabled or Vietnam era veteran status, or the presence of any physical, mental or sensory handicap.

NON-COLLUSION DECLARATION

I, by signing the proposal, hereby declare, under penalty of perjury under the laws of the United States that the following statement is true and correct:

That the undersigned person(s), firm, association or corporation has (have) not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the project for which this proposal is submitted.

DocuSign Envelope ID: A273B14E-30E3-4630-9930-4A148A917195

NOTICE TO ALL BIDDERS

To report bid rigging activities call:

1-800-424-9071

The U. S. Department of Transportation (USDOT) operates the above toll-free "hotline" Monday through Friday, 8:00 a.m. to 5:00 p.m., Eastern time. Anyone with knowledge of possible bid rigging, bidder collusion, or other fraudulent activities should use the "hotline" to report such activities.

The "hotline" is part of USDOT's continuing effort to identify and investigate highway construction control fraud and abuse and is operated under the direction of the USDOT Inspector General. All information will be treated confidentially, and caller anonymity will be respected.

CONTRACTOR'S REGISTRATION NO. _____

CONTRACTOR'S EMPLOYMENT SECURITY DEPARTMENT NO. _____

FIRM NAME: _____

_____ _____
SIGNATURE OF AUTHORIZED OFFICIAL (PRINT NAME AND TITLE)

_____ _____
SIGNATURE OF AUTHORIZED OFFICIAL (PRINT NAME AND TITLE)

PROPOSAL MUST BE SIGNED

DATED this _____ day of _____, 2022.

ADDRESS OF BIDDER: _____

PRINCIPAL PLACE OF BUSINESS: _____

TELEPHONE NO.: (____)_____ EMAIL:_____

NOTE: (1) This proposal form is not transferable, and any alteration of the firm name entered hereon without prior permission from the Board of County Commissioners will be sufficient cause for considering the proposal irregular and consequent rejection of the bid.

(2) Should it be necessary to modify this proposal in writing, please make reference to the project number.

DocuSign Envelope ID: A273B14E-30E3-4630-9930-4A148A917195

PROPOSAL BOND

KNOW ALL MEN BY THESE PRESENTS, That we, _____

_____ of _____

as principal, and the _____, a corporation

duly organized under the laws of the State of _____, and authorized

to do business in the State of Washington, as surety, are held and firmly bound unto Benton County in the full and penal sum of five (5) percent of the total amount of the bid proposal of said principal for the work hereinafter described, for the payment of which, well and truly to be made, we bind our heirs, executors, administrators and assigns, and successors and assigns, firmly by these presents.

The condition of this bond is such, that whereas the principal herein is herewith submitting his or its sealed proposal for the following highway construction, to wit:

CE 2136 SMP – 2022 County Wide Brush Cutting

said bid and proposal, by reference thereto, being made a part hereof.

NOW, THEREFORE, If the said proposal bid by said principal be accepted, and the contract be awarded to said principal, and if said principal shall duly make and enter into and execute said contract and shall furnish bond as required by Benton County within a period of **ten (10) days** from and after said award, exclusive of the day of such award, then this obligation shall be null and void, otherwise it shall remain and be in full force and effect.

IN TESTIMONY WHEREOF, The principal and surety have caused these presents to be

signed and sealed this _____ day of _____, _____.

_____
(Principal)

_____
(Surety)

_____
(Attorney-in-fact)

DocuSign Envelope ID: A273B14E-30E3-4630-9930-4A148A917195

This form must be submitted with the Bid Proposal or as a Supplement to the Bid no later than 24 hours after the time for delivery of the Bid Proposal, as provided for in Section 1-02.9 of the Contract Provisions.

Certification of Compliance with Wage Payment Statutes

The bidder hereby certifies that, within the three-year period immediately preceding the bid solicitation date November 18, 2022, the bidder is not a "willful" violator, as defined in RCW 49.48.082, of any provision of chapters 49.46, 49.48, or 49.52 RCW, as determined by a final and binding citation and notice of assessment issued by the Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction.

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

_____
Bidder's Business Name

_____
Signature of Authorized Official*

_____
Printed Name

_____
Title

_____ _____ _____
Date City (where signed) State

Check One:
Sole Proprietorship ☐ Partnership ☐ Joint Venture ☐ Corporation ☐

State of Incorporation, or if not a corporation, State where business entity was formed:

_____

If a co-partnership, give firm name under which business is transacted:

_____

** If a corporation, proposal must be executed in the corporate name by the president or vice-president (or any other corporate officer accompanied by evidence of authority to sign). If a co-partnership, proposal must be executed by a partner.*

DocuSign Envelope ID: A273B14E-30E3-4630-9930-4A148A917195

CONTRACT

INFORMATION FOR THE CONTRACTOR THAT IS AWARDED THE CONTRACT

For Construction of:

2022 COUNTY WIDE BRUSH CUTTING

C.E. 2136 SMP

PUBLIC WORKS DEPARTMENT

COUNTY OF BENTON WASHINGTON

Bid No. CB 22-23

DocuSign Envelope ID: A273B14E-30E3-4630-9930-4A148A917195

CONTENTS

SPECIAL PROVISIONS

INTRODUCTION TO THE SPECIAL PROVISIONS 1

DIVISION 1
GENERAL REQUIREMENTS

DESCRIPTION OF WORK 2

SECTION 1-01 DEFINITIONS AND TERMS
1-01.3 DEFINITIONS 2

SECTION 1-02 BID PROCEDURES AND CONDITIONS
1-02.1 PREQUALIFICATION OF BIDDERS 4
1-02.2 PLANS AND SPECIFICATIONS 4
1-02.5 PROPOSAL FORMS 5
1-02.6 PREPARATION OF PROPOSAL 5
1-02.6(1) RECYCLED MATERIALS PROPOSAL 6
1-02.7 BID DEPOSIT 6
1-02.9 DELIVERY OF PROPOSAL 7
1-02.10 WITHDRAWING, REVISING, OR SUPPLEMENTING PROPOSAL 7
1-02.13 IRREGULAR PROPOSALS 8
1-02.14 DISQUALIFICATION OF BIDDERS 9
1-02.15 PRE AWARD INFORMATION 9

SECTION 1-03 AWARD AND EXECUTION OF CONTRACT
1-03.1 CONSIDERATION OF BIDS 10
1-03.1(1) IDENTICAL BID TOTALS 10
1-03.3 EXECUTION OF CONTRACT 10
1-03.4 CONTRACT BOND 11
1-03.7 JUDICIAL REVIEW 12

SECTION 1-04 SCOPE OF WORK
1-04.2 COORDINATION OF CONTRACT DOCUMENTS, PLANS, SPECIAL PROVISIONS, SPECIFICATIONS, AND ADDENDA 12

SECTION 1-05 CONTROL OF WORK
1-05.7 REMOVAL OF DEFECTIVE AND UNAUTHORIZED WORK 12
1-05.11 FINAL INSPECTION 13
1-05.13 SUPERINTENDENTS, LABOR AND EQUIPMENT OF CONTRACTOR 14
1-05.15 METHOD OF SERVING NOTICES 15
1-05.16 WATER AND POWER 15

SECTION 1-06 CONTROL OF MATERIAL
1-06.6 RECYCLED MATERIALS 16

SECTION 1-07 LEGAL RELATIONS AND RESPONSIBILITIES TO THE PUBLIC
1-07.1 LAWS TO BE OBSERVED 16
1-07.2 STATE TAXES 17
1-07.7 LOAD LIMITS 18
1-07.18 PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE 19

DocuSign Envelope ID: A273B14E-30E3-4630-9930-4A148A917195

SECTION 1-08 PROSECUTION AND PROGRESS
1-08.0 PRELIMINARY MATTERS 22
1-08.0(1) PRECONSTRUCTION CONFERENCE 22
1-08.0(2) HOURS OF WORK 22
1-08.1 SUBCONTRACTING 23
1-08.3 GENERAL REQUIREMENTS 24
1-08.4 PROSECUTION OF WORK 24
1-08.5 TIME FOR COMPLETION 24
1-08.9 LIQUIDATED DAMAGES 25
SECTION 1-09 MEASUREMENT AND PAYMENT
1-09.9 PAYMENTS 26
1-09.11(3) TIME LIMITATION AND JURISDICTION 27
1-09.13(3)A ADMINISTRATION OF ARBITRATION 28

DIVISION 8
MISCELLANEOUS CONSTRUCTION

SECTION 8-05 VEGETATION REMOVAL
8-05.1 DESCRIPTION 29
8-05.2 MATERIALS 29
8-05.3 CONSTRUCTION REQUIREMENTS 29
8-04 MEASUREMENT 30
8-05 PAYMENT 30

APPENDICES

A. WAGE RATES – WASHINGTON STATE 31
B. AREA MAP AND ROAD BRUSHING PLAN 31

PROPOSAL, ETC.

PROPOSAL FOR BIDDING PURPOSES COVER PAGE
PROPOSAL PAGES

CONTRACT

CONTRACT COVER PAGE
CONTRACT (informational)
PERFORMANCE BOND (informational)
PAYMENT BOND (informational)

DocuSign Envelope ID: A273B14E-30E3-4630-9930-4A148A917195

SPECIAL PROVISIONS

2022 County Wide Brush Cutting
BENTON COUNTY, WASHINGTON

INTRODUCTION TO THE SPECIAL PROVISIONS

(December 10, 2020 APWA GSP)

The work on this project shall be accomplished in accordance with the *Standard Specifications for Road, Bridge and Municipal Construction*, 2022 edition, as issued by the Washington State Department of Transportation (WSDOT) and the American Public Works Association (APWA), Washington State Chapter (hereafter "Standard Specifications"). The Standard Specifications, as modified or supplemented by these Special Provisions, all of which are made a part of the Contract Documents, shall govern all of the Work.

These Special Provisions are made up of both General Special Provisions (GSPs) from various sources, which may have project-specific fill-ins; and project-specific Special Provisions. Each Provision either supplements, modifies, or replaces the comparable Standard Specification, or is a new Provision. The deletion, amendment, alteration, or addition to any subsection or portion of the Standard Specifications is meant to pertain only to that particular portion of the section, and in no way should it be interpreted that the balance of the section does not apply.

The project-specific Special Provisions are not labeled as such. The GSPs are labeled under the headers of each GSP, with the effective date of the GSP and its source. For example:

(March 8, 2013 APWA GSP)
(April 1, 2013 WSDOT GSP)
(March 1, 2014 Benton County GSP)
(******) Project Specific Special Provision

Also incorporated into the Contract Documents by reference are:

- *Manual on Uniform Traffic Control Devices for Streets and Highways*, currently adopted edition, with Washington State modifications, if any
- *Standard Plans for Road, Bridge and Municipal Construction*, WSDOT/APWA, current edition

Contractor shall obtain copies of these publications, at Contractor's own expense.

DocuSign Envelope ID: A273B14E-30E3-4630-9930-4A148A917195

DIVISION 1
GENERAL REQUIREMENTS

DESCRIPTION OF WORK

(March 13, 1995 WSDOT GSP)

This Contract provides for the improvement of *** Benton County Right-of-Way by mechanical brush removal*** and other work, all in accordance with the attached Contract Plans, these Contract Provisions, and the Standard Specifications.

SECTION 1-01 DEFINITIONS AND TERMS

1-01.3 Definitions

(January 19, 2022 APWA GSP)

*Delete the heading **Completion Dates** and the three paragraphs that follow it, and replace them with the following:*

Dates

Bid Opening Date
The date on which the Contracting Agency publicly opens and reads the Bids.

Award Date
The date of the formal decision of the Contracting Agency to accept the lowest responsible and responsive Bidder for the Work.

Contract Execution Date
The date the Contracting Agency officially binds the Agency to the Contract.

Notice to Proceed Date
The date stated in the Notice to Proceed on which the Contract time begins.

Substantial Completion Date
The day the Engineer determines the Contracting Agency has full and unrestricted use and benefit of the facilities, both from the operational and safety standpoint, any remaining traffic disruptions will be rare and brief, and only minor incidental work, replacement of temporary substitute facilities, plant establishment periods, or correction or repair remains for the Physical Completion of the total Contract.

Physical Completion Date
The day all of the Work is physically completed on the project. All documentation required by the Contract and required by law does not necessarily need to be furnished by the Contractor by this date.

Completion Date
The day all the Work specified in the Contract is completed and all the obligations of the Contractor under the contract are fulfilled by the Contractor. All documentation required by the Contract and required by law must be furnished by the Contractor before establishment of this date.

Final Acceptance Date
The date on which the Contracting Agency accepts the Work as complete.

DocuSign Envelope ID: A273B14E-30E3-4630-9930-4A148A917195

Supplement this Section with the following:

All references in the Standard Specifications or WSDOT General Special Provisions, to the terms "Department of Transportation", "Washington State Transportation Commission", "Commission", "Secretary of Transportation", "Secretary", "Headquarters", and "State Treasurer" shall be revised to read "Contracting Agency".

All references to the terms "State" or "state" shall be revised to read "Contracting Agency" unless the reference is to an administrative agency of the State of Washington, a State statute or regulation, or the context reasonably indicates otherwise.

All references to "State Materials Laboratory" shall be revised to read "Contracting Agency designated location".

All references to "final contract voucher certification" shall be interpreted to mean the Contracting Agency form(s) by which final payment is authorized, and final completion and acceptance granted.

Additive

A supplemental unit of work or group of bid items, identified separately in the Bid Proposal, which may, at the discretion of the Contracting Agency, be awarded in addition to the base bid.

Alternate

One of two or more units of work or groups of bid items, identified separately in the Bid Proposal, from which the Contracting Agency may make a choice between different methods or material of construction for performing the same work.

Business Day

A business day is any day from Monday through Friday except holidays as listed in Section 1-08.5.

Contract Bond

The definition in the Standard Specifications for "Contract Bond" applies to whatever bond form(s) are required by the Contract Documents, which may be a combination of a Payment Bond and a Performance Bond.

Contract Documents

See definition for "Contract".

Contract Time

The period of time established by the terms and conditions of the Contract within which the Work must be physically completed.

Notice of Award

The written notice from the Contracting Agency to the successful Bidder signifying the Contracting Agency's acceptance of the Bid Proposal.

Notice to Proceed

DocuSign Envelope ID: A273B14E-30E3-4630-9930-4A148A917195

The written notice from the Contracting Agency or Engineer to the Contractor authorizing and directing the Contractor to proceed with the Work and establishing the date on which the Contract time begins.

Traffic
Both vehicular and non-vehicular traffic, such as pedestrians, bicyclists, wheelchairs, and equestrian traffic.

SECTION 1-02 BID PROCEDURES AND CONDITIONS

1-02.1 Prequalification of Bidders

Delete this Section and replace it with the following:

1-02.1, Qualifications of Bidder
(January 24, 2011 APWA GSP)

Before award of a public works contract, a bidder must meet at least the minimum qualifications of RCW 39.04.350(1) to be considered a responsible bidder and qualified to be awarded a public works project.

1-02.2 Plans and Specifications
(June 27, 2011 APWA GSP)

Delete this section and replace it with the following:

Information as to where Bid Documents can be obtained or reviewed can be found in the Call for Bids (Advertisement for Bids) for the work.

After award of the contract, plans and specifications will be issued to the Contractor at no cost as detailed below:

To Prime Contractor	No. of Sets	Basis of Distribution
Reduced plans (11" x 17")	$$0$$	Furnished automatically upon award.
Contract Provisions	$$0$$	Furnished automatically upon award.
Large plans (e.g., 22" x 34")	$$0$$	Furnished only upon request.

Additional plans and Contract Provisions may be obtained by the Contractor from the source stated in the Call for Bids, at the Contractor's own expense.

DocuSign Envelope ID: A273B14E-30E3-4630-9930-4A148A917195

1-02.5 Proposal Forms

(July 31, 2017 APWA GSP)

Delete this section and replace it with the following:

The Proposal Form will identify the project and its location and describe the work. It will also list estimated quantities, units of measurement, the items of work, and the materials to be furnished at the unit bid prices. The bidder shall complete spaces on the proposal form that call for, but are not limited to, unit prices; extensions; summations; the total bid amount; signatures; date; and, where applicable, retail sales taxes and acknowledgment of addenda; the bidder's name, address, telephone number, and signature; the bidder's UDBE/DBE/M/WBE commitment, if applicable; a State of Washington Contractor's Registration Number; and a Business License Number, if applicable. Bids shall be completed by typing or shall be printed in ink by hand, preferably in black ink. The required certifications are included as part of the Proposal Form.

The Contracting Agency reserves the right to arrange the proposal forms with alternates and additives, if such be to the advantage of the Contracting Agency. The bidder shall bid on all alternates and additives set forth in the Proposal Form unless otherwise specified.

1-02.6 Preparation of Proposal

(December 10, 2020 APWA GSP, Option B)

Supplement the second paragraph with the following:

4. If a minimum bid amount has been established for any item, the unit or lump sum price must equal or exceed the minimum amount stated.
5. Any correction to a bid made by interlineation, alteration, or erasure, shall be initialed by the signer of the bid.

Delete the last two paragraphs, and replace them with the following:

The Bidder shall submit with their Bid a completed Contractor Certification Wage Law Compliance form, provided by the Contracting Agency. Failure to return this certification as part of the Bid Proposal package will make this Bid Nonresponsive and ineligible for Award. A Contractor Certification of Wage Law Compliance form is included in the Proposal Forms.

The Bidder shall make no stipulation on the Bid Form, nor qualify the bid in any manner.

A bid by a corporation shall be executed in the corporate name, by the president or a vice president (or other corporate officer accompanied by evidence of authority to sign).

A bid by a partnership shall be executed in the partnership name, and signed by a partner. A copy of the partnership agreement shall be submitted with the Bid Form if any UDBE requirements are to be satisfied through such an agreement.

A bid by a joint venture shall be executed in the joint venture name and signed by a member of the joint venture. A copy of the joint venture agreement shall be submitted with the Bid Form if any UDBE requirements are to be satisfied through such an agreement.

DocuSign Envelope ID: A273B14E-30E3-4630-9930-4A148A917195

1-02.7 Bid Deposit

(March 8, 2013 APWA GSP)

Supplement this section with the following:

Bid bonds shall contain the following:

1. Contracting Agency-assigned number for the project;
2. Name of the project;
3. The Contracting Agency named as obligee;
4. The amount of the bid bond stated either as a dollar figure or as a percentage which represents five percent of the maximum bid amount that could be awarded;
5. Signature of the bidder's officer empowered to sign official statements. The signature of the person authorized to submit the bid should agree with the signature on the bond, and the title of the person must accompany the said signature;
6. The signature of the surety's officer empowered to sign the bond and the power of attorney.

If so stated in the Contract Provisions, bidder must use the bond form included in the Contract Provisions.

If so stated in the Contract Provisions, cash will not be accepted for a bid deposit.

(March 12, 2014 Benton County GSP)
Revise the second sentence of this to read:

This deposit may be certified check, cashier's check or a proposal bond (Surety bond).

Supplement this section with the following:

Bidders wishing to submit a bid deposit in bond form shall use the Proposal Bond form included as part of the Proposal packet for this project.

DocuSign Envelope ID: A273B14E-30E3-4630-9930-4A148A917195

1-02.9 Delivery of Proposal

(******)

Delete this section and replace it with the following:

Each Proposal shall be submitted in a sealed envelope, with the Project Name and Project Number as stated in the Call for Bids clearly marked on the outside of the envelope, or as otherwise required in the Bid Documents, to ensure proper handling and delivery.

Proposals that are received as required will be publicly opened and read as specified in Section 1-02.12. The Contracting Agency will not open or consider any Bid Proposal that is received after the time specified in the Call for Bids for receipt of Bid Proposals, or received in a location other than that specified in the Call for Bids. The Contracting Agency will not open or consider any "Supplemental Information" that is received after the time specified above, or received in a location other than that specified in the Call for Bids.

If an emergency or unanticipated event interrupts normal work processes of the Contracting Agency so that Proposals cannot be received at the office designated for receipt of bids as specified in Section 1-02.12 the time specified for receipt of the Proposal will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which the normal work processes of the Contracting Agency resume.

1-02.10 Withdrawing, Revising, or Supplementing Proposal

(July 23, 2015 APWA GSP)

Delete this section, and replace it with the following:

After submitting a physical Bid Proposal to the Contracting Agency, the Bidder may withdraw, revise, or supplement it if:

1. The Bidder submits a written request signed by an authorized person and physically delivers it to the place designated for receipt of Bid Proposals, and
2. The Contracting Agency receives the request before the time set for receipt of Bid Proposals, and
3. The revised or supplemented Bid Proposal (if any) is received by the Contracting Agency before the time set for receipt of Bid Proposals.

If the Bidder's request to withdraw, revise, or supplement its Bid Proposal is received before the time set for receipt of Bid Proposals, the Contracting Agency will return the unopened Proposal package to the Bidder. The Bidder must then submit the revised or supplemented package in its entirety. If the Bidder does not submit a revised or supplemented package, then its bid shall be considered withdrawn.

Late revised or supplemented Bid Proposals or late withdrawal requests will be date recorded by the Contracting Agency and returned unopened. Mailed, emailed, or faxed requests to withdraw, revise, or supplement a Bid Proposal are not acceptable.

DocuSign Envelope ID: A273B14E-30E3-4630-9930-4A148A917195

1-02.13 Irregular Proposals
(October 1, 2020 APWA GSP)

Delete this section and replace it with the following:

1. A Proposal will be considered irregular and will be rejected if:
   a. The Bidder is not prequalified when so required;
   b. The authorized Proposal form furnished by the Contracting Agency is not used or is altered;
   c. The completed Proposal form contains any unauthorized additions, deletions, alternate Bids, or conditions;
   d. The Bidder adds provisions reserving the right to reject or accept the award, or enter into the Contract;
   e. A price per unit cannot be determined from the Bid Proposal;
   f. The Proposal form is not properly executed;
   g. The Bidder fails to submit or properly complete a Subcontractor list, if applicable, as required in Section 1-02.6;
   h. The Bidder fails to submit or properly complete a Disadvantaged Business Enterprise Certification, if applicable, as required in Section 1-02.6;
   i. The Bidder fails to submit written confirmation from each DBE firm listed on the Bidder's completed DBE Utilization Certification that they are in agreement with the bidder's DBE participation commitment, if applicable, as required in Section 1-02.6, or if the written confirmation that is submitted fails to meet the requirements of the Special Provisions;
   j The Bidder fails to submit DBE Good Faith Effort documentation, if applicable, as required in Section 1-02.6, or if the documentation that is submitted fails to demonstrate that a Good Faith Effort to meet the Condition of Award was made;
   k. The Bidder fails to submit a DBE Bid Item Breakdown form, if applicable, as required in Section 1-02.6, or if the documentation that is submitted fails to meet the requirements of the Special Provisions;
   l. The Bidder fails to submit DBE Trucking Credit Forms, if applicable, as required in Section 1-02.6, or if the documentation that is submitted fails to meet the requirements of the Special Provisions;
   m. The Bid Proposal does not constitute a definite and unqualified offer to meet the material terms of the Bid invitation; or
   n. More than one Proposal is submitted for the same project from a Bidder under the same or different names.

2. A Proposal may be considered irregular and may be rejected if:
   a. The Proposal does not include a unit price for every Bid item;
   b. Any of the unit prices are excessively unbalanced (either above or below the amount of a reasonable Bid) to the potential detriment of the Contracting Agency;
   c. Receipt of Addenda is not acknowledged;
   d. A member of a joint venture or partnership and the joint venture or partnership submit Proposals for the same project (in such an instance, both Bids may be rejected); or
   e. If Proposal form entries are not made in ink.

1-02.14 Disqualification of Bidders
(Benton County)

Supplement this section with the following:

DocuSign Envelope ID: A273B14E-30E3-4630-9930-4A148A917195

A Bidder will be deemed not responsible if the Bidder does not meet the mandatory bidder responsibility criteria in RCW 39.04.350(1), as amended.

The Contracting Agency will verify that the Bidder meets the mandatory bidder responsibility criteria in RCW 39.04.350(1). To assess bidder responsibility, the Contracting Agency reserves the right to request documentation as needed from the Bidder and third parties concerning the Bidder's compliance with the mandatory bidder responsibility criteria.

If the Contracting Agency determines the Bidder does not meet the mandatory bidder responsibility criteria in RCW 39.04.350(1) or the criteria set forth in section 1-02.14 of the WSDOT *Standard Specifications for Road, Bridge and Municipal Construction* and is therefore not a responsible Bidder, the Contracting Agency shall notify the Bidder in writing, with the reasons for its determination. If the Bidder disagrees with this determination, it may appeal the determination within two (2) business days of the Contracting Agency's determination by presenting its appeal and any additional information to the Contracting Agency. The Contracting Agency will consider the appeal and any additional information before issuing its final determination. If the final determination affirms that the Bidder is not responsible, the Contracting Agency will not execute a contract with any other Bidder until at least two business days after the Bidder determined to be not responsible has received the Contracting Agency's final determination.

1-02.15 Pre Award Information

(August 14, 2013 APWA GSP)

Revise this section to read:

Before awarding any contract, the Contracting Agency may require one or more of these items or actions of the apparent lowest responsible bidder:

1. A complete statement of the origin, composition, and manufacture of any or all materials to be used,
2. Samples of these materials for quality and fitness tests,
3. A progress schedule (in a form the Contracting Agency requires) showing the order of and time required for the various phases of the work,
4. A breakdown of costs assigned to any bid item,
5. Attendance at a conference with the Engineer or representatives of the Engineer,
6. Obtain, and furnish a copy of, a business license to do business in the city or county where the work is located.
7. Any other information or action taken that is deemed necessary to ensure that the bidder is the lowest responsible bidder.

SECTION 1-03 AWARD AND EXECUTION OF CONTRACT

1-03.1 Consideration of Bids

(January 23, 2006 APWA GSP)

DocuSign Envelope ID: A273B14E-30E3-4630-9930-4A148A917195

Revise the first paragraph to read:

After opening and reading proposals, the Contracting Agency will check them for correctness of extensions of the prices per unit and the total price. If a discrepancy exists between the price per unit and the extended amount of any bid item, the price per unit will control. If a minimum bid amount has been established for any item and the bidder's unit or lump sum price is less than the minimum specified amount, the Contracting Agency will unilaterally revise the unit or lump sum price, to the minimum specified amount and recalculate the extension. The total of extensions, corrected where necessary, including sales taxes where applicable and such additives and/or alternates as selected by the Contracting Agency, will be used by the Contracting Agency for award purposes and to fix the Awarded Contract Price amount and the amount of the contract bond.

1-03.1(1) Identical Bid Totals

(January 4, 2016 APWA GSP)

Revise this section to read:

After opening Bids, if two or more lowest responsive Bid totals are exactly equal, then the tie-breaker will be the Bidder with an equal lowest bid, that proposed to use the highest percentage of recycled materials in the Project, per the form submitted with the Bid Proposal. If those percentages are also exactly equal, then the tie-breaker will be determined by drawing as follows: Two or more slips of paper will be marked as follows: one marked "Winner" and the other(s) marked "unsuccessful". The slips will be folded to make the marking unseen. The slips will be placed inside a box. One authorized representative of each Bidder shall draw a slip from the box. Bidders shall draw in alphabetic order by the name of the firm as registered with the Washington State Department of Licensing. The slips shall be unfolded and the firm with the slip marked "Winner" will be determined to be the successful Bidder and eligible for Award of the Contract. Only those Bidders who submitted a Bid total that is exactly equal to the lowest responsive Bid, and with a proposed recycled materials percentage that is exactly equal to the highest proposed recycled materials amount, are eligible to draw.

1-03.3 Execution of Contract

(January 19, 2022 APWA GSP)

Revise this section to read:

Within 3 calendar days of Award date (not including Saturdays, Sundays and Holidays), the successful Bidder shall provide the information necessary to execute the Contract to the Contracting Agency. The Bidder shall send the contact information, including the full name, email address, and phone number, for the authorized signer and bonding agent to the Contracting Agency.

Copies of the Contract Provisions, including the unsigned Form of Contract, will be available for signature by the successful bidder on the first business day following award. The number of copies to be executed by the Contractor will be determined by the Contracting Agency.

Within 10 calendar days after the award date, the successful bidder shall return the signed Contracting Agency-prepared contract, an insurance certification as required by Section 1-07.18, a satisfactory bond as required by law and Section 1-03.4, the Transfer of Coverage form for the Construction Stormwater General Permit with sections I, III, and VIII completed when provided. Before execution of the contract by the Contracting Agency, the successful bidder shall provide any pre-award information the Contracting Agency may require under Section 1-02.15.

DocuSign Envelope ID: A273B14E-30E3-4630-9930-4A148A917195

Until the Contracting Agency executes a contract, no proposal shall bind the Contracting Agency nor shall any work begin within the project limits or within Contracting Agency-furnished sites. The Contractor shall bear all risks for any work begun outside such areas and for any materials ordered before the contract is executed by the Contracting Agency.

If the bidder experiences circumstances beyond their control that prevents return of the contract documents within the calendar days after the award date stated above, the Contracting Agency may grant up to a maximum of 10 additional calendar days for return of the documents, provided the Contracting Agency deems the circumstances warrant it.

1-03.4 Contract Bond

(July 23, 2015 APWA GSP)

Delete the first paragraph and replace it with the following:

The successful bidder shall provide executed payment and performance bond(s) for the full contract amount. The bond may be a combined payment and performance bond; or be separate payment and performance bonds. In the case of separate payment and performance bonds, each shall be for the full contract amount. The bond(s) shall:

1. Be on Contracting Agency-furnished form(s);
2. Be signed by an approved surety (or sureties) that:
   a. Is registered with the Washington State Insurance Commissioner, and
   b. Appears on the current Authorized Insurance List in the State of Washington published by the Office of the Insurance Commissioner,
3. Guarantee that the Contractor will perform and comply with all obligations, duties, and conditions under the Contract, including but not limited to the duty and obligation to indemnify, defend, and protect the Contracting Agency against all losses and claims related directly or indirectly from any failure:
   a. Of the Contractor (or any of the employees, subcontractors, or lower tier subcontractors of the Contractor) to faithfully perform and comply with all contract obligations, conditions, and duties, or
   b. Of the Contractor (or the subcontractors or lower tier subcontractors of the Contractor) to pay all laborers, mechanics, subcontractors, lower tier subcontractors, material person, or any other person who provides supplies or provisions for carrying out the work;
4. Be conditioned upon the payment of taxes, increases, and penalties incurred on the project under titles 50, 51, and 82 RCW; and
5. Be accompanied by a power of attorney for the Surety's officer empowered to sign the bond; and
6. Be signed by an officer of the Contractor empowered to sign official statements (sole proprietor or partner). If the Contractor is a corporation, the bond(s) must be signed by the president or vice president, unless accompanied by written proof of the authority of the individual signing the bond(s) to bind the corporation (i.e., corporate resolution, power of attorney, or a letter to such effect signed by the president or vice president).

1-03.7 Judicial Review

(November 30, 2018 APWA GSP)

Revise this section to read:

DocuSign Envelope ID: A273B14E-30E3-4630-9930-4A148A917195

Any decision made by the Contracting Agency regarding the Award and execution of the Contract or Bid rejection shall be conclusive subject to the scope of judicial review permitted under Washington Law. Such review, if any, shall be timely filed in the Superior Court of the county where the Contracting Agency headquarters is located, provided that where an action is asserted against a county, RCW 36.01.050 shall control venue and jurisdiction.

SECTION 1-04 SCOPE OF WORK

1-04.2 Coordination of Contract Documents, Plans, Special Provisions, Specifications, and Addenda

(December 10, 2020 APWA GSP)

Revise the second paragraph to read:

Any inconsistency in the parts of the contract shall be resolved by following this order of precedence (e.g., 1 presiding over 2, 2 over 3, 3 over 4, and so forth):

1. Addenda,
2. Proposal Form,
3. Special Provisions,
4. Contract Plans,
5. Standard Specifications,
6. Contracting Agency's Standard Plans or Details (if any), and
7. WSDOT Standard Plans for Road, Bridge, and Municipal Construction.

SECTION 1-05 CONTROL OF WORK

1-05.7 Removal of Defective and Unauthorized Work

(October 1, 2005 APWA GSP)

Supplement this section with the following:

If the Contractor fails to remedy defective or unauthorized work within the time specified in a written notice from the Engineer, or fails to perform any part of the work required by the Contract Documents, the Engineer may correct and remedy such work as may be identified in the written notice, with Contracting Agency forces or by such other means as the Contracting Agency may deem necessary.

If the Contractor fails to comply with a written order to remedy what the Engineer determines to be an emergency situation, the Engineer may have the defective and unauthorized work corrected immediately, have the rejected work removed and replaced, or have work the Contractor refuses to perform completed by using Contracting Agency or other forces. An emergency situation is any situation when, in the opinion of the Engineer, a delay in its remedy could be potentially unsafe, or might cause serious risk of loss or damage to the public.

Direct or indirect costs incurred by the Contracting Agency attributable to correcting and remedying defective or unauthorized work, or work the Contractor failed or refused to perform, shall be paid by the Contractor. Payment will be deducted by the Engineer from monies due, or to become due, the Contractor. Such direct and indirect costs shall include in particular, but without limitation,

DocuSign Envelope ID: A273B14E-30E3-4630-9930-4A148A917195

compensation for additional professional services required, and costs for repair and replacement of work of others destroyed or damaged by correction, removal, or replacement of the Contractor's unauthorized work.

No adjustment in contract time or compensation will be allowed because of the delay in the performance of the work attributable to the exercise of the Contracting Agency's rights provided by this Section.

The rights exercised under the provisions of this section shall not diminish the Contracting Agency's right to pursue any other avenue for additional remedy or damages with respect to the Contractor's failure to perform the work as required.

(October 1, 2005 APWA GSP)

Delete this section and replace it with the following:

1-05.11 Final Inspections and Operational Testing

1-05.11(1) Substantial Completion Date

When the Contractor considers the work to be substantially complete, the Contractor shall so notify the Engineer and request the Engineer establish the Substantial Completion Date. The Contractor's request shall list the specific items of work that remain to be completed in order to reach physical completion. The Engineer will schedule an inspection of the work with the Contractor to determine the status of completion. The Engineer may also establish the Substantial Completion Date unilaterally.

If, after this inspection, the Engineer concurs with the Contractor that the work is substantially complete and ready for its intended use, the Engineer, by written notice to the Contractor, will set the Substantial Completion Date. If, after this inspection the Engineer does not consider the work substantially complete and ready for its intended use, the Engineer will, by written notice, so notify the Contractor giving the reasons therefore.

Upon receipt of written notice concurring in or denying substantial completion, whichever is applicable, the Contractor shall pursue vigorously, diligently and without unauthorized interruption, the work necessary to reach Substantial and Physical Completion. The Contractor shall provide the Engineer with a revised schedule indicating when the Contractor expects to reach substantial and physical completion of the work.

The above process shall be repeated until the Engineer establishes the Substantial Completion Date and the Contractor considers the work physically complete and ready for final inspection.

1-05.11(2) Final Inspection and Physical Completion Date

When the Contractor considers the work physically complete and ready for final inspection, the Contractor by written notice, shall request the Engineer to schedule a final inspection. The Engineer will set a date for final inspection. The Engineer and the Contractor will then make a final inspection

DocuSign Envelope ID: A273B14E-30E3-4630-9930-4A148A917195

and the Engineer will notify the Contractor in writing of all particulars in which the final inspection reveals the work incomplete or unacceptable. The Contractor shall immediately take such corrective measures as are necessary to remedy the listed deficiencies. Corrective work shall be pursued vigorously, diligently, and without interruption until physical completion of the listed deficiencies. This process will continue until the Engineer is satisfied the listed deficiencies have been corrected.

If action to correct the listed deficiencies is not initiated within 7 days after receipt of the written notice listing the deficiencies, the Engineer may, upon written notice to the Contractor, take whatever steps are necessary to correct those deficiencies pursuant to Section 1-05.7. The Contractor will not be allowed an extension of contract time because of a delay in the performance of the work attributable to the exercise of the Engineer's right hereunder.

Upon correction of all deficiencies, the Engineer will notify the Contractor and the Contracting Agency, in writing, of the date upon which the work was considered physically complete. That date shall constitute the Physical Completion Date of the contract, but shall not imply acceptance of the work or that all the obligations of the Contractor under the contract have been fulfilled.

1-05.11(3) Operational Testing

It is the intent of the Contracting Agency to have at the Physical Completion Date a complete and operable system. Therefore when the work involves the installation of machinery or other mechanical equipment; street lighting, electrical distribution or signal systems; irrigation systems; buildings; or other similar work it may be desirable for the Engineer to have the Contractor operate and test the work for a period of time after final inspection but prior to the physical completion date. Whenever items of work are listed in the Contract Provisions for operational testing they shall be fully tested under operating conditions for the time period specified to ensure their acceptability prior to the Physical Completion Date. During and following the test period, the Contractor shall correct any items of workmanship, materials, or equipment which prove faulty, or that are not in first class operating condition. Equipment, electrical controls, meters, or other devices and equipment to be tested during this period shall be tested under the observation of the Engineer, so that the Engineer may determine their suitability for the purpose for which they were installed. The Physical Completion Date cannot be established until testing and corrections have been completed to the satisfaction of the Engineer.

The costs for power, gas, labor, material, supplies, and everything else needed to successfully complete operational testing, shall be included in the unit contract prices related to the system being tested, unless specifically set forth otherwise in the proposal.

Operational and test periods, when required by the Engineer, shall not affect a manufacturer's guaranties or warranties furnished under the terms of the contract.

1-05.13 Superintendents, Labor and Equipment of Contractor

(August 14, 2013 APWA GSP)

Delete the sixth and seventh paragraphs of this section.

DocuSign Envelope ID: A273B14E-30E3-4630-9930-4A148A917195

1-05.15 Method of Serving Notices

(March 25, 2009 APWA GSP)

Revise the second paragraph to read:

> All correspondence from the Contractor shall be directed to the Project Engineer. All correspondence from the Contractor constituting any notification, notice of protest, notice of dispute, or other correspondence constituting notification required to be furnished under the Contract, must be in paper format, hand delivered or sent via mail delivery service to the Project Engineer's office. Electronic copies such as e-mails or electronically delivered copies of correspondence will not constitute such notice and will not comply with the requirements of the Contract.

1-05.16 Water and Power

(October 1, 2005 APWA GSP)

Add the following new section:

> The Contractor shall make necessary arrangements, and shall bear the costs for power and water necessary for the performance of the work, unless the contract includes power and water as a pay item.

DocuSign Envelope ID: A273B14E-30E3-4630-9930-4A148A917195

SECTION 1-06 CONTROL OF MATERIAL

1-06.6 Recycled Materials

(January 4, 2016 APWA GSP)

Delete this section, including its subsections, and replace it with the following:

The Contractor shall make their best effort to utilize recycled materials in the construction of the project. Approval of such material use shall be as detailed elsewhere in the Standard Specifications.

Prior to Physical Completion the Contractor shall report the quantity of recycled materials that were utilized in the construction of the project for each of the items listed in Section 9-03.21. The report shall include hot mix asphalt, recycled concrete aggregate, recycled glass, steel furnace slag and other recycled materials (e.g. utilization of on-site material and aggregates from concrete returned to the supplier). The Contractor's report shall be provided on DOT form 350-075 Recycled Materials Reporting.

SECTION 1-07 LEGAL RELATIONS AND RESPONSIBILITIES TO THE PUBLIC

1-07.1 Laws to be Observed

(October 1, 2005 APWA GSP)

Supplement this section with the following:

In cases of conflict between different safety regulations, the more stringent regulation shall apply.

The Washington State Department of Labor and Industries shall be the sole and paramount administrative agency responsible for the administration of the provisions of the Washington Industrial Safety and Health Act of 1973 (WISHA).

The Contractor shall maintain at the project site office, or other well known place at the project site, all articles necessary for providing first aid to the injured. The Contractor shall establish, publish, and make known to all employees, procedures for ensuring immediate removal to a hospital, or doctor's care, persons, including employees, who may have been injured on the project site. Employees should not be permitted to work on the project site before the Contractor has established and made known procedures for removal of injured persons to a hospital or a doctor's care.

The Contractor shall have sole responsibility for the safety, efficiency, and adequacy of the Contractor's plant, appliances, and methods, and for any damage or injury resulting from their failure, or improper maintenance, use, or operation. The Contractor shall be solely and completely responsible for the conditions of the project site, including safety for all persons and property in the performance of the work. This requirement shall apply continuously, and not be limited to normal working hours. The required or implied duty of the Engineer to conduct construction review of the Contractor's performance does not, and shall not, be intended to include review and adequacy of the Contractor's safety measures in, on, or near the project site.

DocuSign Envelope ID: A273B14E-30E3-4630-9930-4A148A917195

(March 12, 2014 Benton County GSP)
Supplement this section with the following:

Dust Control
The Contractor shall, at all times during construction, maintain proper dust control in accordance with the requirements of the Benton County Clean Air Authority. The Contractor is required to have a designated person, responsible for dust control, on the project site at all times during construction hours. In addition, one person shall be available during non-working hours and shall have equipment and manpower available to control dust. Any problems caused by dust from the construction site will be cause for immediate shutdown of all operations except dust control.

1-07.2 State Taxes
(June 27, 2011 APWA GSP)

Delete this section, including its sub-sections, in its entirety and replace it with the following:

1-07.2 State Sales Tax

The Washington State Department of Revenue has issued special rules on the State sales tax. Sections 1-07.2(1) through 1-07.2(3) are meant to clarify those rules. The Contractor should contact the Washington State Department of Revenue for answers to questions in this area. The Contracting Agency will not adjust its payment if the Contractor bases a bid on a misunderstood tax liability.

The Contractor shall include all Contractor-paid taxes in the unit bid prices or other contract amounts. In some cases, however, state retail sales tax will not be included. Section 1-07.2(2) describes this exception.

The Contracting Agency will pay the retained percentage (or release the Contract Bond if a FHWA-funded Project) only if the Contractor has obtained from the Washington State Department of Revenue a certificate showing that all contract-related taxes have been paid (RCW 60.28.051). The Contracting Agency may deduct from its payments to the Contractor any amount the Contractor may owe the Washington State Department of Revenue, whether the amount owed relates to this contract or not. Any amount so deducted will be paid into the proper State fund.

1-07.2(1) State Sales Tax — Rule 171

WAC 458-20-171, and its related rules, apply to building, repairing, or improving streets, roads, etc., which are owned by a municipal corporation, or political subdivision of the state, or by the United States, and which are used primarily for foot or vehicular traffic. This includes storm or combined sewer systems within and included as a part of the street or road drainage system and power lines when such are part of the roadway lighting system. For work performed in such cases, the Contractor shall include Washington State Retail Sales Taxes in the various unit bid item prices, or other contract amounts, including those that the Contractor pays on the purchase of the materials, equipment, or supplies used or consumed in doing the work.

DocuSign Envelope ID: A273B14E-30E3-4630-9930-4A148A917195

1-07.2(2) State Sales Tax — Rule 170

WAC 458-20-170, and its related rules, apply to the constructing and repairing of new or existing buildings, or other structures, upon real property. This includes, but is not limited to, the construction of streets, roads, highways, etc., owned by the state of Washington; water mains and their appurtenances; sanitary sewers and sewage disposal systems unless such sewers and disposal systems are within, and a part of, a street or road drainage system; telephone, telegraph, electrical power distribution lines, or other conduits or lines in or above streets or roads, unless such power lines become a part of a street or road lighting system; and installing or attaching of any article of tangible personal property in or to real property, whether or not such personal property becomes a part of the realty by virtue of installation.

For work performed in such cases, the Contractor shall collect from the Contracting Agency, retail sales tax on the full contract price. The Contracting Agency will automatically add this sales tax to each payment to the Contractor. For this reason, the Contractor shall not include the retail sales tax in the unit bid item prices, or in any other contract amount subject to Rule 170, with the following exception.

Exception: The Contracting Agency will not add in sales tax for a payment the Contractor or a subcontractor makes on the purchase or rental of tools, machinery, equipment, or consumable supplies not integrated into the project. Such sales taxes shall be included in the unit bid item prices or in any other contract amount.

1-07.2(3) Services

The Contractor shall not collect retail sales tax from the Contracting Agency on any contract wholly for professional or other services (as defined in Washington State Department of Revenue Rules 138 and 244).

1-07.7 Load Limits

(March 13, 1995 WSDOT GSP)

Supplement this section with the following:

Except for the load limit restrictions specified in Section 1-07.7(2), the Contractor may operate vehicles which exceed the legal gross weight limitations without special permits or payment of additional fees provided such vehicles are employed in the construction and within the limits of this project.

Subparagraph 1 of the second paragraph of Section 1-07.7(1) is deleted.

(March 13, 1995 WSDOT GSP)
Supplement this section with the following:

Whenever the Contractor obtains materials from a source other than that provided by the Contracting Agency, or provides a source for materials not designated to come from a source provided by the Contracting Agency and the location of the source necessitates hauling over roads other than State Highways, the Contractor shall, at the Contractor's expense, make all arrangements for the use of the haul routes.

DocuSign Envelope ID: A273B14E-30E3-4630-9930-4A148A917195

1-07.18 Public Liability and Property Damage Insurance

Delete this section in its entirety, and replace it with the following:

1-07.18 Insurance

(January 4, 2016 APWA GSP)

1-07.18(1) General Requirements

A. The Contractor shall procure and maintain the insurance described in all subsections of section 1-07.18 of these Special Provisions, from insurers with a current A. M. Best rating of not less than A-: VII and licensed to do business in the State of Washington. The Contracting Agency reserves the right to approve or reject the insurance provided, based on the insurer's financial condition.

B. The Contractor shall keep this insurance in force without interruption from the commencement of the Contractor's Work through the term of the Contract and for thirty (30) days after the Physical Completion date, unless otherwise indicated below.

C. If any insurance policy is written on a claims made form, its retroactive date, and that of all subsequent renewals, shall be no later than the effective date of this Contract. The policy shall state that coverage is claims made, and state the retroactive date. Claims-made form coverage shall be maintained by the Contractor for a minimum of 36 months following the Completion Date or earlier termination of this Contract, and the Contractor shall annually provide the Contracting Agency with proof of renewal. If renewal of the claims made form of coverage becomes unavailable, or economically prohibitive, the Contractor shall purchase an extended reporting period ("tail") or execute another form of guarantee acceptable to the Contracting Agency to assure financial responsibility for liability for services performed.

D. The Contractor's Automobile Liability, Commercial General Liability and Excess or Umbrella Liability insurance policies shall be primary and non-contributory insurance as respects the Contracting Agency's insurance, self-insurance, or self-insured pool coverage. Any insurance, self-insurance, or self-insured pool coverage maintained by the Contracting Agency shall be excess of the Contractor's insurance and shall not contribute with it.

E. The Contractor shall provide the Contracting Agency and all additional insureds with written notice of any policy cancellation, within two business days of their receipt of such notice.

F. The Contractor shall not begin work under the Contract until the required insurance has been obtained and approved by the Contracting Agency

G. Failure on the part of the Contractor to maintain the insurance as required shall constitute a material breach of contract, upon which the Contracting Agency may, after giving five business days' notice to the Contractor to correct the breach, immediately terminate the Contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the Contracting Agency on demand, or at the sole discretion of the Contracting Agency, offset against funds due the Contractor from the Contracting Agency.

H. All costs for insurance shall be incidental to and included in the unit or lump sum prices of the Contract and no additional payment will be made.

DocuSign Envelope ID: A273B14E-30E3-4630-9930-4A148A917195

1-07.18(2) Additional Insured

All insurance policies, with the exception of Workers Compensation, and of Professional Liability and Builder's Risk (if required by this Contract) shall name the following listed entities as additional insured(s) using the forms or endorsements required herein:

- the Contracting Agency and its officers, elected officials, employees, agents, and volunteers

The above-listed entities shall be additional insured(s) for the full available limits of liability maintained by the Contractor, irrespective of whether such limits maintained by the Contractor are greater than those required by this Contract, and irrespective of whether the Certificate of Insurance provided by the Contractor pursuant to 1-07.18(4) describes limits lower than those maintained by the Contractor.

For Commercial General Liability insurance coverage, the required additional insured endorsements shall be at least as broad as ISO forms CG 20 10 10 01 for ongoing operations and CG 20 37 10 01 for completed operations.

1-07.18(3) Subcontractors

The Contractor shall cause each Subcontractor of every tier to provide insurance coverage that complies with all applicable requirements of the Contractor-provided insurance as set forth herein, except the Contractor shall have sole responsibility for determining the limits of coverage required to be obtained by Subcontractors.

The Contractor shall ensure that all Subcontractors of every tier add all entities listed in 1-07.18(2) as additional insureds, and provide proof of such on the policies as required by that section as detailed in 1-07.18(2) using an endorsement as least as broad as ISO CG 20 10 10 01 for ongoing operations and CG 20 37 10 01 for completed operations.

Upon request by the Contracting Agency, the Contractor shall forward to the Contracting Agency evidence of insurance and copies of the additional insured endorsements of each Subcontractor of every tier as required in 1-07.18(4) Verification of Coverage.

1-07.18(4) Verification of Coverage

The Contractor shall deliver to the Contracting Agency a Certificate(s) of Insurance and endorsements for each policy of insurance meeting the requirements set forth herein when the Contractor delivers the signed Contract for the work. Failure of Contracting Agency to demand such verification of coverage with these insurance requirements or failure of Contracting Agency to identify a deficiency from the insurance documentation provided shall not be construed as a waiver of Contractor's obligation to maintain such insurance.

Verification of coverage shall include:

1. An ACORD certificate or a form determined by the Contracting Agency to be equivalent.
2. Copies of all endorsements naming Contracting Agency and all other entities listed in 1-07.18(2) as additional insured(s), showing the policy number. The Contractor may submit a copy of any blanket additional insured clause from its policies instead of a separate endorsement.
3. Any other amendatory endorsements to show the coverage required herein.
4. A notation of coverage enhancements on the Certificate of Insurance shall <u>not</u> satisfy these requirements – actual endorsements must be submitted.

Upon request by the Contracting Agency, the Contractor shall forward to the Contracting Agency a full and certified copy of the insurance policy(s). If Builders Risk insurance is required on this Project, a full

DocuSign Envelope ID: A273B14E-30E3-4630-9930-4A148A917195

and certified copy of that policy is required when the Contractor delivers the signed Contract for the work.

1-07.18(5) Coverages and Limits

The insurance shall provide the minimum coverages and limits set forth below. Contractor's maintenance of insurance, its scope of coverage, and limits as required herein shall not be construed to limit the liability of the Contractor to the coverage provided by such insurance, or otherwise limit the Contracting Agency's recourse to any remedy available at law or in equity.

All deductibles and self-insured retentions must be disclosed and are subject to approval by the Contracting Agency. The cost of any claim payments falling within the deductible or self-insured retention shall be the responsibility of the Contractor. In the event an additional insured incurs a liability subject to any policy's deductibles or self-insured retention, said deductibles or self-insured retention shall be the responsibility of the Contractor.

1-07.18(5)A Commercial General Liability

Commercial General Liability insurance shall be written on coverage forms at least as broad as ISO occurrence form CG 00 01, including but not limited to liability arising from premises, operations, stop gap liability, independent contractors, products-completed operations, personal and advertising injury, and liability assumed under an insured contract. There shall be no exclusion for liability arising from explosion, collapse or underground property damage.

The Commercial General Liability insurance shall be endorsed to provide a per project general aggregate limit, using ISO form CG 25 03 05 09 or an equivalent endorsement.

Contractor shall maintain Commercial General Liability Insurance arising out of the Contractor's completed operations for at least three years following Substantial Completion of the Work.

Such policy must provide the following minimum limits:

$1,000,000	Each Occurrence
$2,000,000	General Aggregate
$2,000,000	Products & Completed Operations Aggregate
$1,000,000	Personal & Advertising Injury each offence
$1,000,000	Stop Gap / Employers' Liability each accident

1-07.18(5)B Automobile Liability

Automobile Liability shall cover owned, non-owned, hired, and leased vehicles; and shall be written on a coverage form at least as broad as ISO form CA 00 01. If the work involves the transport of pollutants, the automobile liability policy shall include MCS 90 and CA 99 48 endorsements.

Such policy must provide the following minimum limit:

$1,000,000	Combined single limit each accident

1-07.18(5)C Workers' Compensation

The Contractor shall comply with Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

DocuSign Envelope ID: A273B14E-30E3-4630-9930-4A148A917195

SECTION 1-08 PROSECUTION AND PROGRESS

Add the following new section:

1-08.0 Preliminary Matters

(May 25, 2006 APWA GSP)

Add the following new section:

1-08.0(1) Preconstruction Conference

(October 10, 2008 APWA GSP)

Prior to the Contractor beginning the work, a preconstruction conference will be held between the Contractor, the Engineer and such other interested parties as may be invited. The purpose of the preconstruction conference will be:

1. To review the initial progress schedule;
2. To establish a working understanding among the various parties associated or affected by the work;
3. To establish and review procedures for progress payment, notifications, approvals, submittals, etc.;
4. To establish normal working hours for the work;
5. To review safety standards and traffic control; and
6. To discuss such other related items as may be pertinent to the work.

The Contractor shall prepare and submit at the preconstruction conference the following:

1. A breakdown of all lump sum items;
2. A preliminary schedule of working drawing submittals; and
3. A list of material sources for approval if applicable.

Add the following new section:

1-08.0(2) Hours of Work

(December 8, 2014 APWA GSP)

Except in the case of emergency or unless otherwise approved by the Engineer, the normal working hours for the Contract shall be any consecutive 8-hour period between 7:00 a.m. and 6:00 p.m. Monday through Friday, exclusive of a lunch break. If the Contractor desires different than the normal working hours stated above, the request must be submitted in writing prior to the preconstruction conference, subject to the provisions below. The working hours for the Contract shall be established at or prior to the preconstruction conference.

All working hours and days are also subject to local permit and ordinance conditions (such as noise ordinances).

If the Contractor wishes to deviate from the established working hours, the Contractor shall submit a written request to the Engineer for consideration. This request shall state what hours are being

DocuSign Envelope ID: A273B14E-30E3-4630-9930-4A148A917195

requested, and why. Requests shall be submitted for review no later than ****3 working days**** prior to the day(s) the Contractor is requesting to change the hours.

If the Contracting Agency approves such a deviation, such approval may be subject to certain other conditions, which will be detailed in writing. For example:

1. On non-Federal aid projects, requiring the Contractor to reimburse the Contracting Agency for the costs in excess of straight-time costs for Contracting Agency representatives who worked during such times. (The Engineer may require designated representatives to be present during the work. Representatives who may be deemed necessary by the Engineer include, but are not limited to: survey crews; personnel from the Contracting Agency's material testing lab; inspectors; and other Contracting Agency employees or third party consultants when, in the opinion of the Engineer, such work necessitates their presence.)
2. Considering the work performed on Saturdays, Sundays, and holidays as working days with regard to the contract time.
3. Considering multiple work shifts as multiple working days with respect to contract time even though the multiple shifts occur in a single 24-hour period.
4. If a 4-10 work schedule is requested and approved, the day that is not worked during the week will be charged as a working day.
5. If Davis Bacon wage rates apply to this Contract, all requirements must be met and recorded properly on certified payroll

1-08.1 Subcontracting

(December 19, 2019 APWA GSP, Option A)

Prior to any subcontractor or lower tier subcontractor beginning work, the Contractor shall submit to the Engineer a certification (WSDOT Form 420-004) that a written agreement between the Contractor and the subcontractor or between the subcontractor and any lower tier subcontractor has been executed. This certification shall also guarantee that these subcontract agreements include all the documents required by the Special Provision Federal Agency Inspection.

A Subcontractor or lower tier Subcontractor will not be permitted to perform any work under the contract until the following documents have been completed and submitted to the Engineer:

1. Request to Sublet Work (WSDOT Form 421-012), and
2. Contractor and Subcontractor or Lower Tier Subcontractor Certification for Federal-aid Projects (WSDOT Form 420-004).

The Contractor shall submit to the Engineer a completed Monthly Retainage Report (WSDOT Form 272-065) within 15 calendar days after receipt of every monthly progress payment until every Subcontractor and lower tier Subcontractor's retainage has been released.

The ninth paragraph, beginning with "On all projects, …" is revised to read:

The Contractor shall certify to the actual amount received from the Contracting Agency and amounts paid to all firms that were used as Subcontractors, lower tier subcontractors, manufacturers, regular dealers, or service providers on the Contract. This includes all Disadvantaged, Minority, Small, Veteran or Women's Business Enterprise firms. This Certification shall be submitted to the Engineer on a monthly basis each month between Execution of the Contract and Physical Completion of the Contract using the application available at: https://wsdot.diversitycompliance.com. A monthly report

DocuSign Envelope ID: A273B14E-30E3-4630-9930-4A148A917195

shall be submitted for every month between Execution of the Contract and Physical Completion regardless of whether payments were made or work occurred.

1-08.3 General Requirements

1-08.3(2)A Type A Progress Schedule

(March 13, 2012 APWA GSP)

Revise this section to read:

The Contractor shall submit ** 2 ** copies of a Type A Progress Schedule no later than at the preconstruction conference, or some other mutually agreed upon submittal time. The schedule may be a critical path method (CPM) schedule, bar chart, or other standard schedule format. Regardless of which format used, the schedule shall identify the critical path. The Engineer will evaluate the Type A Progress Schedule and approve or return the schedule for corrections within 15 calendar days of receiving the submittal.

1-08.4 Prosecution of Work

Delete this section and replace it with the following:

1-08.4 Notice to Proceed and Prosecution of Work
(July 23, 2015 APWA GSP)

Notice to Proceed will be given after the contract has been executed and the contract bond and evidence of insurance have been approved and filed by the Contracting Agency. The Contractor shall not commence with the work until the Notice to Proceed has been given by the Engineer. The Contractor shall commence construction activities on the project site within ten days of the Notice to Proceed Date, unless otherwise approved in writing. The Contractor shall diligently pursue the work to the physical completion date within the time specified in the contract. Voluntary shutdown or slowing of operations by the Contractor shall not relieve the Contractor of the responsibility to complete the work within the time(s) specified in the contract.

When shown in the Plans, the first order of work shall be the installation of high visibility fencing to delineate all areas for protection or restoration, as described in the Contract. Installation of high visibility fencing adjacent to the roadway shall occur after the placement of all necessary signs and traffic control devices in accordance with 1-10.1(2). Upon construction of the fencing, the Contractor shall request the Engineer to inspect the fence. No other work shall be performed on the site until the Contracting Agency has accepted the installation of high visibility fencing, as described in the Contract.

1-08.5 Time for Completion

(******)

Revise the third and fourth paragraphs to read:

Contract time shall begin on the first working day following the Notice to Proceed Date.

DocuSign Envelope ID: A273B14E-30E3-4630-9930-4A148A917195

Each working day shall be charged to the contract as it occurs, until the contract work is physically complete. If substantial completion has been granted and all the authorized working days have been used, charging of working days will cease. Each week the Engineer will provide the Contractor a statement that shows the number of working days: (1) charged to the contract the week before; (2) specified for the physical completion of the contract; and (3) remaining for the physical completion of the contract. The statement will also show the nonworking days and any partial or whole day the Engineer declares as unworkable. Within 10 calendar days after the date of each statement, the Contractor shall file a written protest of any alleged discrepancies in it. To be considered by the Engineer, the protest shall be in sufficient detail to enable the Engineer to ascertain the basis and amount of time disputed. By not filing such detailed protest in that period, the Contractor shall be deemed as having accepted the statement as correct. If the Contractor is approved to work 10 hours a day and 4 days a week (a 4-10 schedule) and the fifth day of the week in which a 4-10 shift is worked would ordinarily be charged as a working day then the fifth day of that week will be charged as a working day whether or not the Contractor works on that day.

Revise the sixth paragraph to read:

The Engineer will give the Contractor written notice of the completion date of the contract after all the Contractor's obligations under the contract have been performed by the Contractor. The following events must occur before the Completion Date can be established:

1. The physical work on the project must be complete; and
2. The Contractor must furnish all documentation required by the contract and required by law, to allow the Contracting Agency to process final acceptance of the contract. The following documents must be received by the Project Engineer prior to establishing a completion date:
   a. Certified Payrolls (per Section 1-07.9(5)).
   b. Material Acceptance Certification Documents
   c. Final Contract Voucher Certification
   d. Copies of the approved "Affidavit of Prevailing Wages Paid" for the Contractor and all Subcontractors
   e. A copy of the Notice of Termination sent to the Washington State Department of Ecology (Ecology); the elapse of 30 calendar days from the date of receipt of the Notice of Termination by Ecology; and no rejection of the Notice of Termination by Ecology. This requirement will not apply if the Construction Stormwater General Permit is transferred back to the Contracting Agency in accordance with Section 8-01.3(16).
   f. Property owner releases per Section 1-07.24

(March 13, 1995 WSDOT GSP)
Supplement this section with the following:

This project shall be physically completed within ** 35 ** working days.

1-08.9 Liquidated Damages

(March 3, 2021 APWA GSP, Option B)

Revise the second and third paragraphs to read:

Accordingly, the Contractor agrees:

DocuSign Envelope ID: A273B14E-30E3-4630-9930-4A148A917195

1. To pay (according to the following formula) liquidated damages for each working day beyond the number of working days established for Physical Completion, and
2. To authorize the Engineer to deduct these liquidated damages from any money due or coming due to the Contractor.

Liquidated Damages Formula

LD=0.15C/T

Where:

LD = liquidated damages per working day (rounded to the nearest dollar)
C = original Contract amount
T = original time for Physical Completion

When the Contract Work has progressed to Substantial Completion as defined in the Contract, the Engineer may determine the Contract Work is Substantially Complete. The Engineer will notify the Contractor in writing of the Substantial Completion Date. For overruns in Contract time occurring after the date so established, the formula for liquidated damages shown above will not apply. For overruns in Contract time occurring after the Substantial Completion Date, liquidated damages shall be assessed on the basis of direct engineering and related costs assignable to the project until the actual Physical Completion Date of all the Contract Work. The Contractor shall complete the remaining Work as promptly as possible. Upon request by the Project Engineer, the Contractor shall furnish a written schedule for completing the physical Work on the Contract.

SECTION 1-09 MEASUREMENT AND PAYMENT

1-09.9 Payments (LS Breakdown)

(March 13, 2012 APWA GSP)

Supplement this section with the following:

Lump sum item breakdowns are not required when the bid price for the lump sum item is less than $20,000.

1-09.9 Payments

(March 13, 2012 APWA GSP)

Delete the first four paragraphs and replace them with the following:

The basis of payment will be the actual quantities of Work performed according to the Contract and as specified for payment.

The Contractor shall submit a breakdown of the cost of lump sum bid items at the Preconstruction Conference, to enable the Project Engineer to determine the Work performed on a monthly basis. A breakdown is not required for lump sum items that include a basis for incremental payments as part of the respective Specification. Absent a lump sum breakdown, the Project Engineer will make a determination based on information available. The Project Engineer's determination of the cost of work shall be final.

DocuSign Envelope ID: A273B14E-30E3-4630-9930-4A148A917195

Progress payments for completed work and material on hand will be based upon progress estimates prepared by the Engineer. A progress estimate cutoff date will be established at the preconstruction conference.

The initial progress estimate will be made not later than 30 days after the Contractor commences the work, and successive progress estimates will be made every month thereafter until the Completion Date. Progress estimates made during progress of the work are tentative, and made only for the purpose of determining progress payments. The progress estimates are subject to change at any time prior to the calculation of the final payment.

The value of the progress estimate will be the sum of the following:

1. Unit Price Items in the Bid Form — the approximate quantity of acceptable units of work completed multiplied by the unit price.
2. Lump Sum Items in the Bid Form — based on the approved Contractor's lump sum breakdown for that item, or absent such a breakdown, based on the Engineer's determination.
3. Materials on Hand — 100 percent of invoiced cost of material delivered to Job site or other storage area approved by the Engineer.
4. Change Orders — entitlement for approved extra cost or completed extra work as determined by the Engineer.

Progress payments will be made in accordance with the progress estimate less:

1. Retainage per Section 1-09.9(1), on non FHWA-funded projects;
2. The amount of progress payments previously made; and
3. Funds withheld by the Contracting Agency for disbursement in accordance with the Contract Documents.

Progress payments for work performed shall not be evidence of acceptable performance or an admission by the Contracting Agency that any work has been satisfactorily completed. The determination of payments under the contract will be final in accordance with Section 1-05.1.

1-09.11(3) Time Limitation and Jurisdiction

(November 30, 2018 APWA GSP)

Revise this section to read*:*

For the convenience of the parties to the Contract it is mutually agreed by the parties that any claims or causes of action which the Contractor has against the Contracting Agency arising from the Contract shall be brought within 180 calendar days from the date of final acceptance (Section 1-05.12) of the Contract by the Contracting Agency; and it is further agreed that any such claims or causes of action shall be brought only in the Superior Court of the county where the Contracting Agency headquarters is located, provided that where an action is asserted against a county, RCW 36.01.050 shall control venue and jurisdiction. The parties understand and agree that the Contractor's failure to bring suit within the time period provided, shall be a complete bar to any such claims or causes of action. It is further mutually agreed by the parties that when any claims or causes of action which the Contractor asserts against the Contracting Agency arising from the Contract are filed with the Contracting Agency or initiated in court, the Contractor shall permit the Contracting Agency to

DocuSign Envelope ID: A273B14E-30E3-4630-9930-4A148A917195

have timely access to any records deemed necessary by the Contracting Agency to assist in evaluating the claims or action.

1-09.13(3)A Administration of Arbitration

(January 19, 2022 APWA GSP)

Revise the third paragraph to read:

The Contracting Agency and the Contractor mutually agree to be bound by the decision of the arbitrator, and judgment upon the award rendered by the arbitrator may be entered in the Superior Court of the county in which the Contracting Agency's headquarters is located, provided that where claims subject to arbitration are asserted against a county, RCW 36.01.050 shall control venue and jurisdiction of the Superior Court. The decision of the arbitrator and the specific basis for the decision shall be in writing. The arbitrator shall use the Contract as a basis for decisions.

DocuSign Envelope ID: A273B14E-30E3-4630-9930-4A148A917195

DIVISION 8
MISCELLANEOUS CONSTRUCTION

8-05 Vacant

(******)

Delete this section and replace with the following:

8-05 Vegetation Removal

8-05.1 Description

The work shall consist of mechanically removing vegetative matter from the County right-of-way, the legal disposal of the removed vegetative matter, and all other work required to furnish a finished product in accordance with the standard plans and these special provisions.

8-05.2 Materials

The Contractor shall have the following, at a minimum, to constitute a "working unit"; the hourly cost of the working unit will be the basis of payment for work completed under this Contract:

(1) Bucket truck with at least a 26-foot boom arm
(2) Chipper
(3) Truck for chipping (can be combined with the chipper as a "chipper truck")
(4) Blowers and brooms
(5) Labor
(6) All appurtenances necessary for the removal of vegetative matter from the County right-of-way

8-05.3 Construction Requirements

8-05.3(1) Vegetation Removal

The planned brush cutting shall occur County Wide. The attached map provides the parameters. It is the intention of Benton County to have has much work completed as permitted by the available funds. If additional funding remains after successful completion of work, the County Engineer may direct the contractor to perform additional work of the same nature outside of the areas called out in the maps.

All vegetative matter within the Roadway Brushing Plan shall be removed by cutting, pulling, or other mechanical means.
The Roadway Brushing Plan will follow the definitions below (see appendix B):

1. Along straight or moderately curved sections of roadway (those that are not superelevated), the horizontal dimension shall be from the edge of pavement to the ditch line on each side of the roadway. The ditch line is defined as the bottom of the ditch adjacent to the roadway. Where there is no ditch, the County Inspector will indicate the appropriate horizontal limit. The vertical dimension shall be 20 feet above the crown of the roadway.

2. At intersections, the horizontal dimension shall be demarcated by the County Inspector prior to the work beginning. This standard shall apply up to eighteen (18) feet from the nearest edge of

DocuSign Envelope ID: A273B14E-30E3-4630-9930-4A148A917195

pavement of the intersecting road in each direction. The vertical dimension shall be 20 feet above the crown of the roadway in each direction.

In the event the Contractor encounters a landscaped area within the prism, they shall contact the County Inspector for further direction. "Landscaped area" is defined as any portion of the right-of-way that has been modified by an adjacent property owner through the inclusion of decorative rock or plants.

Some property owners hold agreements with the Benton County Road Department to maintain the right-of-way adjacent to their property. These locations shall not be included as part of the contract unless noted by the County Inspector. The County Inspector will demark these locations prior to work commencing in that area.

8-05.3(2) Vegetation Disposal

All vegetative matter cut shall be chipped and removed from the County right-of-way. The Contractor shall bear the full responsibility for the legal disposal of the removed vegetative matter.

The Contractor may dispose of vegetative matter on private property adjacent to the right-of-way **only with the express permission of the respective property owner.** If the Contractor elects this disposal option, the Contractor shall provide a signed agreement between the Contractor and the property owner. The Contractor shall bear all associated costs and liability for the placement of the material on the private property adjacent to the right-of-way. A copy of any such agreements shall be given to the County Inspector.

8-05.3(3) Cleanup

After vegetative matter has been removed, and prior to the Contractor leaving the immediate vicinity, the Contractor shall clean the roadway of any fugitive vegetative matter. Such matter shall be minimal in nature and shall be placed in the ditch line of the roadway. The method of cleaning shall be such that it neither damages the roadway nor the shoulder of the road. In such areas where there is no ditch line, the County Inspector will indicate where the fugitive vegetative matter shall be placed.

8-04 Measurement

Measurement of vegetative matter removal will be by the hour for a working unit, as defined in Section 8-05.2. Vegetative matter removal will include the removal of vegetative matter , the disposal of vegetative matter, and the cleanup of the roadway. Transit time to the work site at the beginning of the day and away from the work site at the end of the day will not be considered part of vegetative matter removal and will not be measured for payment.

8-05 Payment

Payment will be made for the following bid item when included in the Proposal:

"Vegetative Matter Removal" per hour.

DocuSign Envelope ID: A273B14E-30E3-4630-9930-4A148A917195

Appendices
(January 2, 2012 WSDOT GSP**)**

The following appendices are attached and made a part of this contract:

***

APPENDIX A:
Required Contract Provisions- State Department of Labor and Industries- State Wage Rates

APPENDIX B:
Area Map and Roadway Brushing Plan.

DocuSign Envelope ID: A273B14E-30E3-4630-9930-4A148A917195

WAGE RATES

APPENDIX A:

STATE WAGE RATES

For Construction of:

2022 COUNTY WIDE BRUSH CUTTING

CE 2136 SMP

PUBLIC WORKS DEPARTMENT

COUNTY OF BENTON WASHINGTON

Bid No CB 22-23

DocuSign Envelope ID: A273B14E-30E3-4630-9930-4A148A917195

APPENDIX A

REQUIRED CONTRACT PROVISIONS - STATE DEPARTMENT OF LABOR AND INDUSTRIES

State of Washington
Department of Labor & Industries
Prevailing Wage Section
PO Box 44540, Olympia, WA 98504-4540
360-902-5335

Public contract awarding agencies are required by RCW 39.12.030 to include a provision stating the required prevailing rate(s) of wage in the bid and contract specifications for public works. Historically, this has required inclusion of a list of such rates in the specifications. Labor & Industries looked at how to allow an additional option within the law and rule.

Bid specifications may provide the required prevailing wage rate information in this alternate format:

The Department of Labor & Industries prevailing wage rate website is http://wsdot.wa.gov/Design/ProjectDev/WageRates/default.htm

The publication date to use is September 1, 2022

The public works project is located in Benton County.

A copy of the prevailing wage rates, the benefit code key and the supplement are available for viewing at the Benton County Public Services Building, 102206 East Wiser Parkway, Kennewick, WA Monday through Friday, between 8:00 a.m. & noon and between 1:00 p.m. & 5:00 p.m. except holidays.

The Public Works Department will mail a hard copy of the wage rates upon request. We can be reached at (509)786-5611 or (509)736-3084 or by email at publicworks@co.benton.wa.us

DocuSign Envelope ID: A273B14E-30E3-4630-9930-4A148A917195

AREA MAP AND Roadway Brushing Plan

APPENDIX B:

For Construction of:

2022 COUNTY WIDE BRUSH CUTTING

CE 2136 SMP

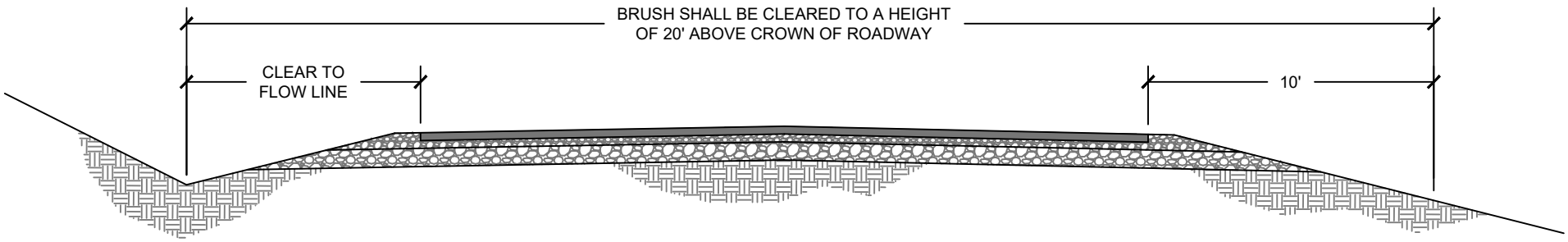
PUBLIC WORKS DEPARTMENT

COUNTY OF BENTON WASHINGTON

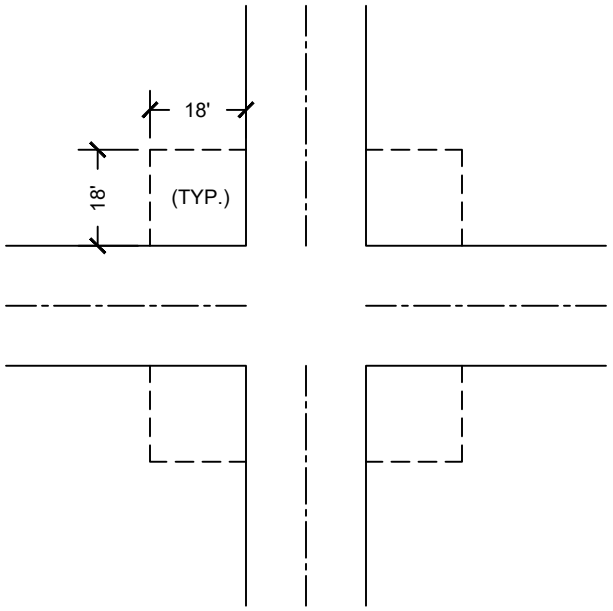
Bid No CB 22-23

DocuSign Envelope ID: A273B14E-30E3-4630-9930-4A148A917195

BRUSHING CROSS SECTION

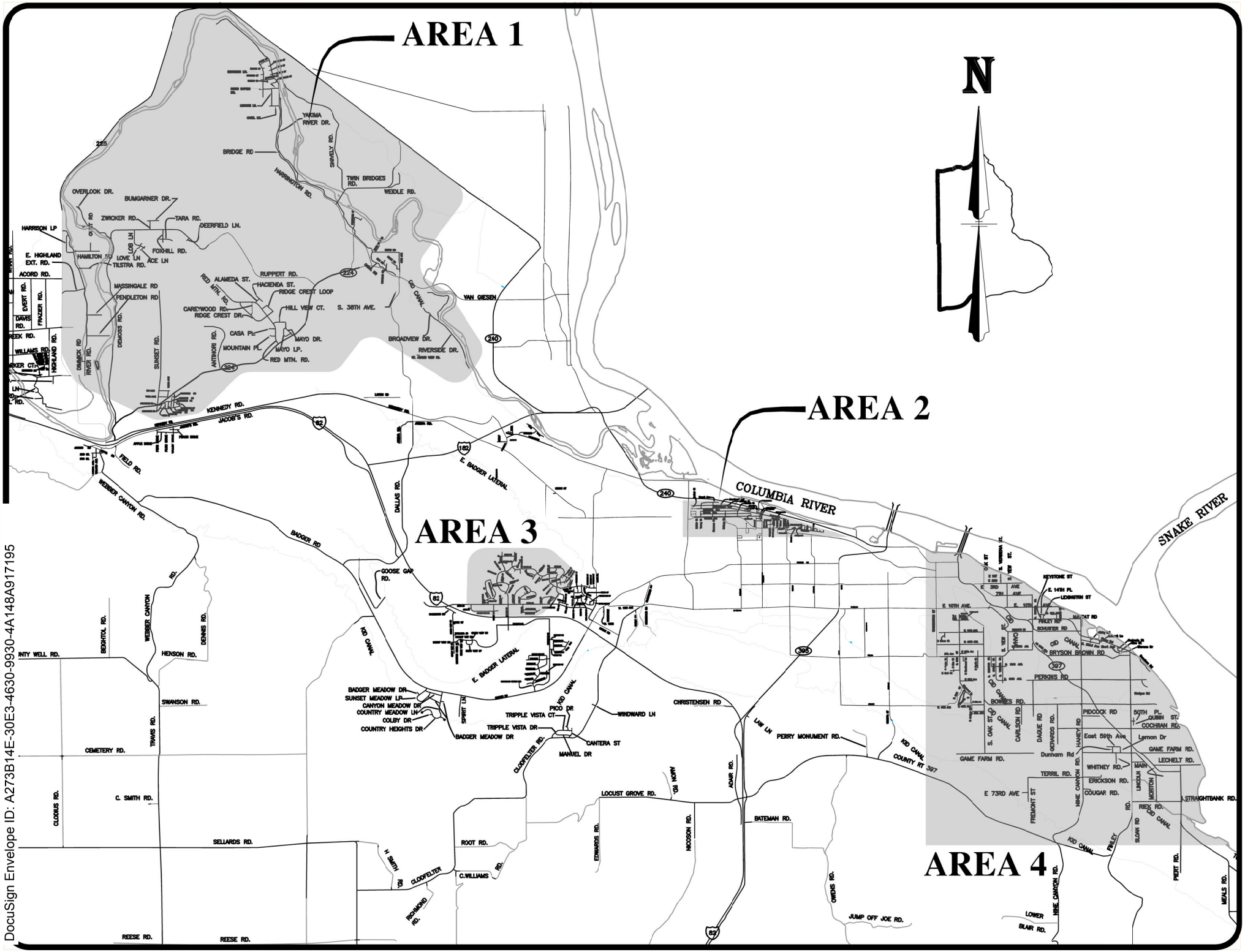


INTERSECTION BRUSHING DISTANCE

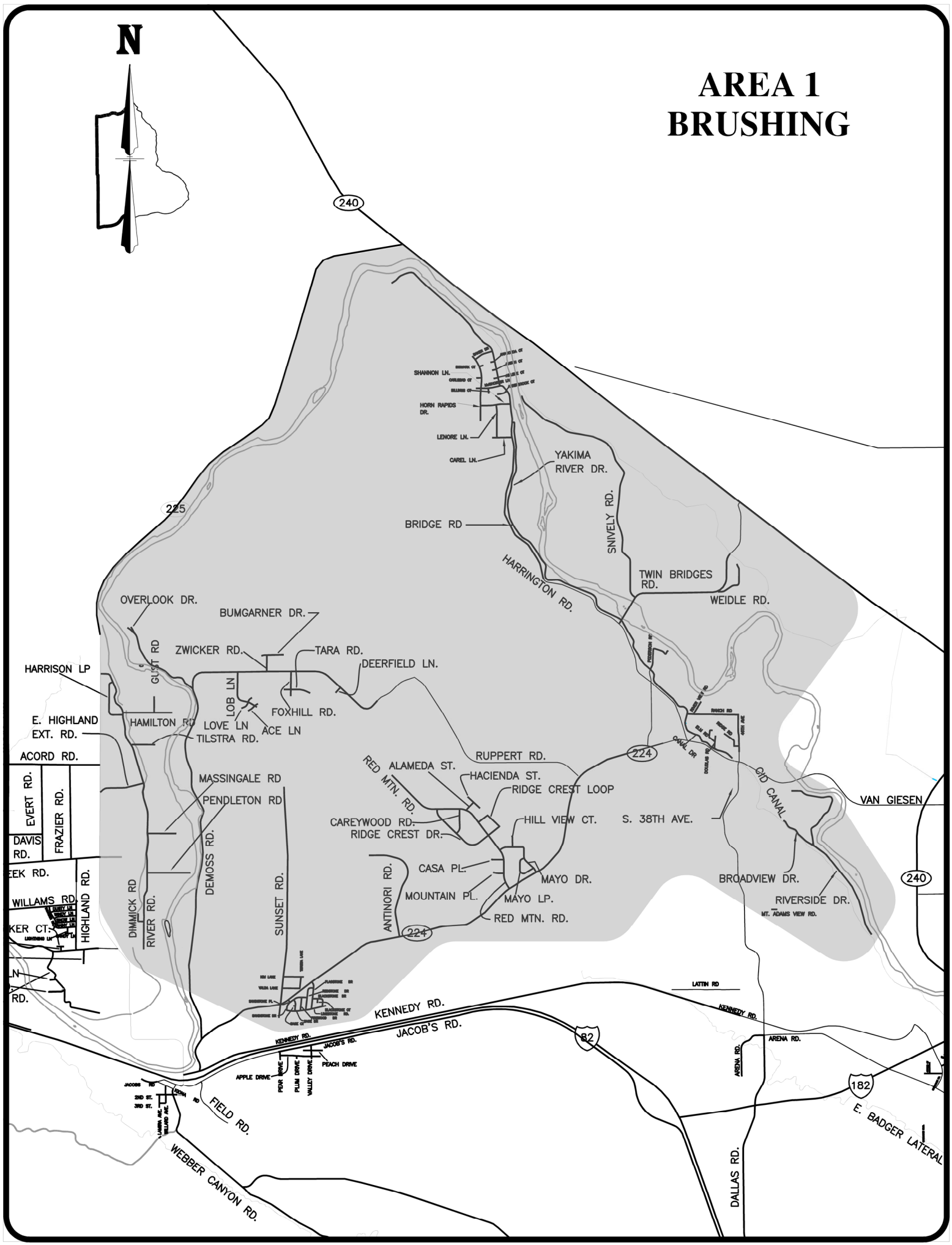


ROADWAY BRUSHING PLAN

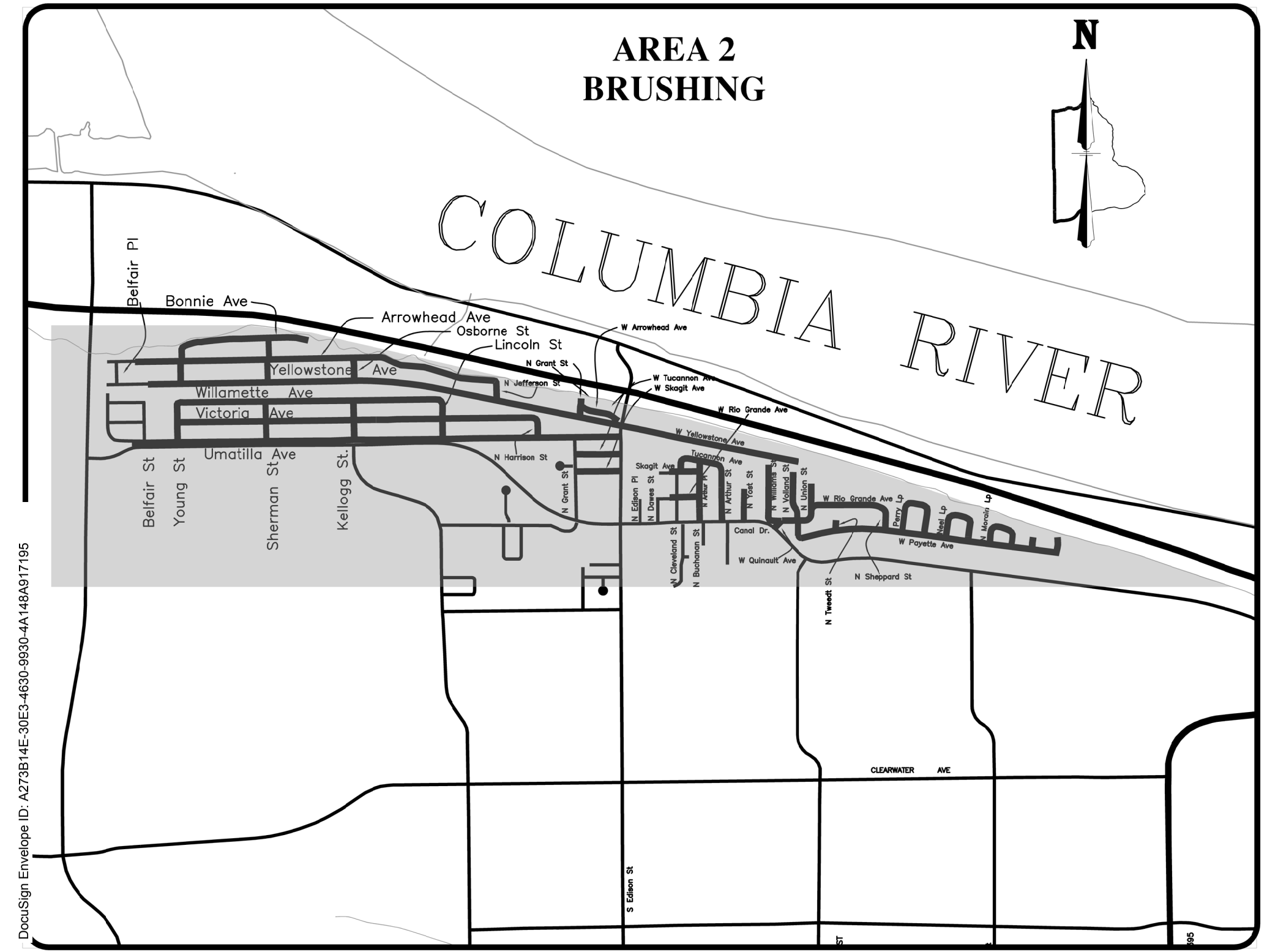
..\..\County Logos\Additional Brand Elements\County Outline Logo\BC-CountyOutline-O-Black.png


AREA 1
AREA 2
AREA 3
AREA 4
N
COLUMBIA RIVER
SNAKE RIVER
YAKIMA RIVER DR.
BRIDGE RD
SNIVELY RD.
HASSINGTON RD.
TWIN BRIDGES RD.
WEIDLE RD.
OVERLOOK DR.
BUMGARNER DR.
ZWICKER RD.
TARA RD.
DEERFIELD LN.
HARRISON LP
E. HIGHLAND EXT. RD.
HAMILTON RD.
LOVE LN
TILSTRA RD.
ACE LN
FOXHILL RD.
ACORD RD.
RUPPERT RD.
ALAMEDA ST.
HACIENDA ST.
RIDGE CREST LOOP
CAREYWOOD RD.
RIDGE CREST DR.
HILL VIEW CT.
S. 38TH AVE.
CASA PL.
MOUNTAIN PL.
MAYO DR.
MAYO LP.
RED MTN. RD.
MASSINGALE RD
PENDLETON RD
DAVIS RD.
WILLIAMS RD.
VAN GIESEN
BROADVIEW DR.
RIVERSIDE DR.
KENNEDY RD.
JACOB'S RD.
FIELD RD.
WEBBER CANYON RD.
BADGER RD
E. BADGER LATERAL
DALLAS RD.
GOOSE GAP RD.
KID CANAL
BADGER MEADOW DR.
SUNSET MEADOW LP.
CANYON MEADOW DR.
COUNTRY MEADOW LN.
COLBY DR.
COUNTRY HEIGHTS DR.
BADGER MEADOW DR
SPIRIT LN
TRIPPLE VISTA CT.
TRIPPLE VISTA DR.
PICO DR
WINDWARD LN
CANTERA ST
MANUEL DR
CLODFELTER RD.
CHRISTENSEN RD
LAW LN
PERRY MONUMENT RD.
KID CANAL COUNTY RT 397
BRYSON BROWN RD
PERKINS RD
BOWERS RD.
PIDCOCK RD
50TH PL.
QUINN ST.
COCHRAN RD.
East 59th Ave
Lemon Dr
GAME FARM RD.
Dunham Rd
TERRIL RD.
WHITNEY RD.
ERICKSON RD.
COUGAR RD.
LECHELT RD.
STRAIGHTBANK RD.
RIEK RD.
E 73RD AVE
LOCUST GROVE RD.
BATEMAN RD.
ADAIR RD.
NICOSON RD.
EDWARDS RD.
ROOT RD.
C.WILLIAMS RD.
H SMITH RD.
CLODFELTER RD.
RICHMOND RD.
OWENS RD.
JUMP OFF JOE RD.
LOWER BLAIR RD.
NINE CANYON RD.
PEART RD.
MEALS RD.
REESE RD.
SELLARDS RD.
C. SMITH RD.
CEMETERY RD.
SWANSON RD.
HENSON RD.
INITY WELL RD.
CLODUS RD.
TRAVIS RD.
BEIGHTOL RD.
DENNIS RD.
WEBBER CANYON RD.
KEYSTONE ST
E. 14TH PL.
LEXINGTON ST
E. 10TH AVE.
E. 3RD AVE
7TH AVE
N. WYOMA ST.
N. VIEW ST.
OAK ST
MAYO
CARLSON RD
DAGUE RD
GERVAIS RD.
HANEY RD
NINE CANYON RD.
FREMONT ST
MAIN
LINCOLN
MORTON
SUSAN RD
FINLEY
KID CANAL
S. OAK ST
S. VIEW
S. WYOMA
S. 3RD AVE
S. 7TH AVE
S. 10TH AVE
S. 14TH AVE
S. 19TH AVE
S. 24TH AVE
S. 29TH AVE
S. 34TH AVE
S. 39TH AVE
S. 44TH AVE
S. 49TH AVE
S. 54TH AVE
S. 59TH AVE
S. 64TH AVE
S. 69TH AVE
S. 74TH AVE
S.

DocuSign Envelope ID: A273B14E-30E3-4630-9930-4A148A917195

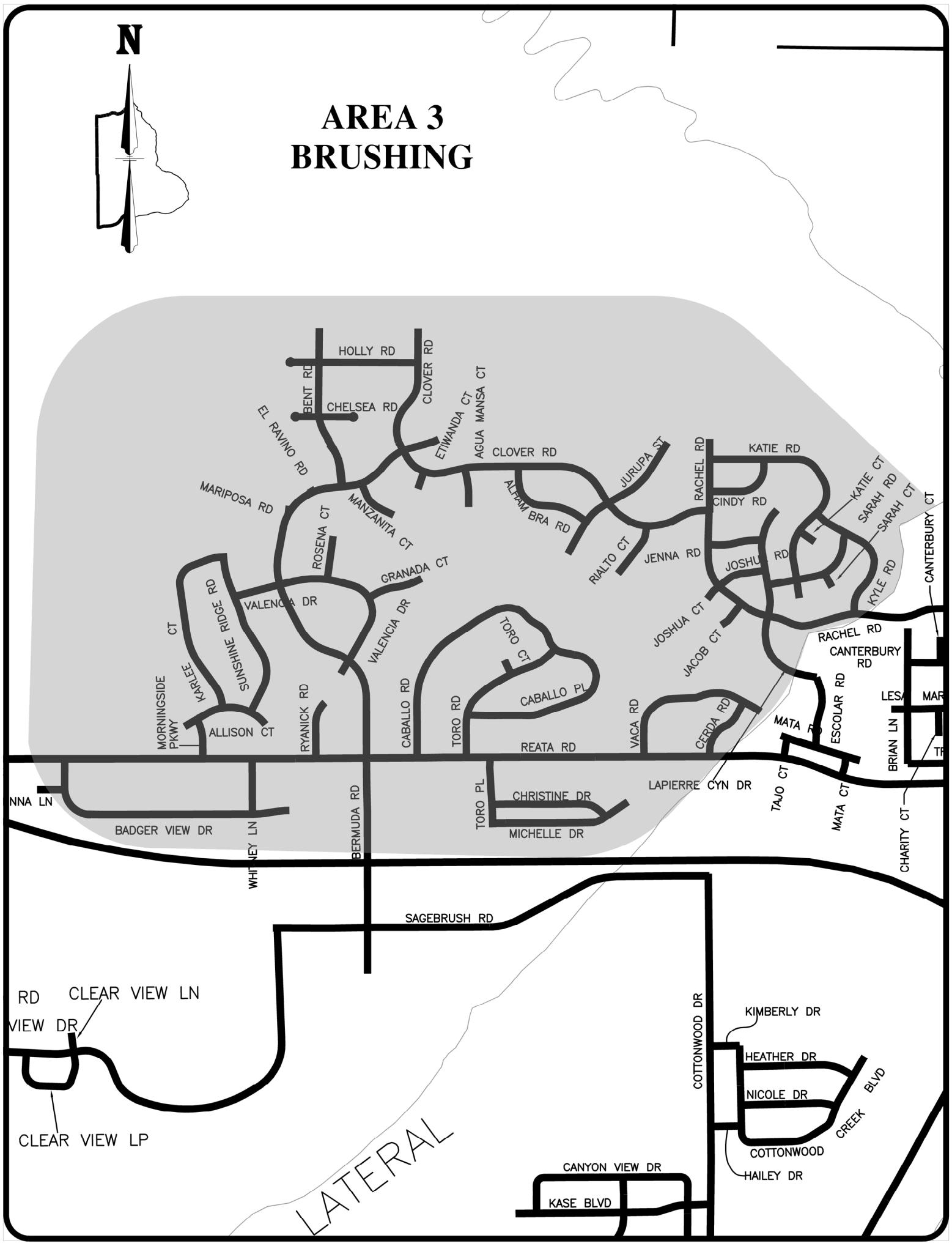


AREA 2
BRUSHING



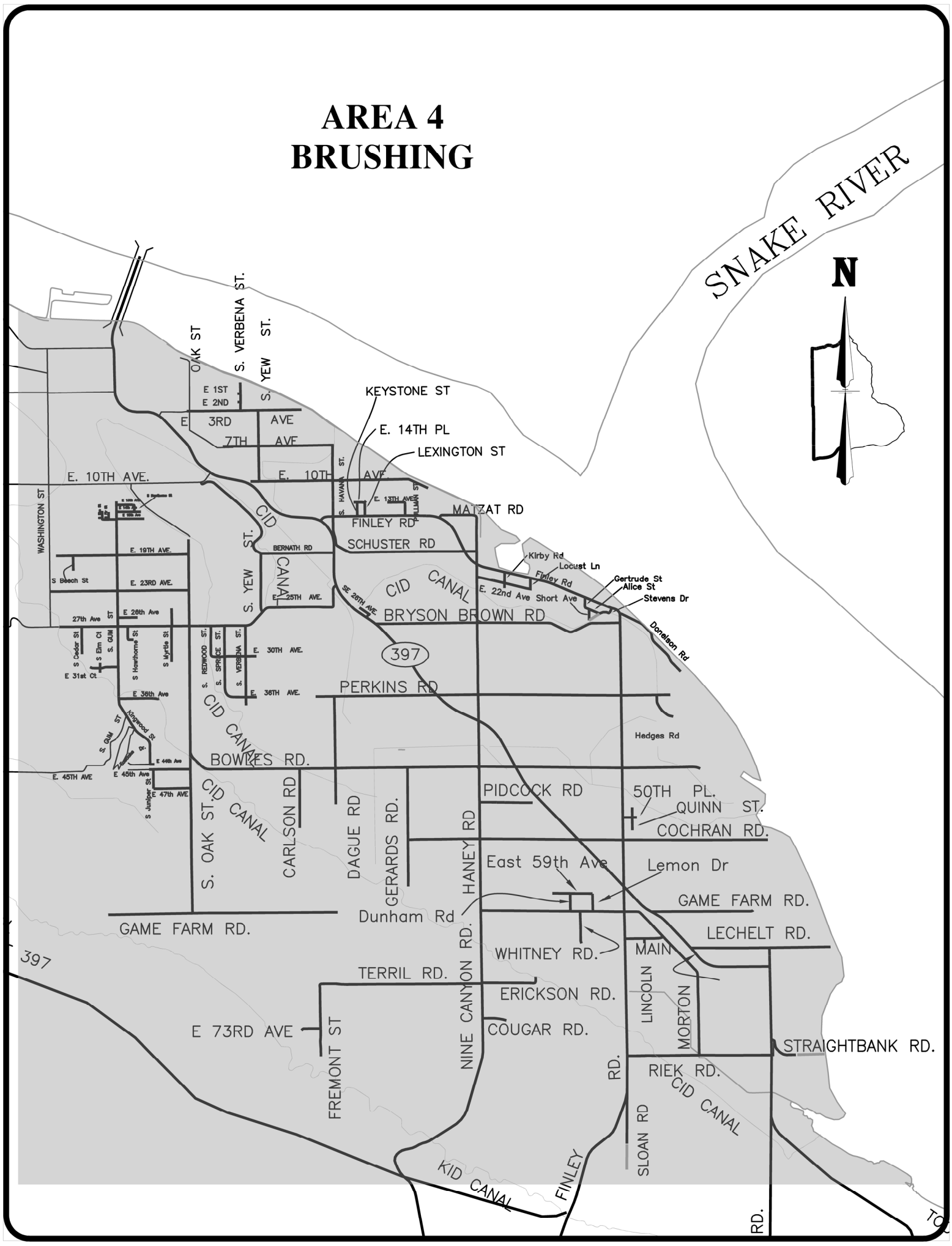
DocuSign Envelope ID: A273B14E-30E3-4630-9930-4A148A917195

DocuSign Envelope ID: A273B14E-30E3-4630-9930-4A148A917195



DocuSign Envelope ID: A273B14E-30E3-4630-9930-4A148A917195

AREA 4
BRUSHING



DocuSign Envelope ID: A273B14E-30E3-4630-9930-4A148A917195

CONTRACT

INFORMATION FOR THE CONTRACTOR THAT IS AWARDED THE CONTRACT

For Construction of:

2022 COUNTY WIDE BRUSH CUTTING

CE 2136 SMP

PUBLIC WORKS DEPARTMENT

COUNTY OF BENTON WASHINGTON

Bid No 22-23

DocuSign Envelope ID: A273B14E-30E3-4630-9930-4A148A917195

CONTRACT

THIS CONTRACT, made and entered into this _____ day of _____, 2022, between the COUNTY OF BENTON, STATE OF WASHINGTON, (hereinafter "the County") acting through the Board of County Commissioners, under and by virtue of RCW 36, as amended, and _____, (hereinafter "the Contractor").

WITNESSETH:

That in consideration of the terms and conditions contained herein and in the Contract Documents attached hereto and made a part of this agreement, the parties hereto covenant and agree as follows:

I. The Contractor shall furnish all tools, materials, and equipment, and shall do all work described in and in accordance with the attached plans and specifications entitled "Contract Provisions and Plans, "CE 2136 SMP – 2022 Brushing Area 7," and as described in and in accordance with the State of Washington 2022 Standard Specifications for Road, Bridge, and Municipal Construction adopted by the County, (hereinafter collectively referred to as "the Contract Documents") which are by this reference incorporated herein and made part hereof, and shall perform any changes to the work in accord with the Contract Documents.

The Contractor shall provide and bear the expense of all equipment, work and labor, of any sort whatsoever that may be required for the transfer of materials and for constructing and completing the work provided for in these Contract Documents except those items mentioned therein to be furnished by the County.

II. The County hereby promises and agrees with the Contractor to employ, and does employ the Contractor to provide the materials and to do and cause to be done the above described work and to complete and finish the same in accord with the attached plans and specifications and the terms and conditions herein contained, and hereby contracts to pay for the same according to the attached specifications and the schedule of unit or itemized prices at the time and in the manner and upon the conditions provided for in this contract. The County further agrees to employ the Contractor to perform any alterations in or additions to the work covered by this contract and every part thereof and any force account work that may be ordered and to pay for the same under the terms of this contract and the attached plans and specifications.

III. The Contractor, for himself, and for his heirs, executors, administrators, successors, and assigns, does hereby agree to the full performance of all the covenants herein contained upon the part of the Contractor.

IV. The County agrees to pay to the Contractor, as full and complete compensation for materials and work provided in accordance with the Contract Documents, the sum of $_____, payable as provided in the Contract Documents.

V. It is further provided that no liability shall attach to the County by reason of entering into this contract, except as expressly provided herein.

VI. The Contractor shall hold harmless, indemnify and defend the County, its officers, officials, employees and agents, from and against any and all claims, actions, suits, liability, loss, expenses, damages, and judgments of any nature whatsoever, including reasonable costs and attorney fees thereof, for injury, sickness, disability or death to persons or damage to property or business, caused by or arising out of the Contractors acts, errors or omissions in the performance of this Contract. Provided, that the Contractor's obligation hereunder shall not extend to injury, sickness, death or damage caused by or arising out of the sole negligence of the County, its officers, officials, employees, or agents.

VII. The Contractor specifically waives the Contractor's immunity under Title 51 RCW (Industrial Insurance statute), and acknowledges that his waiver of immunity was mutually and expressly negotiated by the parties, and expressly agrees that Contractor's promise to indemnify and hold harmless applies to all claims filed by and/or injuries to the Contractor's own employees.

INFORMATIONAL COPY

DocuSign Envelope ID: A273B14E-30E3-4630-9930-4A148A917195

IN WITNESS WHEREOF, the said Contractor has executed this instrument, and the Board of County Commissioners of Benton County, Washington has caused this instrument to be executed by and in the name of the said Board of County Commissioners the day and year first above written.

Executed by the Contractor:

_____

_____

_____

COUNTY OF BENTON

_____
Chairman, Board of Commissioners

Attest: _____
Clerk of the Board

Date: _____

APPROVED AS TO FORM:

_____
Benton County Deputy Prosecuting Attorney

Date: _____

INFORMATIONAL COPY

DocuSign Envelope ID: A273B14E-30E3-4630-9930-4A148A917195

PUBLIC WORKS PAYMENT BOND

to BENTON COUNTY, WA

Bond No. _____

Benton County, Washington (County) has awarded to _____ (Principal), a contract for the construction of the project designated as **CE 2136 SMP - 2022 County Wide Brush Cutting ,** in Benton County, Washington (Contract), and said Principal is required, under the terms of that Contract, to furnish a payment bond in accord with Title 39.08 Revised Code of Washington (RCW) and (where applicable) 60.28 RCW.

The Principal, and _____ (Surety), a corporation, organized under the laws of the State of _____ and licensed to do business in the State of Washington as surety and named in the current list of "Surety Companies Acceptable in Federal Bonds" as published in the Federal Register by the Audit Staff Bureau of Accounts, U.S. Treasury Dept., are jointly and severally held and firmly bound to the County, in the sum of _____ US Dollars ($ _____) Total Contract Amount, subject to the provisions herein.

This statutory payment bond shall become null and void, if and when the Principal, its heirs, executors, administrators, successors, or assigns shall pay all persons in accordance with RCW 39.08, 39.12, and 60.28 including all workers, laborers, mechanics, subcontractors, and materialmen, and all person who shall supply such contractor or subcontractor with provisions and supplies for the carrying on of such work, and all taxes incurred on said Contract under Titles 50 and 51 RCW and all taxes imposed on the Principal under Title 82 RCW; and if such payment obligations have not been fulfilled, this bond shall remain in full force and effect.

The Surety for value received agrees that no change, extension of time, alteration or addition to the terms of the Contract, the specifications accompanying the Contract, or to the work to be performed under the Contract shall in any way affect its obligation on this bond, and waives notice of any change, extension of time, alteration or addition to the terms of the Contract or the work performed. The Surety agrees that modifications and changes to the terms and conditions of the Contract that increase the total amount to be paid the Principal shall automatically increase the obligation of the Surety on this bond and notice to Surety is not required for such increased obligation.

This bond may be executed in two (2) original counterparts, and shall be signed by the parties' duly authorized officers. This bond will only be accepted if it is accompanied by a fully executed and original power of attorney for the office executing on behalf of the surety.

PRINCIPAL		SURETY	
_____		_____	
Principal Signature	Date	Surety Signature	Date
_____		_____	
Printed Name		Printed Name	
_____		_____	
Title		Title	

Name, address, and telephone of local office/agent of Surety Company is:

SAMPLE

DocuSign Envelope ID: A273B14E-30E3-4630-9930-4A148A917195

PUBLIC WORKS PERFORMANCE BOND

to BENTON COUNTY, WA

Bond No. _____

Benton County, Washington (County) has awarded to _____ (Principal), a contract for the construction of the project designated as **CE 2136 SMP 2022 County Wide Brush Cutting,** in Benton County, Washington (Contract), and said Principal is required to furnish a bond for performance of all obligations under the Contract.

The Principal, and _____ (Surety), a corporation, organized under the laws of the State of _____ and licensed to do business in the State of Washington as surety and named in the current list of "Surety Companies Acceptable in Federal Bonds" as published in the Federal Register by the Audit Staff Bureau of Accounts, U.S. Treasury Dept., are jointly and severally held and firmly bound to the County, in the sum of _____ US Dollars ($ _____) Total Contract Amount, subject to the provisions herein.

This statutory performance bond shall become null and void, if and when the Principal, its heirs, executors, administrators, successors, or assigns shall well and faithfully perform all of the Principal's obligations under the Contract and fulfill all terms and conditions of all duly authorized modifications, additions, and changes to said Contract that may hereafter be made, at the time and in the manner therein specified; and if such performance obligations have not been fulfilled, this bond shall remain in force and effect.

The Surety for value received agrees that no change, extension of time, alteration or addition to the terms of the Contract, the specifications accompanying the Contract, or to the work to be performed under the Contract shall in any way affect its obligation on this bond, and waives notice of any change, extension of time, alteration or addition to the terms of the Contract or the work performed. The Surety agrees that modifications and changes to the terms and conditions of the Contract that increase the total amount to be paid the principal shall automatically increase the obligation of the Surety on this bond and notice to Surety is not required for such increased obligation.

This bond may be executed in two (2) original counterparts and shall be signed by the parties' duly authorized officers. This bond will only be accepted if it is accompanied by a fully executed and original power of attorney for the office executing on behalf of the surety.

PRINCIPAL		SURETY	
_____		_____	
Principal Signature	Date	Surety Signature	Date
_____		_____	
Printed Name		Printed Name	
_____		_____	
Title		Title	

Name, address, and telephone of local office/agent of Surety Company is:

SAMPLE

DocuSign

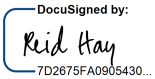
Certificate Of Completion

Envelope Id: A273B14E30E3463099304A148A917195
Status: Completed
Subject: Complete with DocuSign: C.E. 2136 - 2022 County Wide Brush Cutting.pdf
Source Envelope:
Document Pages: 57
Signatures: 1
Certificate Pages: 4
Initials: 0
AutoNav: Enabled
EnvelopeId Stamping: Enabled
Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Envelope Originator:
Danica Hope
620 Market Street
2nd Floor IT
PROSSER, WA 99350
Danica.Hope@co.benton.wa.us
IP Address: 47.44.184.221

Record Tracking

Status: Original
11/9/2022 9:40:04 AM
Holder: Danica Hope
Danica.Hope@co.benton.wa.us
Location: DocuSign

Signer Events	Signature	Timestamp
Reid Hay reid.hay@co.benton.wa.us Security Level: Email, Account Authentication (None)	DocuSigned by:  7D2675FA0905430... Signature Adoption: Pre-selected Style Using IP Address: 68.186.87.219	Sent: 11/9/2022 9:41:18 AM Viewed: 11/9/2022 1:14:23 PM Signed: 11/9/2022 1:14:38 PM

Electronic Record and Signature Disclosure:
Accepted: 11/9/2022 1:14:23 PM
ID: 26163757-bef7-4253-9f2c-e8e17b6546dc

In Person Signer Events	Signature	Timestamp

Editor Delivery Events	Status	Timestamp

Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp

Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	11/9/2022 9:41:18 AM
Certified Delivered	Security Checked	11/9/2022 1:14:23 PM
Signing Complete	Security Checked	11/9/2022 1:14:38 PM
Completed	Security Checked	11/9/2022 1:14:38 PM

Payment Events	Status	Timestamps

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, SHI OBO Benton County (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a $0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact SHI OBO Benton County:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:
To contact us by email send messages to: robert.heard@co.benton.wa.us

To advise SHI OBO Benton County of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at robert.heard@co.benton.wa.us and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from SHI OBO Benton County

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to robert.heard@co.benton.wa.us and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with SHI OBO Benton County

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to robert.heard@co.benton.wa.us and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: https://support.docusign.com/guides/signer-guide-signing-system-requirements.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify SHI OBO Benton County as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by SHI OBO Benton County during the course of your relationship with SHI OBO Benton County.

COMMISSIONERS' AGENDA ACTION SHEET

Meeting Date:	January 10, 2023
Subject:	ER&R Rates for Department Vehicles
Presenter:	
Prepared By:	Debbie Calhoun & Michael McGhan
Reviewed By:	Michael McGhan & Robert Blain

Type of Agenda Item:	**Type of Action Needed:**	
☒ Consent Agenda	☐ Discussion Only (1st)	☐ Pass Motion
☐ Public Hearing	☐ Discussion Only (2nd)	☒ Pass Resolution
☐ Scheduled Business	☐ Decision/Direction	☐ Pass Ordinance

Summary / Background Information

The Benton County ER&R Department operates the Equipment Rental and Revolving (ER&R) Fund, through which vehicles and equipment are purchased, maintained, and replaced. The Board of County Commissioners adopted the current iteration of the ER&R Fund policy on November 3, 2020. The Benton County ER&R Department, in accordance with the current iteration of the ER&R Fund policy, calculated 2023 rates/assessments for Department vehicles and equipment. Per the adopted policy, vehicle and equipment rates/assessments are to be adopted by the Board of County Commissioners.

Fiscal Impact

Adoption of these vehicle rates/assessments will have no direct fiscal impact. The vehicle rates/assessments were used as a basis for the Departments 2023/2024 budgets.

Amount: None

Fund: All County Funds

Recommendation

Approve as part of the consent agenda.

Suggested Motion

Approve as part of the consent agenda.

RESOLUTION

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON:

IN THE MATTER OF COUNTY FUNDS, RE: ADOPTION OF EQUIPMENT RENTAL AND REVOLVING (ER&R) FUND VEHICLE RATES/ASSESSMENTS FOR DEPARTMENT VEHICLES

WHEREAS, the Benton County ER&R Department operates the Equipment Rental and Revolving (ER&R) Fund, through which vehicles and equipment are purchased, maintained, and replaced; and

WHEREAS, the Board of County Commissioners adopted the current policy that governs the operation of the ER&R Fund on November 03, 2020; and

WHEREAS, through said policy, the ER&R Department calculated rates/assessments for Department vehicles and equipment for the 2023 calendar year; and

WHEREAS, per said policy, vehicle rates/assessments must be adopted by the Board of County Commissioners; and

WHEREAS, the Fleet Manager recommends the Board of County Commissioners adopt the proposed vehicle and equipment rates/assessments; **NOW, THEREFORE,**

BE IT RESOLVED, the Board of County Commissioners hereby adopts the proposed 2023 vehicle and equipment rates/assessments, per the ER&R Fund policy.

Dated this 10th day of January, 2023.

_____
Chairman of the Board.

_____
Chairman Pro-Tem.

_____
Member.

Attest:_____
Clerk of the Board

Constituting the Board of County Commissioners of Benton County, Washington.

M McGhan

2023 Non-Road Vehicle Replacement Rates

Department	Vehicle No.	Description	Lifespan (yrs)	Annual Replacement Rate
ASSESSOR	1110	2016 Escape	15	$ 2,892
	1111	2016 Escape	15	$ 1,896
	1123	2019 Escape	15	$ 2,664
	1124	2019 F150	15	$ 3,348
	1132	2021 Ford Escape	15	$ 2,616
AUDITOR	1115	2017 Escape	15	$ 1,908
	1131	2020 Van	10	$ 1,800
BUILDING	1102	2014 Escape	10	$ 3,792
	1116	2018 Escape	12	$ 1,932
	1130	2019 Escape	15	$ 2,472
	1133	2021 Ford Escape	15	$ 2,616
	1135	2021 Ford Escape- Building	15	$ 2,388
	1102R	New Escape	10	$ 3,936
	New	New Escape	10	$ 3,936
IT	1117	2018 Grd Caravan	15	$ 2,064
CLERK	1099	2013 Impala	15	$ 1,068
	1114	2016 Escape	15	$ 2,028
COMMISSIONER	1107	2015 Escape	15	$ 1,680
	1108	2015 Escape	15	$ 1,860
	1113	2016 Escape	15	$ 1,920
	1119	2017 Escape	15	$ 2,472
	1125	2018 Explorer	15	$ 3,480
	1118	2016 Explorer	15	$ 5,280
	New	Pool Car #2	15	$ 2,880
CORONER	1090	2010 Express Van	15	$ 8,496
	1103	2014 Transit Van	9	$ 22,572
	1105	2015 Grd Caravan	10	$ 5,328
	1103R	1103 Replacement	10	$ 6,060
FACILITIES	1067	2004 Silverado	20	$ 15,084
	1082	2008 F350	20	$ 1,068
	1096	2013 F250	15	$ 1,392
	1109	2015 Escape	15	$ 1,980
	1121	2018 Polaris	10	$ 3,696
	1129	Jacobsen Mower	10	$ 15,036
	1067R	1067 Replacement	15	$ 4,656
PLANNING	1095	2012 Escape	15	$ 696
	1106	2015 Escape	10	$ 2,976
	1120	2018 Escape	15	$ 2,664
PROSECUTOR	1100	2013 Impala	15	$ 1,344
	1112	2016 Escape	10	$ 1,632
TREASURER	1134	2021 Ford Escape	15	$ 2,784
PARKS	1097	2013 F250	15	$ 1,608
	1098	2013 F250	15	$ 1,740
	1126	2019 Polaris	10	$ 3,420
	1127	2019 Polaris	10	$ 3,408

2023 Non-Road Vehicle Replacement Rates

Department	Vehicle No.	Description	Lifespan (yrs)	Annual Replacement Rate
FAIRGROUNDS	1094	2011 F250	15	$ 2,400
	1122	2017 Golf Cart	10	$ 2,412
	1128	2019 Polaris	10	$ 3,408
CORRECTIONS	C20-51	2020 Interceptor	10	$ 4,332
	C20-52	2020 Interceptor	10	$ 4,332
	C21-51	2021 Escape	10	$ 3,060
	C21-53	2021 Explorer	10	$ 2,172
	C22-51	2022 Transit	10	$ 4,704
JUVENILE	42-51	2019 Escape SE 4WD	15	$ 2,436
	42-52	2020 INTERCEPTOR SUV	15	$ 3,648
	42-53	2021 Ford Escape	15	$ 2,916
	42-54	2021 Ford Escape	15	$ 2,916
	42-55	2022 Ford Escape	15	$ 2,700
	42-56	2022 Ford Escape	15	$ 2,700
SHERIFF	S20-01	Police Utility AWD	6	$ 10,584
	S20-02	Police Utility AWD	6	$ 10,680
	S20-03	Police Utility AWD	6	$ 10,668
	S20-04	Police Utility AWD	6	$ 10,656
	S20-05	Police Utility AWD	6	$ 10,584
	S20-06	Police Utility AWD	6	$ 10,512
	S20-07	Policy Utility AWD	6	$ 10,584
	S20-08	Police Utility AWD	6	$ 10,512
	S20-09	Police Utility AWD	6	$ 10,512
	S20-10	Police Utility AWD	6	$ 10,932
	S20-11	Police Utility AWD	6	$ 10,500
	S20-12	Police Utility AWD	6	$ 10,512
	S20-13	Police Utility AWD	6	$ 10,608
	S20-14	Police Utility AWD	6	$ 10,512
	S20-15	Police Utility AWD	6	$ 10,500
	S22-01	Ford Utility AWD	6	$ 12,384
	S22-02	Ford Utility AWD	6	$ 12,384
	S22-03	Ford Utility AWD	6	$ 12,384
	S22-04	Ford Utility AWD Admin	6	$ 12,276
	S22-05	Ford Utility AWD	6	$ 12,384
	S22-06	Ford Utility AWD	6	$ 12,384
	S22-07	F350	6	$ 14,868
	S22-08	Ford Utility AWD	6	$ 14,868
	S23-01	Ford Utility AWD	6	$ 12,948
	S23-02	Ford Utility AWD	6	$ 12,948
	S23-03	Ford Utility AWD	6	$ 12,948
	S23-04	Ford Utility AWD	6	$ 12,948
	S23-05	Ford Utility AWD	6	$ 12,948
	S23-06	Ford Utility AWD	6	$ 12,948

2023 Non-Road Annual Vehicle Maintenance Rates by Department

Department	Vehicle No.	Description	Annual Maintenance by Department
ASSESSOR			$ 6,948
	1091	2010 Impala	
	1110	2016 Escape	
	1111	2016 Escape	
	1123	2019 Escape	
	1124	2019 F150	
	1132	2021 Ford Escape	
AUDITOR			$ 2,766
	1115	2017 Escape	
	1131	2020 Cargo Van	
BUILDING			$ 6,894
	1093	2011 Escape	
	1102	2014 Escape	
	1116	2018 Escape	
	1130	2019 Escape	
	1133	2021 Ford Escape	
	1135	2021 Ford Escape- Building	
IT			$ 210
	1117	2018 Grd Caravan	
CLERK			$ 1,914
	1099	2013 Impala	
	1114	2016 Escape	
COMMISSIONER			$ 9,732
	0512	POOL CAR A-1	
	0513	POOL CAR A-1	
	0521	POOL CAR A-2	
	1107	2015 Escape	
	1108	2015 Escape	
	1113	2016 Escape	
	1119	2017 Escape	
	1125	2018 Explorer	
	1118	Pool Car	
CORONER			$ 9,330
	1090	2010 Express Van	
	1103	2014 Transit Van	
	1105	2015 Grd Caravan	
PLANNING			$ 5,568
	1095	2012 Escape	
	1106	2015 Escape	
	1120	2018 Escape	
PROSECUTOR			$ 5,958
	1075	2006 Impala	
	1100	2013 Impala	
	1112	2016 Escape	

2023 Non-Road Annual Vehicle Maintenance Rates by Department

Department	Vehicle No.	Description	Annual Maintenance by Department
FACILITIES			$ 27,696
	1067	2004 Silverado	
	1082	2008 F350	
	1096	2013 F250	
	1109	2015 Escape	
	1121	2018 Polaris	
	1129	Jacobsen Mower	
	1136	Landscaping trailer for facilities	
	61-01	3/4 Ton 4X4 PU Facilities	
	61-02	4X4 PICKUP Facilities	
	61-03	Facilities - Utility Trailer	
	61-04	48" Zero turn mower	
TREASURER			$ 1,512
	1134	2021 Ford Escape	
	0533A	2010 Escape	
PARKS			$ 15,396
	1097	2013 F250	
	1098	2013 F250	
	1126	2019 Polaris	
	1127	2019 Polaris	
	74-02	TRAILER-PARKS/FACILITIES	
	74-03	Parks - Utility Trailer	
	74-07	Zero turn 72" deck	
	74-10	Tandem Axle Trailer	
FAIRGROUNDS			$ 21,102
	1094	2011 F250	
	1122	2017 Golf Cart	
	1128	2019 Polaris	
	110-9	4000 Gallon Water Truck	
	110-10	TELEHANDLER	
	110-11	SKIDSTEER - Fairgrounds	
	110-15	FAIRGROUNDS 105	
	110-23	Tractor with front loader	
ANIMAL CONTROL			$ 1,818
	137-1	2010 EXPRESS VAN	
	137-2	2006 EXPEDITION	
HUMAN SERVICES			$ 600
	HS-03	2010 Fusion	
	HS-04	2010 Fusion	
HORTICULTURAL PEST & DISEASE			$ 540
	9703	2008 COLORADO	

2023 Non-Road Annual Vehicle Maintenance Rates by Department

Department	Vehicle No.	Description	Annual Maintenance by Department
CORRECTIONS			$ 14,130
	C19-14	Hyd dump trailer 14K	
	C20-51	2020 Interceptor	
	C20-52	2020 Interceptor	
	C21-51	2021 Escape	
	C21-53	2021 Explorer	
	C22-51	2022 Transit	
	S02-10	TRAILER-spare	
	S06-15	TRAILER- Work Crew#5	
	S97-11	WCII TRLR	
	C07-14	TRAILER- Work Crew#2	
	C12-09	Ford Van- Work Crew#2	
	C03-01	TRAILER- Work Crew#4	
	C17-03	Custody - Van	
	C19-14	Hyd dump trailer 14K	
JUVENILE			$ 12,532
	42-27	2008 MALIBU	
	42-28	2008 MALIBU	
	42-31A	2005 COLORADO	
	42-34	2004 CVPI	
	42-37	1999 TAURUS S/W	
	42-39	2014 Impala	
	42-41	2014 E250	
	42-46	2010 CVPI	
	42-50	2007 Malibu	
	42-51	2019 Escape SE 4WD	
	42-52	2020 INTERCEPTOR SUV	
	42-53	2021 Ford Escape	
	42-54	2021 Ford Escape	
	42-55	2022 Ford Escape	
	42-56	2022 Ford Escape	
SHERIFF			$ 258,180
	S93-1A/OR	SHFF TRAILER	
	S95-30	SHFF TRAILER	
	S02-09	Quad Runner-at Paterson Township	
	S02-13	Quad Runner-at Paterson Township	
	S04-16	6.8 Liter V-10-BOAT PATROL	
	S07-01	UNDERSHERIFF	
	S08-14MCU	MCU	
	S08-1B	JET RIVER PATROL BOAT	
	S08-1T	TRAILER FOR 08-1B JET BOAT	
	S08-2B	RIVER PATROL BOAT (OUTBOARDS)	
	S08-2T	TRAILER FOR 08-2B	
	S11-13	SWAT VEHICLE	

2023 Non-Road Annual Vehicle Maintenance Rates by Department

Department	Vehicle No.	Description	Annual Maintenance by Department
SHERIFF			
	S12-13	ADMINISTRAT	
	S12-15	6.7POWER STROKE/ BOAT PATROL	
	S13-01	TRAFFIC / TUNGESVIK	
	S13-06	TRAFFIC	
	S14-01	PATROL	
	S14-02	PATROL	
	S14-03	PATROL	
	S14-04	SHERIFF-DETECTIVE-McCARY	
	S14-08	PATROL	
	S14-09	PATROL	
	S14-10	INTERCEPTOR	
	S14-11	PATROL	
	S14-12	PATROL	
	S14-13	PATROL	
	S14-14	PATROL	
	S15-02	PATROL	
	S15-03	PATROL	
	S15-04	PATROL	
	S15-06	PATROL	
	S15-07	PATROL	
	S15-08	PATROL	
	S15-09	PATROL	
	S15-12	PATROL	
	S15-13	SIDE BY SIDE - PATROL	
	S15-14	FORD VAN - WC #5	
	S15-16	PATROL	
	S15-17	PATROL	
	S15-18	TRAFFIC	
	S15-20	PATROL	
	S16-01	PATROL	
	S16-02	PATROL	
	S16-03	TRAFFIC	
	S16-05	PATROL	
	S16-06	PATROL	
	S16-07	ADMINISTRATION	
	S16-08	ADMINISTRATION	
	S16-09T	PATROL TRAILER	
	S16-10	Undercover mini-van	
	S16-11	2015 300	
	S17-01	PATROL	
	S17-02	PATROL SUV	
	S17-04	SHERIFF PATROL	
	S17-05	SHERIFF PATROL	

2023 Non-Road Annual Vehicle Maintenance Rates by Department

Department	Vehicle No.	Description	Annual Maintenance by Department
SHERIFF			
	S17-06	SHERIFF PATROL	
	S17-09	SHERIFF PATROL	
	S17-10	SHERIFF PATROL	
	S18-01	4 DR SILVER	
	S18-02	Patrol	
	S18-03	Patrol	
	S18-05	Patrol	
	S18-06	Patrol	
	S18-07	Patrol	
	S18-08	Patrol	
	S18-09	Patrol	
	S18-11	4 wheeler	
	S18-12	4 wheeler	
	S18-14T	6 x 19 2 Axle trailer 5000 GVWR	
	S19-01	Interceptor Patrol	
	S19-02	Interceptor Patrol	
	S19-03	f150 Sheriff Patrol	
	S19-04	f150 Sheriff Patrol	
	S19-05	Patrol	
	S19-06	Patrol	
	S19-07	Patrol	
	S19-08	Patrol	
	S19-09	Patrol	
	S19-10	Admin	
	S19-11	Patrol	
	S19-12	PATROL, SUV	
	S19-13	PATROL SUV	
	S19-16	2020 Interceptor Uti	
	S19-17	SHERIFF PATROL SUV	
	S19-19B	SHERIFF SAFEBOAT	
	S19-20T	EZ LOADER TRLR FOR 2019 SAFEBOAT	
	S20-01	Police Utility AWD	
	S20-02	Police Utility AWD	
	S20-03	Police Utility AWD	
	S20-04	Police Utility AWD	
	S20-05	Police Utility AWD	
	S20-06	Police Utility AWD	
	S20-07	Policy Utility AWD	
	S20-08	Police Utility AWD	
	S20-09	Police Utility AWD	
	S20-10	Police Utility AWD	
	S20-11	Police Utility AWD	
	S20-12	Police Utility AWD	

2023 Non-Road Annual Vehicle Maintenance Rates by Department

Department	Vehicle No.	Description	Annual Maintenance by Department
SHERIFF			
	S20-13	Police Utility AWD	
	S20-14	Police Utility AWD	
	S20-15	Police Utility AWD	
	S20-16	Armored personel carrier	
	S22-01	Ford Utility AWD	
	S22-02	Ford Utility AWD	
	S22-03	Ford Utility AWD	
	S22-04	Ford Utility AWD Admin	
	S22-05	Ford Utility AWD	
	S22-06	Ford Utility AWD	
	S22-07	F350 for Boat / UTV Patrol	
	S23-01	Ford utility AWD	
	S23-02	Ford utility AWD	
	S23-03	Ford utility AWD	
	S23-04	Ford utility AWD	
	S23-05	Ford utility AWD	
	S23-06	Ford utility AWD Detective	
	S23-07	Ford utility AWD Admin	

Road Department 2023 Equipment Rates

Vehicle No.	Description	Rate Group	Purchase Year	Lifespan (yrs)	Annual Rental Rate
0390	TOWABLE TRASH PUMP	I	1991	35	$ 9,612
0418	HEAVY HAUL TRAILER (lowboy)	HT	1994	40	$ 8,820
0419	20 YD-TRAILER (belly dump)	HT	1994	45	$ 6,504
0420	HYDRAULIC TRUCK CONVEYOR ATT	CO	1994	35	$ 6,096
0424	ROCK RAKE	RR	1995	35	$ 3,936
0425	ROCK RAKE	RR	1995	35	$ 4,020
0432	WATER TANK TRAILER	HT	1996	30	$ 15,900
0442	2 AXLE TILT TRAILER	FT	1997	35	$ 11,100
0459	TRUCK CONVEYOR BOX	CO	1999	30	$ 5,028
0474	Fifth Wheel Tractor	I	2015	15	$ 18,324
0477	TAILGATE ROCK SPREADER	SP	2001	30	$ 1,824
0478	TAILGATE ROCK SPREADER	SP	2001	30	$ 1,080
0479	TAILGATE ROCK SPREADER	SP	2001	30	$ 2,076
0480	500 GAL. DE-ICER TANK	DI	2001	25	$ 7,872
0481	500 GAL.DE-ICER TANK-Kennewick-	DI	2001	25	$ 6,240
0484A	FRONT LOADER	LO	2018	10	$ 42,708
0489	ROCK RAKE - Kennewick	RR	2003	30	$ 10,572
0495	DOUBLE DRUM ROLLER	RL	2004	30	$ 4,752
0502	200 GALLON-DE ICER TANK-Kennewick	DI	2005	20	$ 2,484
0506	CHIPPER	I	2006	25	$ 6,816
0509/0462	SPRAY TRUCK CHASSIS/Weed Sp	ST	2006	18	$ 25,824
0518/0447	SPRAY TRUCK CHASSIS/Weed Sp	ST	2008	16	$ 17,340
0520	1 TON DUMP BOX	DT	2008	20	$ 9,612
0532	ROCK RAKE PICKUP	DT	2009	14	$ 9,204
0534	5YD DUMP-KENNEWICK CREW	SD	2011	13	$ 37,824
0535	5YD DUMP-KENNEWICK CREW	SD	2011	13	$ 37,164
0540	772G MOTOR GRADER KENNEWICK	MG	2012	12	$ 67,056
0541	ROCK RAKE PU A-2	DT	2012	20	$ 11,424
0542	ROCK RAKE PU A-2	DT	2012	20	$ 13,008
0543	2012 FORD F450 XL SUPER DUTY (KENN)	FB	2012	20	$ 6,648
0544	772G MOTOR GRADER PROSSER	MG	2012	15	$ 87,492
0545	420E Tractor-Loader-Backhoe-Kennwck	BH	2013	20	$ 29,652
0546	420E Tractor-Loader-Backhoe-Prosser	BH	2013	20	$ 14,256
0549	2013 White Ford F250-Prosser Crew	RO	2013	15	$ 8,688
0550	'13 White Ford F250-Kennewick Crew	RO	2013	15	$ 10,512
0551	OM12-2E FLATBED TILT TRLR12K LB	FT	2013	20	$ 1,284
0552	30TDT-3SC FLATBED TILT TRLR 50K LB	FT	2013	20	$ 7,872
0553	2013 John Deere 624K AWD Loader A-2	LO	2013	15	$ 28,968
0554	2013 Ford 450 Flatbed Truck-Prosser	FB	2013	15	$ 9,636
0555	Side Cast Broom- Prosser	BR	2013	10	$ 22,488
0556	Side Cast Broom- Kennewick	BR	2013	10	$ 43,188
0557	Water Truck-Kennewick	WT	2014	15	$ 61,116
0561	6 YD Dump Truck	SD	2014	15	$ 21,588
0562	6 YD Dump Truck	SD	2014	15	$ 32,700
0563	12 YD Dump Truck	LD	2014	10	$ 65,076

Road Department 2023 Equipment Rates

Vehicle No.	Description	Rate Group	Purchase Year	Lifespan (yrs)	Annual Rental Rate
0565	12 YD Dump Truck	LD	2014	10	$ 43,572
0566	10 YD Pup trailer	PT	2014	20	$ 6,876
0567	10 YD Pup trailer	PT	2014	20	$ 7,740
0568	10 YD Pup trailer	PT	2014	20	$ 7,800
0570	12 YD Dump Truck	LD	2015	10	$ 61,368
0571	12 YD Dump Truck	LD	2015	10	$ 77,568
0572	12 YD Dump Truck	LD	2015	10	$ 78,864
0573	10 YD Pup trailer-Prosser	PT	2015	20	$ 7,416
0574	10 YD Pup trailer-Prosser	PT	2015	20	$ 9,168
0575	10 YD Pup trailer-Prosser	PT	2015	20	$ 6,480
0580	Articulated wheel compactor attach	WC	2015	20	$ 720
0581	Articulated wheel compactor attach	WC	2015	20	$ 3,768
0582	Ford F350 1 Ton Rock Rake PU	DT	2015	15	$ 8,172
0583	'06 Frtlnr w/new Etnyre Oil Distrib	I	2015	20	$ 18,264
0584	Shop made rock rake	RR	2017	20	$ 5,748
0585	HEAVY HAUL TRACTOR	I	2017	15	$ 30,000
0586	Ford 4WD, Crew Cab	EN	2017	15	$ 9,696
0587	Ford 4WD, Crew Cab	EN	2017	15	$ 10,944
0588	Ford F250 3/4 Ton, 4WD, X-cab Kenn.	RO	2017	15	$ 14,412
0589	Ford F350 1 Ton, 4 WD, Crew Cab	RO	2017	15	$ 14,580
0590	2 AXLE TILT DECK TRAILER	FT	2017	20	$ 2,196
0591	2017 John Deere Motor Grader Area 2	MG	2017	15	$ 81,996
0592	2017 John Deere Motor Grader Area 1	MG	2017	15	$ 78,948
0593	Articulated wheel compactor attach.	WC	2018	20	$ 4,692
0594	Articulated wheel compactor attach.	WC	2018	20	$ 984
0595	Freightliner Asphalt Patch Truck	PA	2018	15	$ 39,708
0596	Volvo pneumatic roller	I	2018	20	$ 12,456
0597	John Deere Wheel Loader	LO	2018	15	$ 35,256
0598	Ford F150 Ext Cab, 4WD	DD	2018	10	$ 21,816
0700	Ford F150 Ext. Cab, 4WD	DD	2018	15	$ 11,928
0701	RPM Tech LM220 Snow Blower	I	2017	20	$ 17,616
0702	2019 Ford F150 Crew Cab PW-ENG	DD	2019	20	$ 6,096
0703	2019 Ford F150 EXTCAB M-III	DD	2019	20	$ 16,032
0704	2019 Ford F150 Crew Cab 4WD-Survey	DD	2019	20	$ 12,228
0705	Freightliner cab & chassis with water tank	WT	2020	15	$ 57,624
0706	2019 Ford Escape - Engineering	EN	2019	15	$ 7,632
0707	1969 Butler 6500-gallon water tank trailer	I	2019	20	$ 13,860
0708	Hopper Sander, pre-wet, dual 100 gal tanks	I	2020	10	$ 8,304
0709	DynaPac Single Drum Roller	I	2020	15	$ 23,544
0710	Cross conveyor (shouldering) belt	CO	2020	15	$ 4,380
0711	Cross conveyor (shouldering) belt	CO	2020	15	$ 2,616
0712	Freightliner cab & chassis with water tank	WT	2021	15	$ 51,840
0713	John Deere 872G Motor Grader	MG	2021	15	$ 78,348
0714	2020 Freightliner Cab & Chassis w/dump body	LD	2021	15	$ 54,180
0715	Walk and roll with Articulator	WC	2021	15	$ 6,120

Road Department 2023 Equipment Rates

Vehicle No.	Description	Rate Group	Purchase Year	Lifespan (yrs)	Annual Rental Rate
0716	Sign Truck	I	2021	15	$ 21,288
0717	F250 CC 4X4 Kennewick	RO	2021	15	$ 12,588
0718	F250 SC 4X4 Prosser	RO	2021	15	$ 12,624
0719	2021 Ford Explorer	EN	2021	15	$ 12,732
0720	2021 Ford Escape	EN	2021	15	$ 5,520
0721	2021 Ford Explorer	EN	2021	15	$ 7,560
0722	Shouldering mower	TM	2021	10	$ 52,680
0723	Craftco/Crackseal Machine	I	2022	15	$ 23,796
0724	Shouldering mower	TM	2022	10	$ 58,248
New	Vactor	I	2023	15	$ 122,328

COMMISSIONERS' AGENDA ACTION SHEET

Meeting Date:	January 10, 2023
Subject:	Authorizing the purchase of Kubota Engine for the 555 Broom from PacWest Machinery, Pasco, WA
Presenter:	
Prepared By:	D. Hope
Reviewed By:	M. McGhan, Procurement

PA Review, Approval to Form: ☐ Yes ☐ No ☒ N/A *(If no, include reasoning for no approval)*

Type of Agenda Item:	**Type of Action Needed:**	
☒ Consent Agenda	☐ Discussion Only (1st)	☐ Pass Motion
☐ Public Hearing	☐ Discussion Only (2nd)	☒ Pass Resolution
☐ Scheduled Business	☐ Decision/Direction	☐ Pass Ordinance
	☐ Sign Letter/Document	☐ Execute Contract

Summary / Background Information

The 555 Broom used by the road department has a blown engine and needs to be replaced. Four (4) vendors were solicited, and three (3) quotes were received. The quotes received are as follows:

Blueline Equipment Company, LLC – Pasco, WA	$13,240.00 excluding WSST
PacWest Machinery – Pasco, WA	$13,500.00 excluding WSST
Cook Engine – Portland, OR	$14,944.48 excluding WSST
Kubota	No quote received

The engine on the broom needs to be replaced and functional before spring so that the Road Maintenance department can cleanup County roads after winter operations. Blueline Equipment Company was the lowest bidder but is unable to deliver an engine before March of 2023. PacWest Machinery was the next lowest bidder and could deliver an engine within 3-4 weeks of order. Cook Engine of Portland, Oregon could not provide a timeline of when the engine would be available. Waiting for delivery into next year would be an undue burden on the Road Maintenance department.

The Fleet Manager recommends that the engine for the 555 broom be ordered from PacWest Machinery of Pasco, Washington so that the equipment can be repaired and operational for the Road Maintenance department use.

Fiscal Impact

Amount: **$13,500.00 excluding WSST**

Fund: **Road Fund**

Recommendation

Approve the purchase of a one Kubota engine for installation in the 555 Broom used by the Public Works Department from PacWest Machinery, Pasco WA in the amount of $13,500.00 excluding WSST.

Suggested Motion

Approve as part of the Consent Agenda.

RESOLUTION

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON:

IN THE MATTER OF AUTHORIZATION TO PURCHASE A KUBOTA ENGINE TO BE INSTALLED ON THE 555 BROOM USED BY THE PUBLIC WORKS DEPARTMENT FROM PACWEST MACHINERY, PASCO, WA

WHEREAS, per Resolution 2021-233, the Board of Benton County Commissioners approved a County-Wide Procurement, Leasing and Contracting Policy; and

WHEREAS, per Section 2.2.3 (Purchases or Leases between $10,000.00 and $50,000.00), county departments are required to obtain quotations from at least three (3) vendors on the vendor list or proof of solicitation from at least three (3) vendors and such purchase is to be approved by the Board of Benton County Commissioners by Resolution; and

WHEREAS, the following companies were solicited to provide quotes for Kubota engine for installation on the 555 Broom used by the Benton County Public Works Department:

Blueline Equipment Company, LLC – Pasco, WA	$13,240.00 excluding WSST
PacWest Machinery – Pasco, WA	$13,500.00 excluding WSST
Cook Engine – Portland, OR	$14,944.48 excluding WSST
Kubota	No quote received

WHEREAS, the engine needs to be replaced and functional this spring so that the Road Maintenance Department can clean up County roads after winter operations; and

WHEREAS, Blueline Equipment Company was the lowest bidder but is unable to deliver the engine before March of 2023; and

WHEREAS, PacWest Machinery of Pasco, Washington was the next lowest bidder and could guarantee delivery within 3-4 weeks of ordering; and

WHEREAS, the Fleet Manager recommends the purchase of Kubota engine from PacWest Machinery, Pasco, WA as they had the availability to get the engine so that the equipment would be operational when needed by the Road Maintenance Department; **NOW, THEREFORE,**

Orig.: Procurement D. Hope
cc: Auditor, PA, Procurement, PacWest

BE IT RESOLVED, the Board of Benton County Commissioners hereby approves the purchase of Kubota Engine for installation on the 555 Broom used by the Benton County Public Works Department from PacWest Machinery, Pasco, WA in the amount of $13,500.00 excluding WSST.

Dated this 10th day of January 2023.

_____
Chairman

_____
Chairman Pro-Tem

_____
Member
Constituting the Board of County
Commissioners of Benton County,
Washington

Attest:_____
Clerk of the Board

Orig.: Procurement D. Hope
cc: Auditor, PA, Procurement, PacWest

Equipment Company, LLC.

Main Office:
Yakima
1605 E. Mead Ave.
Yakima, WA 98903
Phone: (509) 248-8411

Sunnyside
31501 Yakima Valley Hwy.
Sunnyside, WA 98944
Phone: (509) 839-2066

George
100 N. Garnet Way
Quincy, WA 98848
Phone: (509) 785-2595

Mattawa
20702 Road 23 SW
Mattawa, WA 99349
Phone: (509) 932-4001

Pasco
1330 E. Broadway St.
Pasco, WA 99301
Phone: (509) 544-6678

CITY OF BENTON CITY
1009 DALE AVE SUITE A
BENTON CITY WA 99320

PAGE 1

CASH | CHG. | F.P.

ACCT. NO. 14568

SALESMAN	PURCHASE ORDER NO.	R.O. NO.	P.T. NO.	INVOICE DATE	TIME	INVOICE NO.
MAA	QUOTE		Q55137	11/01/2022	03:14 PM	**QUOTE**

QUANTITIES ORDERED	QUANTITIES B/O	QUANTITIES SHIPPED	PART NUMBER	DESCRIPTION	VENDOR / BIN LOC.		PRICES	
			REPLACEMENT ENGINE FOR V3600 KUBOTA 4 CYLINDER ENGINE					
			THE QUOTED PRICE INCLUDES $1000 ENGINE CORE FEE.					
			$2500 DOCUMENTATION FEE FROM DISTRIBUTOR					
			ESTIMATED AVAILABILITY OF MARCH OF 2023					
1		1	1J407-00001	ENGINE	NOBIN	17750.43	13090.00	13090.00
1		1	FRT	FREIGHT		150.00	150.00	150.00

THANK YOU FOR YOUR BUSINESS
HAVE A NICE DAY !

SHIP VIA

TERMS: Balance of invoice is due net 10th of month following date of invoice. A finance charge of 1.5% will be assessed monthly on all past due invoices. All returns must be accompanied by this receipt within 45 days of purchase, in new condition with original packing, and subject to a 25% restock fee. No returns on electrical parts or special order items.

Signature: _____

DESCRIPTION	ACCOUNT	AMOUNT
PARTS		
TAXABLE		13240.00
FREIGHT		
SALES TAX		1151.88
PLEASE PAY THIS TOTAL ▶		**14391.88**

blueline_invoice.template

Copyright (c) 2022 HBS Systems

Please remit all payments to: 1605 E. Mead Ave., Yakima, WA 98903
For questions about your invoice, please contact ar@bluelinemfg.com or call 509-248-8411.

PERFECT | Kubota | GREGOIRE PASSEZ À L'AVENIR | Binger Seilzug | RHINO Born to Lead | Land Pride

PACWEST MACHINERY

Portland Branch
19255 NE Sandy Blvd
Portland, OR 97230
(503) 252-5933
1-800-929-5933
FAX (503) 252-1769

Kent Branch
8207 South 216th St
Kent, WA 98032
(206) 762-5933
1-800-935-5933
FAX (206) 763-3117

Spokane Branch
3515 N. Sullivan Rd
Spokane Valley, WA 99216
(509) 534-5933
1-800-938-5933
FAX (509) 534-5286

Eugene Branch
1550 Irving Rd
Eugene, OR 97402
(541) 302-3762
1-866-920-5933
FAX (541) 302-3763

Pasco Branch
1249 N. California Ave
Pasco, WA 99301
(509) 547-5933
1-800-938-5933
FAX (509) 547-6338

Account#	Work Ord	Brc	Sls
39089281		05	320

S A L E S O R D E R E S T I M A T E

Date Time	Order #	Page
10-26-22 14:34	506528	1

Sold To: 002
BENTON COUNTY ROAD DEPT
BENTON COUNTY FLEET SERVICES
102808 WISER PKWY

KENNEWICK WA 99338

Ship To:
BENTON COUNTY ROAD DEPT
14303 HINZERLING

PROSSER WA 99350

Ship Via

Entered By	Customer Purchase Order	Customer Contact	Ord Date
jasonm			10-26-22

Model	Serial Number	Equip ID	Customer Job #	Customer Phone #

Ord	Ship	B/O	Mfg	Part Number	Description	Bin	Unit Price	UM	Extended
1	1	Y	KUB	V3600-T-E3B-KEA-3-RP	KUBOTA 3.6 SERIES REPLACEMENT	.....	12,500.00	Ea	12,500.00
1	1	Y	KUB	C-V3600-T-E3B-KEA-3-	KUBOTA ENGINE CORE	.....	1,000.00	Ea	1,000.00
			0303		PROSSER				1,174.51

REMIT TO:
8207 SOUTH 216TH STREET KENT, WA 98032

Total Amount 14,674.51

Total Weight
0.0

Status: Quote
Invoice Date:
Print Date: 11/30/2022

Quote #: 23990

530 NE Tomahawk Island Drive
Portland OR,97217
(503)289-8466
www.cookengine.com

BILLING ADDRESS
JACOB 509-531-4336 jacob.roberts@co.benton.wa.us

SHIP ADDRESS
Counter Sales (555) 555 - 5555

Sales Rep	Terms	Tax Code	Customer PO	Permit Number	Sales Type	Ship Date
4 - KELLY TOUR	Upon Recpt	CAT TAX			Regular or Over the Counter	11/30/2022

Req	Fill	OEM Code	Item No.	Item Description	Bin Location	List	Your Price	Amount
1.00	1.00		V3600-T-E3B-KEA-2-RP	Kubota 3.6 Series Replacement (1J407-00001)		14,412.33	14,412.33	14,412.33
1.00	0.00	Default	SHIPPING	FED EX LTL WEIGHT=650 LBS		450.00	450.00	0.00

Invoice Payments

Type	Amount	Date

S/O Totals

Subtotal	450.00
Sales Tax	0.00
Total S/O	450.00
Deposit	0.00
Total Due on Pickup	**0.00**

Total Invoice

Items:	0.00
Fees:	0.00
Labor:	0.00
Kits:	0.00
Units:	0.00
Misc:	14,412.33
Subtotal:	14,412.33
Ship by Will Call:	0.00
CAT TAX	82.1503
NT	0.0000
Deposit/PaymentFee:	450.00
Total Due:	14,944.48
Total Paid:	0.00
Balance Due:	14,944.48

THANK YOU FOR YOUR BUSINESSAll returns are subject to a 25% restock fee.No returns without a receipt.No returns on electrical items.No returns after 30 days.No returns on special orders or close out items.

Tracking No.

WARRANTY

All parts sold through Cook Engine hold their original manufacturers warranty, nothing more. Parts that have been installed by Cook Engine hold a 90 day warranty on installation labor.

COMMISSIONERS' AGENDA ACTION SHEET

Meeting Date:	January 10, 2023
Subject:	PayneWest Insurance Broker/Agent
Presenter:	N/A
Prepared By:	Adam Morasch, Risk Manager
Reviewed By:	Mary Christen, Administrative Assistant

PA Review, Approval to Form: ☐ Yes ☐ No ☒ N/A *(If no, include reasoning for no approval)*

Type of Agenda Item:	**Type of Action Needed:** *(Multiple boxes can be checked, if necessary)*	
☒ Consent Agenda	☐ Discussion Only	☐ Pass Motion
☐ Public Hearing	☐ Decision / Direction	☒ Pass Resolution
☐ Scheduled Business	☐ Sign Letter / Document	☐ Pass Ordinance
		☐ Execute Contract

Summary / Background Information

PayneWest Insurance has acted as Benton County's agent/broker for insurance policies/bonds. The amount for insurance/bond payments not to exceed is authorized each year by Commissioners' resolution. This resolution if approved authorizes payment to PayneWest Insurance up to $215,000. It also authorizes the Risk Manager to negotiate up to $15,000 the purchase of insurance policies/bonds where the insurance/bond company does not pay commission.

Fiscal Impact

None, other than budgeted

Recommendation

Approve the attached Resolution to use PayneWest as our agent/broker for insurance policies and bonds.

Suggested Motion

Consent Agenda

RESOLUTION

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON:

IN THE MATTER OF APPOINTING PAYNEWEST INSURANCE AS THE BROKER/AGENT OF RECORD FOR INSURANCE POLICIES AND/OR BONDS REQUESTED BY BENTON COUNTY

WHEREAS, if requested by Benton County, PayneWest Insurance shall act as Benton County's agent and/or broker for insurance policies and/or bonds for 2023; and

WHEREAS, PayneWest Insurance's compensation will be from commissions received by PayneWest Insurance from the respective insurance or bond companies providing the applicable insurance policies and/or bonds for Benton County; and

WHEREAS, if the insurance policy or bonds are obtained for Benton County from insurance and/or bond companies that do not pay commission, the Board of Benton County Commissioners authorizes the Risk Manager or designee to negotiate a fee prior to the purchase of insurance policies and/or bonds; and

WHEREAS, the Board of the Benton County Commissioners authorizes insurance and bond payments for 2023 in a total amount not to exceed $215,000 to PayneWest Insurance for acting as Benton County's agent and/or broker for requested insurance policies and/or bonds; **NOW, THEREFORE,**

BE IT RESOLVED the Board of Benton County Commissioners, Benton County, Washington hereby authorizes insurance policies and/or bond payments in a total amount not to exceed $215,000 to PayneWest Insurance for acting as Benton County's agent and/or broker for requested insurance policies and/or bonds; and

BE IT FURTHER RESOLVED, the Board of Benton County Commissioners, Benton County Washington hereby authorizes the Risk Manager or designee to negotiate a fee not to exceed $15,000 prior to the purchase of insurance policies and/or bonds where the insurance and/or bond company does not pay commission; and

BE IT FURTHER RESOLVED, that any negotiated fee which exceeds $15,000 shall be approved by the Board of Benton County Commissioners prior to the purchase of insurance policies and/or bonds where the insurance or bond company does not pay a commission.

Dated this _____ day of_____ , 2023.

_____
Chairman of the Board

_____
Chairman Pro-Tem

_____
Member

Constituting the Board of County

Commissioners of Benton County, Washington

Attest: . . . . . .
Clerk of the Board

cc: Risk Management, Auditor's Office A. Morasch

RESOLUTION

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON:

IN THE MATTER OF COUNTY FUNDS RE: TRANSFER OF FUNDS WITHIN CURRENT EXPENSE FUND NUMBER 0010 DEPARTMENT NUMBER 119 TO 118

BE IT RESOLVED, by the Board of Benton County Commissioners, that funds shall be transferred as outlined in Exhibit "A", attached hereto.

Dated this _____ day of _____, _____

_____
Chairman of the Board

_____
Member

_____
Member

Constituting the Board of County Commissioners
of Benton County, Washington.

Attest: _____
Clerk of the Board

cc: Dept, Auditor, File

prepared by: Katie Gillies

EXHIBIT "A"

BENTON COUNTY BUDGET ADJUSTMENT

Dept Name: Sheriff Clerk & Records to Sheriff Administration

Dept Nbr: 119 to 118

Fund Name: Current Expense

Fund Nbr: 0010

TRANSFER FROM: **Dept. 119**

BASE SUB (6 digit)	LINE ITEM (4 digit)	LINE ITEM NAME	AMOUNT
5212200	51549	Criminologist	$125,136
5212200	52102	Social Security	$9,573
5212200	52103	Medical Insurance	$34,072
5212200	52104	Retirmement	$12,826
5212200	52119	Paid Family Leave	$275
TOTAL			$181,882

TRANSFER TO: **Dept. 118**

BASE SUB (6 digit)	LINE ITEM (4 digit)	LINE ITEM NAME	AMOUNT
5211000	51561	Accreditation Coordinator	$125,136
5211000	52102	Social Security	$9,573
5211000	52103	Medical Insurance	$34,072
5211000	52104	Retirmement	$12,826
5211000	52119	Paid Family Leave	$275
TOTAL			$181,882

Explanation:

2023/2024 Budget: To change position 51549 Criminologist, Grade 10 non-barg position in Department 119 to position 51561 Accreditiation Coordinator, Grade 10 non-barg position in Department 118. Position 51549 will be vacated/end 12/31/2022.

Prepared by: Katie Gillies

Date: 12/29/22

Approved ❑

Denied ❑

Date: _____

_____
Chairman

_____
Member

_____
Member

COMMISSIONERS' AGENDA ACTION SHEET

Meeting Date:	01/10/2023
Subject:	Interagency Agreement between the WA State AOC & Benton County
Presenter:	N/A
Prepared By:	Tiffany Runge
Reviewed By:	Ryan Brown

PA Review, Approval to Form: ☒ Yes ☐ No ☐ N/A *(If no, include reasoning for no approval)*

Type of Agenda Item:	**Type of Action Needed:** *(Multiple boxes can be checked, if necessary)*	
☒ Consent Agenda	☐ Discussion Only	☐ Pass Motion
☐ Public Hearing	☐ Decision / Direction	☒ Pass Resolution
☐ Scheduled Business	☒ Sign Letter / Document	☐ Pass Ordinance
		☒ Execute Contract

Summary / Background Information

In 2008 the Superior Court joined all courts within Benton & Franklin Counties in an application to reimburse individual courts for costs related to court interpreters. The regional application was successful in its application and has once again received funding for fiscal year 2022-2023. The Superior Court is requesting Benton County to authorize entering into the 2022-2023 Interagency Agreement with the State Office of Court Administration for reimbursement of qualified costs for interpreter services consistent with the attached agreement.

Fiscal Impact

Benton County will receive up to a maximum of $65,269.00 in qualified reimbursement costs for interpreter expenses through the Superior Court during the period of July 1, 2022 – June 30, 2023.

Recommendation

I recommend that the Board of County Commissioners for Benton County approve the resolution and sign Interagency Agreement #IAA23086 between the Administrative Office of the Courts and Benton County.

Suggested Motion

N/A – Consent Agenda.

BENTON COUNTY RESOLUTION

BEFORE THE BOARD OF THE COMMISSIONERS OF BENTON COUNTY, WASHINGTON;

IN THE MATTER OF THE REQUEST FOR SIGNATURE FROM THE BOARD OF BENTON COUNTY COMMISSIONERS ON THE INTERAGENCY AGREEMENT #IAA23086 BETWEEN BENTON COUNTY AND THE STATE OF WASHINGTON ADMINISTRATIVE OFFICE OF THE COURTS FOR REIMBURSEMENT OF INTERPRETER SERVICES

WHEREAS, the Superior Court received notification on November 8, 2022, of available interpreter reimbursement funding to Benton County for the term commencing July 1, 2022 and terminating on June 30, 2023; and

WHEREAS, Tiffany Runge, Superior Court Administrator, believes it is in the best interest of the Superior Court that the Agreement between State of Washington Administrative Office of the Courts and Benton County be approved as presented for a term commencing July 1, 2022 and terminating on June 30, 2023 for a maximum reimbursement amount of $65,269.00; **NOW, THEREFORE**,

BE IT RESOLVED, that the Board of Benton County Commissioners hereby accepts the proposed interpreter reimbursement agreement for the term commencing July 1, 2022 and terminating on June 30, 2023 with a maximum reimbursement amount of $65,269.00; and

BE IT FURTHER RESOLVED, that the Chairman of the Board of Benton County Commissioners is hereby authorized to sign interagency agreement #IAA23086 between Benton County and the State of Washington Administrative Offices of the Courts on behalf of Benton County.

DATED this _____ day of _____, 2023.

BENTON COUNTY BOARD OF COMMISSIONERS

_____
Chairman of the Board

_____ ATTEST:
Member

_____ _____
Member Clerk of the Board

Constituting the Board of County
Commissioners, Benton County,
Washington.

Prepared by: T. Runge

Originals (1): 1-BC Commissioners

INTERAGENCY AGREEMENT IAA23086
BETWEEN
WASHINGTON STATE ADMINISTRATIVE OFFICE OF THE COURTS
AND
Benton County Superior Court

THIS AGREEMENT (Agreement) is entered into by and between the Administrative Office of the Courts (AOC) and Benton County Superior Court, for the purpose of distributing funds for court interpreter and language access service expenses to the Benton County Superior Court .

1. DEFINITIONS

For purposes of this contract, the following definitions shall apply:

a) "Certified Interpreter" means an interpreter who is certified by the Administrative Office of the Courts, as defined in RCW 2.43.020 (4) or an interpreter certified by the Office of the Deaf and Hard of Hearing (ODHH) pursuant to WAC 388-818-500, *et. seq*. The names and contact information of AOC-certified interpreters are found, and incorporated herein by reference, at http://www.courts.wa.gov/programs_orgs/pos_interpret/ The names and contact information of ODHH-certified interpreters are found, and incorporated herein by reference, at: https://fortress.wa.gov/dshs/odhhapps/Interpreters/CourtInterpreter.aspx

b) "Registered Interpreter" means an interpreter who is registered by the Administrative Office of the Courts, as defined in RCW 2.43.020 (6). The names and contact information of registered interpreters are found, and incorporated herein by reference, at http://www.courts.wa.gov/programs_orgs/pos_interpret/.

c) "Qualified Interpreter" means a spoken language interpreter as defined in RCW 2.43.020 (2), or sign language interpreter as defined in RCW 2.42.110 (2).

d) "Qualifying Event" means a proceeding or event for which an interpreter is appointed by an appointing officer pursuant to RCW 2.42 and/or RCW 2.43.

2. PURPOSE

The purpose of this Agreement is to partner with individual local courts in improving access to the Court for Limited English Proficient (LEP), deaf, and hard of hearing persons in accordance with RCW Chapters 2.42 and 2.43.

a) These funds are intended to address each court's following needs:

- Financial Need – i.e., the gap between the court's available financial resources and the costs to meet its need for certified, registered, and qualified interpreters, and the implementation of the Court's language access plan; and
- Need for Court Interpreters – i.e., the public's right to access the court, and the court's responsibility to provide court certified, registered, and qualified interpreters as required by RCW Chapters 2.42 and 2.43.
- Need for Language Access in General – i.e., translations for websites, translated forms, interpreting equipment, technology enabling remote interpreting, and other

things that are necessary for courts to provide fair and equitable access for people who are LEP, deaf, and hard of hearing.

3. DESCRIPTION OF SERVICES TO BE PROVIDED

a) The Court will ensure that the interpreter funding is used only for language access purposes and for reimbursement of costs paid to certified, registered, and qualified interpreters for Qualifying Events pursuant to **Exhibit A**, which is incorporated herein by reference.

b) The Court agrees to track and provide interpreter cost and usage data using a form provided by the AOC Interpreter Reimbursement Program, reflecting information about the Court's interpreter and language access costs and services.

c) The Court agrees to provide the AOC Project Manager with a list of all users who require access to submit data to the Language Access and Interpreter Reimbursement Program web application.

d) The Court agrees to work with the AOC Interpreter Program, the Interpreter Commission, and neighboring courts to identify and implement best and promising practices for providing language access and interpreter services.

e) The Court agrees to encourage its staff overseeing interpreter services at the court to attend trainings (in person and/or online) provided by the AOC Interpreter Commission and Interpreter Program.

f) The Court may elect to pay for interpreter services that are not in accordance with the provisions of **Exhibit A** as set forth; however, such payments will not be reimbursed.

g) The Court is required to have a Language Assistance Plan (LAP) to be a part of the reimbursement program, which it submitted in FY22. The Court will exercise reasonable due diligence in maintaining and updating its LAP as required by law.

4. PERIOD OF PERFORMANCE

The beginning date of performance under this Agreement is **July 1, 2022**, regardless of the date of execution and which shall end on **June 30, 2023**.

5. COMPENSATION

a) The Court shall be reimbursed a maximum of $65,269.00 for interpreter and language access services costs incurred during the period of July 1, 2022 to June 30, 2023. No reimbursement shall be made under this Agreement for interpreting services provided after June 30, 2023.

b) The Court shall receive payment for its costs for interpreter and language access services as set forth in **Exhibit A**, and incorporated herein.

c) The Court shall not be reimbursed for interpreter services costs for Qualifying Events or other goods and services set forth in **Exhibit A** until properly-completed A-19 invoices, and corresponding data (*See subsection 3b*), are received and approved by AOC, pursuant to the following schedule:

1) Reflecting Qualifying and non-qualifying Events, and any goods or services purchased, occurring between July 1, 2022 and September 30, 2022, must be received by the AOC no later than December 31, 2022.
2) Reflecting Qualifying and non-qualifying Events, and any goods or services, purchased occurring between October 1, 2022 and December 31, 2022, must be received by the AOC no later than January 31, 2023.
3) Reflecting Qualifying and non-qualifying Events, and any goods or services, occurring between January 1, 2023 and March 31, 2023, must be received by the AOC no later than April 30, 2023.
4) Reflecting Qualifying and non-qualifying Events, and any goods or services, occurring between April 1, 2023 and June 30, 2023, must be received by the AOC no later than July 15, 2023.

d) If this agreement is terminated, the Court shall only receive payment for performance rendered or costs incurred in accordance with the terms of this agreement prior to the effective date of termination.

e) The Court shall submit its A-19 invoices quarterly through the web application.

The Data shall be submitted electronically to the AOC as described in Section 3b, above, and in conjunction with the quarterly invoice.

f) Payment to the Court for approved and completed work will be made by warrant or account transfer by AOC within 30 days of receipt of a properly-completed invoice and the completed data report.

g) The Court shall maintain sufficient backup documentation of expenses under this Agreement.

h) The AOC, in its sole discretion and upon written notice of 10 days, may initiate revenue sharing and reallocate funding among courts. If it appears the Court may not expend the maximum Agreement amount, the AOC may reduce the maximum Agreement amount. AOC may increase the maximum Agreement amount if additional funds become available through these revenue sharing provisions.

6. TREATMENT OF ASSETS AND PROPERTY

The AOC shall be the owner of any and all fixed assets or personal property jointly or cooperatively, acquired, held, used, or disposed of pursuant to this Agreement.

7. RIGHTS IN DATA

Unless otherwise provided, data which originates from this Agreement shall be “works for hire” as defined by the U.S. Copyright Act of 1976 and shall be owned by the AOC. Data shall include, but not be limited to, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and video and/or sound reproductions. Ownership includes the right to copyright, patent, register, and the ability to transfer these rights. In the event that any of the deliverables under this Agreement

include material not included within the definition of “works for hire,” the Court hereby assigns such rights to the AOC as consideration for this Agreement.

Data which is delivered under this Agreement, but which does not originate therefrom, shall be transferred to the AOC with a nonexclusive, royalty-free, irrevocable license to publish, translate, reproduce, deliver, perform, dispose of, and to authorize others to do so; provided, that such license shall be limited to the extent which the Court has a right to grant such a license. The Court shall advise the AOC, at the time of delivery of data furnished under this Agreement, of all known or potential invasions of privacy contained therein and of any portion of such document which was not produced in the performance of this Agreement. The AOC shall receive prompt written notice of each notice or claim of copyright infringement received by the Court with respect to any data delivered under this Agreement. The AOC shall have the right to modify or remove any restrictive markings placed upon the data by the Court.

8. INDEPENDENT CAPACITY

The employees or agents of each party who are engaged in the performance of this Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.

9. AGREEMENT ALTERATIONS AND AMENDMENTS

This Agreement may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

10. RECORDS, DOCUMENTS, AND REPORTS

The Court shall maintain books, records, documents and other evidence of accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this Agreement. These records shall be subject at all reasonable times to inspection, review, or audit by personnel duly authorized by the AOC, the Office of the State Auditor, and federal officials so authorized by law, rule, regulation, or Agreement. The Court will retain all books, records, documents, and other material relevant to this Agreement for six years after settlement, and make them available for inspection by persons authorized under this provision.

11. RIGHT OF INSPECTION

The Court shall provide right of access to its facilities to the AOC, or any of its officers, or to any other authorized agent or official of the state of Washington of the federal government at all reasonable times, in order to monitor and evaluate performance, compliance, and/or quality assurance under this Agreement.

12. DISPUTES

Disputes arising under this Agreement shall be resolved by a panel consisting of one representative from the AOC, one representative from the Court, and a mutually agreed upon third party. The dispute panel shall thereafter decide the dispute with the majority prevailing. Neither party shall have recourse to the courts unless there is a showing of

noncompliance or waiver of this section.

13. TERMINATION

Either party may terminate this Agreement upon thirty (30) days written notice to the other party. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

14. GOVERNANCE

This Agreement is entered into pursuant to and under the authority granted by the laws of the state of Washington and any applicable federal laws. The provisions of this Agreement shall be construed to conform to those laws.

In the event of an inconsistency in the terms of this Agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

a. Applicable state and federal statutes and rules;
b. This Agreement; and
c. Any other provisions of the agreement, including materials incorporated by reference.

15. ASSIGNMENT

The work to be provided under this Agreement, and any claim arising hereunder, is not assignable or delegable by either party in whole or in part, without the express prior written consent of the other party, which consent shall not be unreasonably withheld.

16. WAIVER

A failure by either party to exercise its rights under this Agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Agreement unless stated to be such in a writing signed by an authorized representative of the party and attached to the original Agreement.

17. SEVERABILITY

If any provision of this Agreement, or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision and to this end the provisions of this Agreement are declared to be severable.

18. AGREEMENT MANAGEMENT

The program managers noted below shall be responsible for and shall be the contact person for all communications and billings regarding the performance of this Agreement:

AOC Program Manager	Court Program Manager
Tae Yoon PO Box 41170 Olympia, WA 98504-1170 Interpreterreimbursement@courts.wa.gov 360-704-5590	**Tiffany Runge** Court Administrator 7122 W Okanogan Pl. Suite A130 Kennewick, WA 99336-2359 tiffany.runge@co.benton.wa.us (509) 736-3071

19. ENTIRE AGREEMENT

This Agreement contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be considered to exist or to bind any of the parties to this agreement unless otherwise stated in this Agreement.

AGREED:

Administrative Office of the Courts	**Benton County**
Signature *Date*	*Signature* *Date*
Dawn Marie Rubio *Name*	*Name*
Administrator, AOC *Title*	*Title*

Approved as to form:

Reid Hay, Deputy Prosecuting Attorney

EXHIBIT A

WASHINGTON STATE LANGUAGE ACCESS INTERPRETER REIMBURSEMENT PROGRM FUNDING

FUNDING CONDITIONS AND PAYMENT STRUCTURE

The Language Access Reimbursement Program funding conditions and payment structure shall be as follows:

1. GENERAL FUNDING CONDITIONS

The Administrative Office of the Courts (AOC), will reimburse courts under this Agreement for the cost of spoken language interpretation and sign language interpretation and other goods and services that improve language access in the courts for Limited English Proficient (LEP), deaf, and hard of hearing persons. This includes interpreters credentialed by AOC (certified or registered), or otherwise court-qualified interpreters appointed pursuant to RCW 2.42 and RCW 2.43 under the following conditions listed under Section 2 “Qualifying Interpreter Events.”

It also includes goods and services that improve language access, listed under Section 3 “Language Access Items,” and services listed under Section 4 “Language Access Services”.

Courts shall work with AOC staff in determining whether an expense that is not explicitly mentioned below, qualifies as a reimbursable expense under the Agreement.

2. QUALIFYING INTERPRETING EVENTS

A. Spoken Language Interpreters Qualifying Events

AOC will reimburse courts under this Agreement for the cost of appointing AOC-credentialed or otherwise court-qualified interpreters pursuant to RCW 2.43 that meet one of the following conditions:

a) If there is at least one AOC credentialed interpreter in the language being used then reimbursement will only be provided for using an AOC credentialed interpreter who is credentialed in that language.

b) Compensation for interpreters for languages for which neither a certified interpreter nor registered interpreter is offered will be reimbursed where the interpreter has been qualified on the record pursuant to RCW 2.43.

c) Courts will not be reimbursed for events using non-AOC credentialed interpreters if there is one or more AOC credentialed interpreter listed for the language being used.

B. Sign Language Interpreters Qualifying Events

AOC will reimburse courts for 50% of the actual expenses for services of American Sign Language (ASL) interpreters and Certified Deaf Interpreters (CDI) pursuant to RCW 2.42 when the interpreter is listed with the Department of Social and Health Services, Office of Deaf and Hard of Hearing (DSHS, ODHH) as a court-certified interpreter.

The Office of Deaf and Hard of Hearing (ODHH) at the Department of Social and Health Services (DSHS) maintains a list of Certified Court Sign Language Interpreters. This list includes American Sign Language (ASL) interpreters and Certified Deaf Interpreters (CDI). To qualify for reimbursement, and event using an ASL and/or CDI interpreter from this list must be used.

Certified interpreters are listed under three categories:

- Specialist Certificate: Legal – SC: L
- RID Certification with SC: L written test
- Intermediary Interpreters (Deaf Interpreter)

The most up to date list can be found here:
https://fortress.wa.gov/dshs/odhhapps/Interpreters/CourtInterpreter.aspx

C. Staff Interpreters (Salaried Staff)

Reimbursement will be provided for salaried staff meeting the Qualifying Event conditions for the payment of credentialed spoken and sign language interpreters, as referenced in subsections 2.A and 2.B above.

D. Telephonic and Video Remote Interpreting and Services Outside of the Courtroom

AOC will reimburse local jurisdictions for using certified, registered, or otherwise qualified interpreters operating by telephone or video for court proceedings and other services provided to the public by the Court. The services must meet the Qualifying Event conditions for the payment of credentialed spoken and sign language interpreters, as referenced in subsections 2.A and 2.B above.

3. LANGUAGE ACCESS GOODS AND SERVICES

Courts can request reimbursement for the cost of goods and services that will help increase language access in the Court.

The items listed below are common goods and services that courts have used to increase language access and will be improved for reimbursement.

- Interpreter scheduling software or services
- Document translation
- Portable video device(s) for video remote interpreting
- Equipment used for simultaneous interpretation
- Printed signage for language assistance purposes
- Staff training on language access, interpreting, or bilingual skills improvement, for example:
    - Interpreters skills training for bilingual staff who want to become certified
    - Training for staff who are partly bilingual to improve their skills
    - General training on addressing language access issues.

Other examples can be found here:

https://www.nmcenterforlanguageaccess.org/cms/en/courts- agencies/about-language-access-basic-training

Items or services not listed above must be pre-approved (via email) by Language Access Interpreter Reimbursement Program staff prior to purchase or they may not qualify for reimbursement under the Program.

4. SCOPE OF REIMBURSEMENT FUNDING

Reimbursement payment under this Agreement will only be made to the Court when the cost is paid out of the budget or budgets, in the case of multi-court collaborative applicants of the Court responsible for full payment.

5. PAYMENT STRUCTURE

A. Reimbursement Rate

a) **Spoken Language Interpreters**

AOC will reimburse the Court for 50% of the cost of AOC certified, registered, or otherwise court-qualified interpreters providing services under this Agreement.

b) **Sign Language Interpreters**

AOC will reimburse the Court for 50% of the cost of certified and court-qualified interpreters providing services under this Agreement.

c) **Staff Interpreters (Salaried Staff)**

AOC will reimburse the Court for 50% of the cost of staff interpreters.

d) **Contracted Interpreters**

The cost of contract interpreters who are paid other than on an hourly basis, for example, on a half-day of flat rate basis, will be reimbursed at 50%.

e) **Remote Interpreting**

AOC will reimburse the Court for 50% of the cost of using certified, registered, or otherwise qualified interpreters providing interpretation by telephone or video.

f) **Cancellation Fees**

AOC will reimburse the Court for 50% of cancellation fees paid to interpreter.

B. Travel Time and Mileage

AOC will reimburse the Court at 50% of the cost of interpreter travel time and mileage.

Interpreter travel time is reimbursable if a required party fails to appear. “Failure to appear” means a non-appearance by the LEP or deaf or hard of hearing client, attorneys, witnesses, or any necessary party to a hearing, thereby necessitating a cancellation or continuance of the hearing. The Court can be reimbursed for 50% of the cancellation fees paid to the interpreter.

Exhibit B
Annotated Language Access Plan Template with Criteria for Approval

This document provides information about the criteria that the AOC will use to review and approve Language Access Plans (LAP) for courts in the reimbursement program. This document includes the LAP template with annotations related to the approval criteria. The criteria have been established by the Washington State Supreme Court Interpreter Commission and are primarily based on provisions laid out in RCW 2.43.090.

The criteria are located throughout the template in red text. The criteria are framed as a series of questions and are placed in the locations most likely to answer those questions. For example, the question *"Does the LAP identify a process for requiring and providing training to judges, court clerks, and other court staff?"* is located in **Section VI Training,** which directly relates to this question.

A few of the provisions have a broader scope and contain elements that could be addressed in multiple sections. For these provisions, the criteria are placed near the sections that most closely related to the topics.

Additional Resources

A non-annotated version of this document. Courts can use this template to create their individual LAPs. Also found as Appendix B in the Deskbook.

Deskbook on Language Access in Washington Courts
Comprehensive guide on providing language access and includes additional information and resources related to the LAP template.

RCW 2.43.090
State statues related to LAPs and provisions required by state law.

Language Access Plan Development Session
A video walk-through of the LAP template with guidance on each section.

DRAFT

Language Access Plan of *[name of your court]*

I. PURPOSE

This LAP sets forth the **[*name of court*]** policy and procedures for the provision of timely language access services that ensure access for all limited English proficient (LEP), deaf, hard of hearing, and deaf-blind (D/HH/DB) individuals who come in contact with [*name of your court*] services and programs. Language access services include both interpretation and translation services for LEP and D/HH/DB individuals.

II. COURT POLICY REGARDING LANGUAGE ACCESS SERVICES

Under Washington state law (chapters 2.42 and 2.43 RCW), Title VI of the Civil Rights Act of 1964 (Title VI), the Omnibus Crime Control and Safe Streets Act of 1968 (Safe Streets Act), the Americans with Disabilities Act (ADA), and the regulations implementing these federal laws, Washington courts are required to provide language access services to all LEP and D/HH/DB individuals in civil and criminal court proceedings and in all court-managed services and programs and to develop a written language access plan pursuant to RCW 2.43.090.

It is the policy of ***[name of court]*** to provide foreign language interpreter services at no cost to LEP parties, witnesses, victims, and others with an interest (e.g., parents, legal guardians, custodians) in all court proceedings and operations, both civil and criminal, other than when it is the responsibility of other government bodies pursuant to state law. It is also the policy of this court to provide sign language interpreting services at no cost to persons who are D/HH/DB as required under applicable state and federal statutes and regulations.

[Name of court] will provide accessible information to LEP and D/HH/DB persons on how to request these language assistance services and vital documents as part of its notice to the public about its language access services.

Although D/HH/DB individuals are covered under the ADA and chapter 2.42 RCW rather than Title VI and the Safe Streets Act, this plan covers language access services for both D/HH/DB and LEP individuals.

III. DATA COLLECTION AND NEEDS ASSESSMENT

Considerations for Approval
RCW 2.43.090 (1)(a)
Does the LAP:

- Identify how often language data is collected and reviewed.
- Identify the most commonly spoken languages in the service area.
- Identify the source of data. (optional)

The ***[designated language access office or person]*** for ***[name of court]*** will, on an annual basis, compile demographic data regarding the language needs of its community. The court will initially review data from sources such as the following [*check all that apply and delete those that are not relevant to your court jurisdiction*]:

- ☐ Most recent and relevant U.S. Census and American Community Survey (ACS)
- ☐ Local school district (list names of district(s))
- ☐ County health department
- ☐ Public Defender's Office/Office of Assigned Counsel
- ☐ Prosecuting Attorney's Office
- ☐ County or City Attorney's Office
- ☐ Local legal aid service providers and community-based organizations which focus their service provision on immigrant and refugee populations in order to identify possible immigration and new language trends [*list relevant community agencies, if any]*

This data will be analyzed annually to determine whether the court's allocation of language access resources is appropriate.

The [*name of your court*] will make every effort to track requests for language access services by [*check all that apply or delete those that are not relevant to your court*]:

- ☐ Language preference (both spoken, written, and signed)
- ☐ Case type (e.g. family law, criminal, housing, etc.)
- ☐ Proceeding (e.g. trial, arraignment, initial appearance, etc.)
- ☐ Location of service request (e.g. court hearing, ADR, clerk's office, etc.)
- ☐ Whether the language access service requested was granted or denied
- ☐ Reason for denial
- ☐ Other [*describe*]

In addition to mechanisms discussed under the identification of language needs section below, the ***[name of court]*** will track this internal data in a case management system where available, and/or case files if case management is not automated. On a yearly basis, the court will analyze the data collected to identify whether services requested are in fact provided, assist in the allocation of language access resources, and identify gaps in the provision of services to address future needs.

The ***[name of your court]*** will send the final data compilation and analyses in the form of a biennial report to the Washington State Court Interpreter Commission to assist the Commission in monitoring of the court's Language Access Plan, identification of interpreter training and certification strategies, and other tools to assist the AOC and local courts in the provision of language access services.

A. Identified Current Needs

The most current language need identification efforts undertaken by ***[name of court]*** shows the following ***[insert top five languages below]*** non-English languages, whether spoken or signed, that are most frequently used in our

geographic area:

- [*language xx*]
- [*language xx*]
- [*language xx*]
- [*language xx*]
- [*language xx*]

The most current language need identification efforts undertaken by ***[name of court]*** shows the following **[*insert top five languages below*]** foreign or sign languages that are most frequently used in our **court community**:

- [*language xx*]
- [*language xx*]
- [*language xx*]
- [*language xx]*
- *[language xx]*

B. Identified Future Needs (if any)

[Name of court] has identified the following emerging and/or additional languages among court users in the area for which resources will be needed in the future:

- [*language xx* or resource needed]
- [*language xx* or resource needed]
- [*language xx* or resource needed]

IV. LANGUAGE ASSISTANCE IDENTIFICATION AND RESOURCES

Considerations for Approval

RCW 2.43.090 (1)(a) and RCW 2.43.090 (1)(b)

Does the LAP:

- Establish procedures court staff will use to identify LEP persons and the languages needed. [Template, Section IV B]
- Establish a court process and mechanism for tracking requests for language services. (Specifically how the court tracks language needs).
- Refer to I-speak cards or other resources that are available for staff to identify the language needed. (optional)
- Identify an individual or department responsible for coordinating language access services and procedures for providing in-person, video remote, and telephonic interpreter services. (optional)

A. Designated Language Access Office [*or other name given by your court*]

The ***[name of court]*** has designated ***[include name of designated local Language Access Coordinator or Interpreter Coordinator]*** as the person

responsible for coordinating language access services and to whom requests for interpreters and other language access services may be addressed. This designated person is available to:

- Develop lists of interpreters and secure interpreter services
- Receive and track language assistance requests;
- Address gaps in interpreter services by conducting outreach as needed;
- Provide information to assist LEP and D/HH/DB individuals to secure language access services;
- Assist or provide referrals to attorneys, justice partners, and other relevant persons to secure language access services for their clients and constituents;
- Assist court staff with securing language access services; and
- Answer questions from LEP and D/HH/DB individuals, and the public at large, regarding the court's available language access services, including the court's language access resources such as translated materials, interpreter roster, language identification cards, and other resources identified in this Plan.

LEP and D/HH/DB individuals, attorneys, justice partners, government agencies, and any other entities in need of language access services for court programs or activities or to acquire such services or information for themselves or their clients, may contact:

[Name of person/office designated]
[Address]
[Phone number]
[Fax/Email]

B. Identification of Language Access Needs and Notice of Availability

LEP and D/HH/DB, individuals may come in contact with court personnel via the phone, TTY / TDD, in-person, or through other means. In addition, there are various points of contact within ***[name court here]*** where LEP individuals or persons who are D/HH/DB will be in contact with court staff. Sometimes people who need language access services, including translated documents, will not request these services because they do not realize that such services are available at no charge, or because they do not recognize the level of English-language proficiency or communication ability needed to effectively participate in the court program, court proceeding, or court services. The first step in providing language access services is to enable LEP individuals or persons who are D/HH/DB to properly identify their language needs.

As a first step towards ensuring that LEP and D/HH/DB individuals are able to properly identify their language needs and to request language access and assistance services, ***[name of court]*** has a legal obligation to provide accessible notice to the public of an individual's right to spoken and sign language interpreter services and to be provided vital documents in translated form

whenever necessary to access court proceedings and court-managed programs.

Considerations for Approval

RCW 2.43.090 (1)(c)

Does the LAP:

- Provide a description of how the court notifies court users of the right to and availability of interpreter services and how to request those services.
- Identify specific locations where the notice will be placed or acknowledge that the court will prominently display the translated notice in the languages identified in RCW 2.43.090 (1)(a).

1. **Identifying Language Needs at Points of Access**

[Name of court] will identify language access needs at all points of contact with the court, such as the following [*Check all that apply or delete those that are not relevant to your court*]:`

- ☐ Telephone calls to court staff.
  - [*insert court phone numbers*]
- ☐ Security screening at court house entrances at the following courthouses:
  - [*insert court locations where screening exists*]
- ☐ Clerks' Offices at the following locations:
  - [*insert court locations*]
- ☐ Jury Offices at:
  - [*insert court locations*]
- ☐ Court Records Office at:
  - [*insert court locations*]
- ☐ Cashier Offices at:
  - [*insert court locations*]
- ☐ Small Claims or Alternative Dispute Resolution Services at:
  - *[insert court locations*]
- ☐ Courtroom(s) at the following court houses:
  - [*insert court locations where courtrooms are situated]*
- ☐ Court Facilitator or pro se services provided by the court at:
  - [*insert court locations*]
- ☐ Court-managed programs and services at:
  - [*insert locations and services provided*]
- ☐ Other [*Describe other points of access and the locations]*

To ensure the earliest possible identification of the need for language access services, the **[*name of court]*** has established internal protocols with the various justice partners which routinely interact with this court in order for these partners to communicate to the appropriate court staff the needs of LEP or D/HH/DB participants who will be coming into contact with the court. While justice partners themselves may be under a separate legal obligation to provide language access services to their clients, the court will be notified of any services that fall under the responsibility of the court as early as possible so

services may be provided in a timely and efficient manner. Examples of justice partners to be notified include [*check all that apply or delete those that are not relevant to your court*]:

- ☐ Jail staff
- ☐ Domestic violence victim's advocate
- ☐ Attorney/public defender
- ☐ Court facilitator
- ☐ Law enforcement
- ☐ Other [*add any other justice partners*]

2. Notice of the Availability of Language Access Services

In order to facilitate the ability of LEP and D/HH/DB individuals to request their need for language access services, the **[*name of court*]** shall provide notice of the availability of language access services translated into Washington State's most frequently used languages that states:

"*You have the right to language access services at no cost to you. To request these services, please contact [insert designated language access office or appropriate contact here]".*

The **[*name of court*]** displays this notice on its website and at the following locations:

- [location xx]
- [location xx]
- [location xx]

Additionally, **[*name of court*]** has the following resources available at its points of contact, including those listed above when appropriate, to help LEP and D/HH/DB and court staff communicate with each other [*Check all that apply or delete those that are not relevant to your court*]:

- ☐ Language identification cards at all points of contact
- ☐ Multi-lingual notices at all appropriate points of contact notifying members of the public of their right to request an interpreter or other language assistance at any point during their contact with the court.
- ☐ Other [*Add any additional mechanism for self-identification for LEP and* D/HH/DB *persons*]: _____

When it appears that an individual has difficulty communicating due to a language barrier, **[*name of court*]** staff must inform the LEP or D/HH/DB person of his or her right to have language access services provided by the courts at no cost to them, even if the LEP or D/HH/DB person has not made a request for the language access services.

V. LANGUAGE ACCESS SERVICES

Considerations for Approval
RCW 2.43.090 (1)(b) and RCW 2.43.090 (1)(d).
Elements that address the criteria below may be found in multiple sections including Section III, Section IV, Section V and section VII.
Does the LAP:

- Establish a process the court will use to appoint and provide interpreter services in legal proceedings consistent with RCW 2.43.030.
- Establish procedures for providing timely language services outside of the courtroom.
- Identify a mechanism to identify and address delays in access to courts due to language barriers.
- Acknowledge the commitment to provide timely services. (optional)

Once the **[*name of court*]** staff has determined interpreter services are required for an LEP or D/HH/DB individual, court staff have access to the following procedures for securing an interpreter.

A. Language Access Services Inside the Court Room

1. Appointment of a Certified, Registered, or Qualified Interpreter for In Court Proceedings

The person responsible for appointing or securing the assistance of an interpreter at the [*name your court*] will comply with the following order of preference in appointing an interpreter as set forth in RCW 2.43.030(1)(b) and (2).

RCW 2.43.030(1) (b) states:

> An in-person Certified or Registered interpreter who has been credentialed by the Administrative Office of the Courts shall be appointed, whenever possible, unless good cause is found and noted by the appointing authority. "Good cause" includes, but is not limited to, a determination that:
>
> (i) Given the totality of the circumstances, including the nature of the proceeding and the potential penalty or consequences involved, the services of an in-person credentialed interpreter are not reasonably available to the appointing authority; or
> (ii) The current list of credentialed interpreters maintained by the Administrative Office of the Courts does not include an interpreter in the language spoken by the LEP.

RCW 2.43.030(2) states:

> If good cause is found for using an interpreter who is not credentialed by

the Administrative Office of the Court, the appointing authority shall make a preliminary determination that the proposed interpreter is able to interpret accurately all communications to and from such person in that particular proceeding. The appointing authority shall satisfy itself on the record that the proposed interpreter:

(a) Is capable of communicating effectively with the court or agency and the person for who the interpreter would interpret; and
(b) Has read, understands, and will abide by the code of ethics for language interpreters established by court rules.

In the event no in-person interpreter is available locally, the court or designated authority will weigh the need for moving forward with the proceeding against any possible negative consequences to the LEP or D/HH/DB person's ability to effectively participate in the proceedings through the use of a remote interpreter, as may be allowed by Washington court rule or law. When evidentiary matters are before the court, the court shall reschedule the hearing until an in-person interpreter is available, whether located in-state or out-of-state, and be made present at the hearing.

[*Name of your court*] will NOT appoint as interpreters anyone with a potential conflict of interest in the case, including the following: minors; friends and family of the LEP or D/HH/DB person; advocates and attorneys; justice partner bilingual staff; or anyone deemed unqualified after voir dire by the court.

2. Practices in the Appointment and Use of Interpreters

In appointing interpreters, staff at **[*name of court*],** will ensure that the interpreter and the LEP or D/HH/DB participant can effectively communicate. It is also the practice of **[*name of court*]** to:

- Make a determination of the appropriate number of interpreters that may be required for the proceeding. When the proper administration of justice so requires the court will appoint multiple or separate interpreters.

- For long hearing sessions or trials, appoint a team of two interpreters or if no second interpreter is available, allow the interpreter to have frequent breaks to avoid interpreting fatigue, ensure accuracy, and avoid subsequent errors.

- Only allow an LEP or D/HH/DB person to waive his or her right to the assistance of an interpreter if the waiver is knowing, voluntary, and on the record. The waiver of an interpreter may be rejected by the court or later revoked by the person.

- Require interpreters to provide sight translations for documents related to the court proceedings.

- Prohibit interpreters from assisting LEP or D/HH/DB with entering information on

court forms without the involvement of court staff in the completion of such forms.

- Provide sign language interpreters for jurors who are D/HH/DB when such persons are called and selected for jury service

3. Calendaring and Scheduling of Interpreters for In-court and Out-of-court Contacts

[*Name of court*] will provide interpreter services in a timely manner. In order to provide high quality language access services in an efficient manner**, [*Name of court*]** employs the following practices: [*check all that apply or delete those that are not relevant to your court*]

- Batching of matters for which an interpreter for a specific language is needed so long as this does not cause unnecessary delays in access and loss of remedies available to litigants, such as:
  - [*list any matters for which batching would be appropriate*]
- Coordinating calendars so an interpreter may be available for several matters in the same court location on the same day.
- Establishing systems so that an interpreter coordinator can easily dispatch an interpreter from one court location to another, or one courtroom to another, efficiently, such as:
  - [*list any systems*]
- Coordinating the use of interpreters so that when an interpreter is not busy in a courtroom proceeding he or she may be available in person or telephonically to assist in other court-managed services, such as clerk's offices, pro se clinics, etc.
- Creating a pool of interpreters who may be available by telephone or video to assist in non-evidentiary proceedings or other court programs.
- Other: [*Describe additional practices*]

4. Remote Interpreting

For short non-evidentiary hearings the **[*name of court*]** uses the following remote interpreting technologies: [*check all that apply or delete those that are not relevant to your court*]

- Video-remote interpreting (VRI)
- Telephonic interpreting provided by credentialed interpreters
- Telephonic interpreting agencies
- Other: [*Describe remote interpreting technologies*]

The policy or practice of the court with regard to the use of remote interpreting services is as follows: [*insert/attach your court's policy here, or if your court does not have policy, use the following points as a guide as it relates to remote interpreting*]

- Video remote and telephonic interpreting use will be consistent with GR 11.3 and will be used with caution. Generally, in-person interpreters are preferred.

- Telephonic interpreting will be a last resort for courtroom proceedings, and reserved for brief non-evidentiary proceedings such as continuances, given that non-verbal cues – not visible when on the telephone – are critical for communication. Telephonic interpreting can be particularly problematic in some circumstances such as for individuals who are deaf or hard of hearing, the elderly, those struggling with mental illness, quiet or nonverbally communicative individuals, and others.

- Video remote interpreting (VRI) will be used appropriately and will meet the requirements for providing effective communication, including,

    - Real-time, full-motion video and audio;
    - A clear, large image;
    - A clear transmission of voices;
    - Adequate training of staff in utilizing the equipment; and
    - Use of Certified interpreters with legal training

  in order to be an efficient and effective mechanism for providing language access services when an in-person interpreter is not available, or when only a non-credentialed interpreter is available in person (but a credentialed one is available via video).

The court requires training for staff and appointing authorities on VRI and telephonic interpreting, how to use the technologies, how to best utilize the remote interpreter, and what are appropriate events for such types of remote interpreting service. VRI shall not be the only option available to the court and should be used when in-person interpretation services are not available.

B. Language Services Outside the Courtroom

The **[*name of court*]** is responsible for taking reasonable steps to ensure that LEP, deaf and hearing impaired individuals have meaningful access to services outside the courtroom. It is the practice of the court to provide interpreters for court-managed services, programs and operations consistent with state and federal language access mandates. In compliance with such mandates, the court shall provide language access services at: [*check all that apply or delete those that are not relevant to your court]*

- Alternative dispute resolution programs
- Anger management class
- CASA Programs
- Cashiers
- Court-ordered visitation

- ☐ Court facilitator services
- ☐ Criminal diversion programs
- ☐ Family Team Decision Making
- ☐ Guardians Ad Litem
- ☐ Electronic home monitoring
- ☐ Information counters
- ☐ Intake or filing offices
- ☐ Juvenile detention
- ☐ Juvenile diversion programs
- ☐ Mandatory mediation
- ☐ Prostitute patron ("John") class
- ☐ Parenting classes
- ☐ Pro se clinics
- ☐ Probation offices
- ☐ Records rooms
- ☐ Other [*Describe additional locations*]

The court, in compliance with federal and state civil rights laws and regulations, shall provide the most appropriate language access service for these programs and services, including qualified interpreters, bilingual staff, and translated materials and information. When the most appropriate language access service is the appointment of a qualified interpreter, the court shall follow the guidelines described for the appointment of interpreters.

As noted in the policy interpretation section earlier, chapter 2.42 RCW requires that courts provide interpreters for persons who are D/HH/DB when they are required to attend court ordered-programs or services. In addition to the provision of qualified interpreters in all proceedings where required, court's bilingual staff may assist with language needs outside of court proceedings. Bilingual staff shall be trained to understand their role, how it differs from the role of an interpreter, and that staff are only used for basic communications.

C. Translated Forms and Documents

Considerations for Approval

RCW 2.43.090 (1)(e)

Does the LAP:

- Include procedures to evaluate the need for translation of written materials.
- Identify the languages for which translations will be prioritized.
- Identify a process for translation requests, maintenance, and quality.
- Identify how the public is provided access to printed materials where no translation is provided.
- Identify existing translated materials and a process for adding future translations as needed. (optional)
- Identify the qualification of translators and include a prohibition of machine translation. (optional)

The **[*name of court*]** understands the importance of translating forms, documents, and electronic materials into non-English languages, so that LEP individuals have greater access to the courts' services. Judicial and court staff shall not use web-based applications or software to process or provide translations for LEP individuals.

State forms which have been translated are available at www.courts.wa.gov/forms. Additional informational resources translated into Spanish include:

- A Guide to Washington State Courts / Guía de los Tribunale del Estado de Washington
- Self-Represented Persons in District Court / Personas que se representan a sí mismas en el Tribunal de Distrito
- Self-Represented Persons in Municipal Court / Personas que se auto representan en los Tribunales Municipales
- Self-Represented Persons in Superior Court Civil Proceedings / Personas que se auto representan en procedimientos civiles en el Tribunal Superior
- An Introduction to Small Claims Court / Una Introducción Al Juzgado De Demandas De Cuantía Menor

[If your court has translated forms, use this section below to identify the forms]:

The [*name of your court*] currently has the following forms translated into commonly used languages [*list any forms/pamphlets your court has translated or include a link to the webpage containing those forms*]:

- [X, Y and Z Criminal Court Forms have been translated into . . .]
- [X, Y and Z Domestic Abuse forms have been translated into. . .]
- [XX]
- [YY]

The court shall make available such forms at appropriate locations in its court system and on the court's website. Information posted on the court's website for such forms shall be made accessible in the language the form is translated into.

[If your court has not translated any local forms, use this section]
[*Name of court*] has not translated any local forms and relies solely on translated general pattern forms provided by the AOC. When translated forms are not available, this court may: [*check all that apply or delete those that are not relevant to your court]*

- ☐ Provide sight translation of the form using bilingual staff
- ☐ Provide information regarding the content of the form using bilingual staff.
- ☐ Have an in-person interpreter sight translate the form
- ☐ Refer LEP party to a community resource
- ☐ Use telephonic interpreting
- ☐ Other *[describe other practices]*

D. Providing Emergency Information to LEP Court Customers

The **[name of court]** is responsible for taking reasonable steps to ensure that LEP and D/HH/DB individuals have meaningful access to emergency information should an emergency situation arise. The court provides such information in the following ways:

- ☐ There are universally understood emergency signs located in the strategic places throughout the courthouse building;
- ☐ Emergency exits are clearly marked [possibly also in the most common non-English language(s) used in the area];
- ☐ Evacuation map(s) are located in visible public area points with an indication using the most common non-English language (in addition to English) spoken in the area to designate the evacuation map(s).
- ☐ Bilingual staff is informed and trained to provide emergency information.

VI. TRAINING

Considerations for Approval
RCW 2.43.090 (1)(f)
Does the LAP:

- Identify a process for requiring and providing training to judges, court clerks, and other court staff.
- Identify the topics of the training to include requirements of the language access plan and how to effectively access and work with interpreters.
- Identify procedures to ensure existing staff and new staff are trained in an ongoing manner. (optional)

The **[*name of court*]** is committed to providing training for all judicial and court staff members who come in contact with LEP and D/HH/DB individuals in order to ensure the successful delivery of language access services. The court will provide staff training on all requirements in this Language Access Plan. Additional training opportunities will include [*check all that apply or delete those that are not relevant to your court*]:

- ☐ Proper appointment and scheduling of interpreters for all court proceedings and court-managed programs and services
- ☐ How to voir dire a non-credentialed court interpreter
- ☐ Role of an interpreter, modes of interpreting, and interpreter ethics and professional standards
- ☐ Courtroom management when interpreters are used
- ☐ Use of remote technologies for interpreting
- ☐ Cultural competence
- ☐ Other *[describe other trainings]*

Training efforts will include an initial training for new staff on the requirements of the current Language Access Plan and an annual training for existing court personnel that addresses any revisions made to the Plan.

Resources and information regarding language access services, policies and procedures and tools for providing language assistance (such as bench cards, language identification guides, brochures, etc.) are available to all court staff and decision makers at: [*check all that apply or delete those that are not relevant to your court]*

- ☐ The court's intranet
- ☐ The court's Language Access Coordinator/Interpreter Coordinator [*or your name for designated office/person.*]
- ☐ Other [*list other resources*]

VII. COMPLAINT PROCESS FOR NON-COMPLIANCE

1. Complaints Against Local Court

This specific complaint process is designed to bring to the attention of the local court, and if necessary, the Commission, allegations filed by LEP or D/HH/DB parties that the local court is out of compliance with the its own Language Access Plan, any applicable federal statutes or regulations, state statutory provisions, such as chapters 2.42 or 2.43 RCW and/or any applicable state or local court rules. This is an informal process whereby the Commission may be involved in providing consultation and guidance to LEP parties and local courts in resolving and removing barriers to language access services and resources.

LEP and D/HH/DB individuals are encouraged to first file a complaint with the local court using local court customer complaint filing procedures. The local court complaint rules are as follows:

A. Local Court Complaint Process

(Court insert its local court complaint process here)

B. Complaint Filed with the Court Interpreter Commission (Optional)

1. Except in extraordinary circumstances, the complaint must be filed with the Commission by an aggrieved party within 60 days from the date of the events on which the complaint is based.

Within 3 business days of the receipt of the complaint against a local court, Commission staff will inform complainant, using the contact information provided by complainant, of their option to file their complaint with the Department of Justice and of the need to file such complaint within 180 days from the date of the alleged discrimination.

2. Complaints filed with the Court or the AOC must be in writing and must be signed. The complaint must include the following information:

a. A clear and brief description of the complaint and any evidence upon which the allegation is based, with relevant supporting documentation. The description and supporting evidence should include relevant facts that support the complaint that the court did not provide language access services;

b. If possible, the complaint should identify the section(s) of the court's plan, statutes or regulations alleged to have been violated and the time frame in which the lack of compliance is alleged to have occurred;

c. Disclosure of any other channels the complainant is pursuing, including legal action (optional); and

d. A statement authorizing the Commission to send a copy of the complaint to the court that is the subject of the complaint.

Complaints filed with the Interpreter Commission should be sent to:

Washington State Interpreter Commission
c/o Interpreter Commission Staff
Administrative Office of the Courts
PO Box 41170
Olympia, WA 98504-1170.

Or by contacting Robert W. Lichtenberg at 360-350-5373 by telephone or via email to Robert.Lichtenberg@courts.wa.gov

3. Interpreter Commission Complaint Review

a. The Commission shall determine whether the complaint alleges facts that raise issues relating to the court's compliance with its LAP,

federal civil rights laws, chapters 2.42 and/or 2.43 RCW or court rules. This determination shall be made within 10 business days of receiving the complaint. The Commission may request additional information from the complainant if appropriate. If the Commission concludes that the complaint does not raise issues relating compliance with the LAP, Title VI of the Civil Rights Act, chapters 2.42 and/or 2.43 RCW, the matter will be closed and the complainant will be notified of the decision.

b. If the Commission determines that the complaint may raise possible compliance issues, the complaint shall be sent to the court and a response requested. The Commission ordinarily will request the presiding judge of the court or their designee to respond within 30 days.

c. If the response from the court establishes that the court is not out of compliance with respect to the matters raised in the complaint, the Commission will close the matter.

   If the court's response does not clearly establish that it is operating in compliance with the matters raised by the complaint, the Commission may appoint a fact-finder to investigate the issues raised by the complaint and to report on the court's response, if necessary. The complaint, the court's response, and fact-finder's report, if any, shall be referred to the Commission for any further action deemed necessary by the Commission.

d. The person making the complaint will be notified promptly regarding the conclusion of the Commission's review.

VIII. PUBLIC NOTIFICATION AND EVALUATION OF LAP

A. LAP Approval & Notification

[*Name of court*] LAP has been approved by the [*Presiding Judge*, *Court Administrator, Court Manager, and/or County Clerk*], and a copy has been forwarded to Washington State Administrative Office of the Courts' Interpreter Program Coordinator. Any revisions to the Plan are to be submitted to the [*Presiding Judge, Court Administrator, Court Manager, and/or County Clerk*] for approval, and then forwarded to the Interpreter Program Coordinator. Copies of **[*name of court*]** LAP shall be provided upon request. In addition, the court shall post its LAP on its own website at: ***[Insert court's URL]***

B. Outreach and Communication of Plan

The **[*name of court*]** shall inform the public of the existence of the LAP and to

this end, the court will: [*check all that apply or delete those that are not relevant to your court*]:

- ☐ Collaborate with local bar associations, justice partners and other relevant organizations to ensure distribution of information.
- ☐ Translate vital outreach materials into the following languages:
  - [*Insert languages with high diffusion in the court's area to which vital documents and materials will be translated*].
- ☐ Use ethnic media outlets (print, audio, TV, and digital media) to communicate regarding their language access policies and administrate policies. The court has identified the following ethnic media outlets with whom it will collaborate:
  - *[Insert local, regional and or statewide media outlets].*
- ☐ Establish mechanisms for obtaining feedback from the public, attorneys and justice partners regarding the implementation and effectiveness of the administrative protocol and take this feedback into account at the yearly evaluation of the protocol.
- ☐ Other:

C. Annual Evaluation of the LAP

Considerations for Approval
RCW 2.43.090 (1)(g)
Does the LAP:

- Identify a process for ongoing plan evaluation and updating.
- Identify a process for monitoring implementation.
- Include the frequency of review, who is responsible for the review, and how the evaluation will incorporate stakeholder feedback. (optional)
- Include a process to assess utilization of interpreter services, including reports. (optional)

[Name of court] will conduct an annual needs assessment to determine whether changes to the LAP are needed. To this end, the court will continue to communicate on an ongoing basis with stakeholders, including LEP and D/HH/DB persons, attorneys, and the public in the following manner(s):

- [*Fill in the method for notifying stakeholders of protocol for needs assessment*].

This assessment will be done by reviewing various areas in which the court provides language access services, taking into consideration, at a minimum, the number of interpreters requested by language in the courts and the identification of emerging changes in the languages spoken or signed within the court's local population as identified by any informational means or by other methods. Elements of the assessment evaluation shall include [*check all that apply or*

delete those that are not relevant to your court]:

- ☐ Number of LEP or D/HH/DB persons requesting court interpreters;
- ☐ Assessment of current language needs to determine if additional services or translated materials should be provided;
- ☐ Assessing whether staff members adequately understand LAP policies and procedures and how to carry them out; and
- ☐ Gathering feedback from LEP, deaf and hearing impaired communities around the state.
- ☐ Identification of challenges or trends your court is experiencing with providing language access services.
- ☐ Other [*describe other assessments*]

Any revisions made to the Plan will be communicated to all court personnel, and an updated version of the plan will be posted on the court's web site. In addition, the ***[Name of court]*** will submit to the AOC a copy of any updated information contained in this LAP within 60 days of its approval by **[*Name of court or designated authority here].***

D. Ideas for Future Improvements in Language Access [Optional]

[*Name of court*] will review the results of its annual needs assessment and conduct the following activities *[Check all that apply]***:**

- ☐ Identify any challenges or trends your court is experiencing with providing language access services, sourcing of interpreters, document translation tasks, and website information that is accessible to LEP and D/HH/DB individuals.

- ☐ Engage in collaborative efforts with other courts to improve and coordinate interpreter scheduling where interpreter resources are shared.

- ☐ Identify and implement changes or improvements identified by your court to improve language access services that are within the scope of this LAP

- ☐ Other:

LAP Contact Person

State Contact:
Robert Lichtenberg
AOC Interpreter Program
1206 Quince Street SE
PO Box 41170
Olympia, WA 98504-1170

Local Contact:
[Insert Local Contact Information]

Robert.Lichtenberg@courts.wa.gov
(360) 350-5373

The effective date of this LAP plan is _____.

RESOLUTION

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON:

IN THE MATTER OF COUNTY FUNDS RE: TRANSFER OF FUNDS WITHIN TREASURER'S INVESTMENT POOL, FUND NUMBER 1090, DEPARTMENT NUMBER 000.

BE IT RESOLVED, by the Board of Benton County Commissioners, that funds shall be transferred as outlined in Exhibit "A", attached hereto.

Dated this _____ day of _____, _____

_____
Chairman of the Board

_____
Member

_____
Member

Constituting the Board of County Commissioners
of Benton County, Washington.

Attest: _____
Clerk of the Board

Veronica Bivins

cc: Dept., Auditor

EXHIBIT "A"

BENTON COUNTY LINE ITEM TRANSFER

Dept Name: | Dept Nbr: 000

Fund Name: Treasurer's Investment Pool | Fund Nbr: 1090

TRANSFER FROM:

BASE SUB (6 digit)	LINE ITEM (4 digit)	LINE ITEM NAME	AMOUNT
5142200	51509	Accounting Assistant III	$16
TOTAL			$16

TRANSFER TO:

BASE SUB (6 digit)	LINE ITEM (4 digit)	LINE ITEM NAME	AMOUNT
5142200	51925	Overtime	$16
TOTAL			$16

Explanation:

2021/2022 Budget: Transfer to cover minimal overtime expenses not included in original budget.

Prepared by: Kirsten Yniguez | Date: 13-Dec-2022

Approved ☐ Denied ☐ Date: _____

_____
Chairman

_____
Member

_____
Member

COMMISSIONERS' AGENDA ACTION SHEET

Meeting Date:	1-10-23
Subject:	Public hearing on Amendment to Ordinance 459
Presenter:	Josie Delvin
Prepared By:	Josie Delvin
Reviewed By:	Ryan Brown

PA Review, Approval to Form: ☒ Yes ☐ No ☐ N/A (*If no, include reasoning for no approval)*

Type of Agenda Item:	**Type of Action Needed:** *(Multiple boxes can be checked, if necessary)*	
☐ Consent Agenda	☐ Discussion Only	☐ Pass Motion
☒ Public Hearing	☐ Decision / Direction	☒ Pass Resolution
☐ Scheduled Business	☐ Sign Letter / Document	☒ Pass Ordinance
		☐ Execute Contract

Summary / Background Information

The Clerk is requesting an amendment to ordinance 459 which would allow an increase in the Courthouse Facilitator user fee. This would change the fee to $35.00 for each 30-minute session with the Facilitator.

The notice of public hearing was placed on the County website on 12/15/22 and posted in the Prosser Record Bulletin on 12/21/22.

Fiscal Impact

There is no fiscal impact. This is a separate budget, and the Courthouse Facilitator program is funded, in part, by this user fee.

Recommendation

The Benton County Clerk recommends passing the ordinance amendment and resolution.

Suggested Motion

Move that the amendments to ordinance No. 459 are hereby adopted as presented.

RESOLUTION

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON:

IN THE MATTER OF AMENDING ORDINANCE NO 459, RELATING TO THE USER FEE IMPOSED FOR THE COURTHOUSE FACILITATOR PROGRAM

WHEREAS, in accordance with the provisions of RCW 36.32.120, a public hearing to consider adopting the amended ordinance relating to the user fee for services rendered by the Courthouse Facilitator Program was advertised ten days prior to the public hearing. The hearing was held at 9:00 a.m., on January 10, 2023, in the office of the Benton County Commissioners, at the courthouse in Prosser, Washington; and

WHEREAS, Josie Delvin, Clerk of the Superior court, explained that RCW 26.12.240 authorizes the county legislative authority to impose a user fee for facilitator services in addition to a ten-dollar ($10.00) filing fee surcharge on all superior court cases filed under title 26 RCW. Said revenue shall be used for the fund expenses of the Courthouse Facilitator Program created to provide basic services to pro se litigants in family law cases; and

WHEREAS, Ms. Delvin informed the board that the user fee will be amended to thirty-five dollars ($35.00) for each thirty-minute consultation with the Courthouse Facilitator; and

WHEREAS, testimony was received from the Superior Court Clerk in favor of the proposed ordinance amendment, and the amendment is deemed to be in the best interest of the citizens of Benton County; NOW, THEREFORE,

BE IT RESOLVED, by the Board of Benton County Commissioners, that the amendments to Ordinance No. 459 are hereby adopted.

Dated this _____day of _____, 2023

_____
Chairman of the Board

_____
Member

_____
Member

Constituting the Board of County Commissioners of Benton County, Washington.

Attest:_____
Clerk of the Board

cc: Clerk (orig), M. Dolven, S. Godinez, Auditor

ORDINANCE NO._____

AN ORDINANCE relating to superior court fees, courthouse facilitator program, user fee; amending the section relating to definitions; amending the section relating to user fee imposed; amending Ordinance 407, Section 2, Ordinance 459, Section 2 and BCC 8.26B.020; and amending Ordinance 407, Section 3, Ordinance 459, Section 3 and BCC 8.26B.030.

BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF BENTON COUNTY, WASHINGTON:

SECTION 1. Ordinance 407, Section 2, Ordinance 459, Section 2 and BCC 8.26B.020 are hereby amended to read as follows:

DEFINITIONS. The following definitions shall apply for the purpose of this chapter:

(a) "Courthouse Facilitator Program" means the contract services authorized by General Rule 27 of a Court Facilitator, who may be a licensed attorney or non-attorney that is retained to provide such limited assistance to pro se family law litigants immediately prior to and at the domestic docket, ~~((and/or the contract services of a Clerk Facilitator, who is a non-attorney that will also provide such))~~ additional assistance authorized by General Rule 27 as requested in such cases in return for a user fee, and any other services authorized by resolution of the Benton County Board of Commissioners to be part of the Courthouse Facilitator Program authorized by RCW 26.12.240.

(b) "Family law cases" means superior court cases filed under Title 26 RCW.

(c) "Pro se litigant" means the person engaged in a legal proceeding who is representing himself/herself in the proceeding.

(d) "User fee" ((~~means the $40.00 charged per case for a pro se litigant to utilize the services of the Clerk Facilitator through December 31, 2007. Effective January 1, 2008, the "User Fee"~~)) shall be a ((~~twenty~~))thirty-five dollar ($((~~2~~))35.00) fee for an initial consultation of up to thirty minutes with the ((~~Clerk~~)) Court Facilitator and ((~~a fifteen dollar ($15.00)~~)) another thirty-five dollar ($35.00) fee for each subsequent thirty minute consultation with the ((~~Clerk~~)) Court Facilitator.

SECTION 2. Ordinance 407, Section 3, Ordinance 459, Section 3 and BCC 8.26B.030 are hereby amended to read as follows:

USER FEE IMPOSED. ((~~There is hereby imposed a user fee through December 31, 2007, of $40.00 for a pro se litigant to utilize the services of the Clerk Facilitator to assist users in cases filed under Title 26 RCW. Effective January 1, 2008,~~)) ((~~t~~))There shall be imposed a user fee of ((~~twenty~~))thirty-five dollars ($((~~2~~))35.00) for an initial consultation by a pro se litigant with the ((~~Clerk~~)) Court Facilitator for ((~~such~~)) assistance in cases filed under Title 26 RCW and an additional ((~~fifteen~~)) thirty-five dollar ($((~~1~~))35.00) fee for each subsequent consultation by such pro se litigant with the ((~~Clerk~~)) Court Facilitator.

SECTION 3. Severability. If any provision of this ordinance is declared unconstitutional, or the applicability thereof to any

person or circumstance is held invalid, the constitutionality of the remainder of the ordinance and the applicability thereof to other persons and circumstances shall not be affected thereby.

SECTION 4. Effective Date. This ordinance shall take effect and be in full force upon its passage and adoption.

ADOPTED AND PASSED this _____ day of _____.

_____
Chairman of the Board.

_____
Chairman Pro-Tem.

_____
Member.

Constituting the Board of
County Commissioners of
Benton County, Washington

Approved as to Form:

Ryan K Brown
_____
Deputy Prosecuting Attorney

Attest: _____
Clerk of the Board

COMMISSIONERS' AGENDA ACTION SHEET

Meeting Date:	1/10/2023
Subject:	Reclassification of the Code Enforcement Officer position to a Code Enforcement Supervisor and Salary Placement
Presenter:	E. Wyant; G. Wendt
Prepared By:	E. Wyant
Reviewed By:	C. Nave and M. Cooke

PA Review, Approval to Form: ☐ Yes ☐ No ☒ N/A *(If no, include reasoning for no approval)*

Type of Agenda Item:	**Type of Action Needed:** *(Multiple boxes can be checked, if necessary)*	
☐ Consent Agenda	☐ Discussion Only	☐ Pass Motion
☐ Public Hearing	☐ Decision / Direction	☒ Pass Resolution
☒ Scheduled Business	☐ Sign Letter / Document	☐ Pass Ordinance
		☐ Execute Contract

Summary / Background Information

Approved in the Public Safety Sales Tax budget was one Code Enforcement Officer I position at Grade 13 in the Planning Division. In an effort to enhance operations with the added position, the Community Development Department is requesting to reclassify the current Grade 14 Code Enforcement Officer position to a Code Enforcement Supervisor. Department leadership worked with HR to create a position classification description for the proposed Code Enforcement Supervisor position so HR could complete a compensation analysis. HR's recommendation is placement at Grade 16.

Fiscal Impact

The Code Enforcement Supervisor position is funded through current expense (Planning), and in coordination with Public Works, they plan to pay a portion of the increase, up to 20% of the total salary.

Recommendation

Recommend the Board of Benton County Commissioners approve the resolution reclassifying the Code Enforcement Officer position to a Code Enforcement Supervisor classification and salary placement as a Benton County Employees Non-Bargaining Grade 16.

Suggested Motion

Move to approve the reclassification of the Code Enforcement Officer position to a Code Enforcement Supervisor and salary placement as presented.

RESOLUTION

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON

IN THE MATTER OF RECLASSIFYING THE CODE ENFORCEMENT OFFICER POSITION TO A CODE ENFORCEMENT SUPERVISOR JOB CLASSIFICATION AND ESTABLISHING THE SALARY GRADE FOR THE CODE ENFORCEMENT SUPERVISOR POSITION IN THE PLANNING DEPARTMENT

WHEREAS, the Public Safety Sales Tax budget created the Code Enforcement Officer I position classification; and

WHEREAS, the Director of Community Development in an effort to enhance operations is requesting to reclassify the Code Enforcement Officer position to a Code Enforcement Supervisor; and

WHEREAS, the Human Resources Department worked with the Director of Community Development to create the classification description of the Code Enforcement Supervisor position; and

WHEREAS, it is recommended that the Code Enforcement Supervisor position be placed at a Grade 16 on the Benton County Employees Non-Bargaining Salary Schedule; **NOW THEREFORE**,

BE IT RESOLVED, the Board of Benton County Commissioners hereby approves the reclassification of the Code Enforcement Officer position to a Code Enforcement Supervisor; and

BE IT FURTHER RESOLVED, the Board of Benton County Commissioners hereby approves the attached Code Enforcement Supervisor classification description; and

BE IT FURTHER RESOLVED that the Board of Benton County Commissioners hereby approves the placement of the Code Enforcement Supervisor position on the Benton County Employees Non-Bargaining Salary Schedule at Grade 16; and

BE IT FURTHER RESOLVED that the Board of Benton County Commissioners retains the right to modify or repeal this determination at their discretion and without prior notification; and

cc: HR, Auditor

Prepared by: E. Wyant

BE IT FURTHER RESOLVED that this Resolution is not intended nor shall be interpreted as limiting or compromising the County's "at will" employer status.

Dated this_____ day of _____, 2023.

_____

Chairman of the Board

_____

Member

_____

Member

Attest.....

Clerk of the Board

Constituting the Board of Commissioners

of Benton County, Washington

cc: HR, Auditor

Prepared by: E. Wyant

TITLE: Code Enforcement Supervisor

DEPARTMENT: Community Development-Planning Division

REPORTS TO: Planning Manager

FLSA: Exempt

SUMMARY:

The Code Enforcement Supervisor performs advanced level professional code enforcement duties, including the enforcement of land use, zoning, building, public works, and other codes adopted by the County. Responds to, investigates, and resolves complaints. This position coordinates code compliance with county, state and federal agencies and participates in prosecution of violators, as necessary. This position supervises the duties and activities of the Code Enforcement Officer I.

EXAMPLES OF JOB DUTIES:

(Duties listed are illustrative and not intended as an exhaustive listing. This classification specification reflects the general concept and intent of the position and should not be construed as a detailed statement of all the requirement that may be inherent in the position.)

Plans, organizes, directs work assignments/schedules, evaluates progress, and shifts priorities for the programs, plans, requirements, and administration of services for the code enforcement program in accordance with related codes, ordinances, regulations, laws, and County guidelines, ensuring work is completed in a safe, efficient, and timely manner.

Participates in code enforcement program staff selection activities and provides recommendations in candidate selection, promotion, and discipline and provides or coordinates code enforcement program new employee orientation, including County and department policies and/or employee handbooks, and initial position task training.

Evaluates employee performance and provides consistent and timely performance feedback, coaching, performance evaluations, and improvement plans to employees in the code enforcement program. Provides support, identifies and coordinates training or development activities as needed to enhance employee’s effectiveness, and manages performance issues up to and including administering discipline and termination.

Monitors, reports, interprets, communicates, and recommends, makes, and/or leads changes to policies, procedures, or programs due to new trends, innovations, federal, state and local rules, laws, regulations, legislation, codes, and ordinances as they relate to the code enforcement program operation.

Acts as a representative of the County by representing the County in community and official meetings with other County departments, organizations, and professional groups on code enforcement matters.

Prepares, posts, and mails letters and orders relating to violations of county ordinances and other nuisance violations to ensure compliance with provisions of the county code and other applicable codes or laws in abatement procedures.

Inspects and reports on violation complaints to assure compliance with applicable codes and ordinances. Gathers evidence, issues notice to violation, and prepares written reports in accordance with procedures established by the County. Conducts follow-up inspections to assure that violations are corrected.

Documents inspection results and recommendations and maintains corresponding reports, records, and statistics. Prepares evidence, documentation, photos, and any other pertaining to enforcement activities.

Coordinates efforts with other departments to assure appropriate action and uniformity of interpretation, application, and enforcement of regulations and codes.

Provides information to complainants, code violators, county staff, and public by phone, email, or in the field regarding the complaint process, investigation results, abatement actions, building codes, regulations, policies, and zoning laws. Explains requirements and intent of codes and explains options and procedures for compliance.

Refers troublesome or non-complying cases to the applicable Department Manager for further action. Assists the Prosecutor's Office in the preparation of necessary documentation, presentation of evidence, and provides testimony and recommendation of dispositions to the court as required for case processing.

Pursues self-development and continuing personal development of skills and knowledge by attending ongoing educational workshops, reviewing professional publications, and establishing personal networks.

KNOWLEDGE, SKILLS, ABILITIES:

Proficient knowledge of modern principles, methods, and practices as it relates to area of assignment.

Proficient knowledge of Benton County business and financial acumen and the application and interpretation of Benton County policies and procedures and federal, state, and local rules, laws, regulations, legislation, codes, and ordinances as they relate to area(s) of assignment.

Proficient knowledge of principles and practices of management as applied to supervision, training, performance evaluations, program planning, staffing, budgeting, coordination, analysis, and evaluation of programs, policies, operational needs, and staff development.

Proficient troubleshooting skills to resolve issues or problems by analyzing trends and problems, identifying alternative solutions, interpreting compliance documentation, projecting consequences of proposed actions, and communicating and/or implementing recommendations in support of goals and maintaining compliance.

Proficient time management and mental and physical organization skills that support the ability to focus, have clarity, and use strategy to fulfill a variety of tasks successfully.

Proficient skills in Microsoft Office Suite, the internet for research and the ability learn and develop proficient skills in the County-wide enterprise resource planning software, and other online portals for state agencies.

Ability to exercise a high degree of independent judgment and discretion and maintain the confidentiality of sensitive and confidential information.

Ability to write and speak clearly and concisely and to express ideas and recommendations effectively, orally, and in writing.

Ability and willingness to establish and maintain communication and working relationships with peers, representatives from other agencies, vendors, public officials, and the general public using courtesy, tact, and good judgment.

Ability to effectively present information, findings, proposals, training, or other information to a variety of audiences by clearly articulating, engaging the audience, assessing the needs of the audience, and using appropriate materials to help audience understand the message.

Ability to identify and take advantage of opportunities, organize and prioritize several ongoing and frequently changing assignments to meet deadlines.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work may be performed in the following environmental conditions:
  - constantly: in an office environment, or in outdoor weather conditions, and near dirt, dust, grease, and oil when performing field work.
- The noise level in the general work environment is that of a standard office environment when working in the office, and the noise level can vary when working out in the field depending on the environment.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The person in this position must be able to

- spend the following amount of time in an activity:
  - constantly**:** talk or hear and use hands, fingers to handle or feel, or operate equipment or tools,
  - frequently**:** stand, walk, or sit for extended periods of time; climb, pull, push or balance, and
  - occasionally**:** stoop, kneel, crouch, or crawl; reach with hands and arms.
- carry or transport items:
  - frequently: between 11 and 50 pounds, and
  - occasionally: between 50 and 75 pounds.
- have close vision (1- 20 inches) and have the ability to adjust focus.

SPECIAL CONSIDERATIONS:

- May be required to travel occasionally within the local community, region, and across the state for meetings, requiring an overnight stay.

EDUCATION AND EXPERIENCE:

Associate's Degree.

Five years of code enforcement field experience.

One year of supervisory experience.

Or any combination of education and experience which would provide the applicant with the desired knowledge, skills, and abilities required to perform the job.

LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS:

Employment at Benton County is contingent upon the results of a background check and eligibility for coverage by the County's liability insurance carrier. Depending upon the position, background checks may include personal and professional references, social security verification, education and professional licensing verification, financial history, and criminal history.

Valid Washington State driver's license.

ICC Zoning Certification or ability to obtain within six months of employment.

COMMISSIONERS' AGENDA ACTION SHEET

Meeting Date:	1/10/2023
Subject:	Reclassification of the Code Enforcement Officer position to a Code Enforcement Supervisor and Salary Placement
Presenter:	E. Wyant; G. Wendt
Prepared By:	E. Wyant; L Ivey
Reviewed By:	C. Nave and M. Cooke

PA Review, Approval to Form: ☐ Yes ☐ No ☒ N/A *(If no, include reasoning for no approval)*

Type of Agenda Item:	**Type of Action Needed:** *(Multiple boxes can be checked, if necessary)*	
☐ Consent Agenda	☐ Discussion Only	☐ Pass Motion
☐ Public Hearing	☐ Decision / Direction	☒ Pass Resolution
☒ Scheduled Business	☐ Sign Letter / Document	☐ Pass Ordinance
		☐ Execute Contract

Summary / Background Information

Approved in the Public Safety Sales Tax budget was one Code Enforcement Officer I position at Grade 13 in the Planning Division. In an effort to enhance operations with the added position, the Community Development Department is requesting to reclassify the current Grade 14 Code Enforcement Officer position to a Code Enforcement Supervisor. Department leadership worked with HR to create a position classification description for the proposed Code Enforcement Supervisor position so HR could complete a compensation analysis. HR's recommendation is placement at Grade 16.

Fiscal Impact

The Code Enforcement Supervisor position is funded through current expense (Planning), and in coordination with Public Works, they plan to pay a portion of the increase, up to 20% of the total salary.

Recommendation

Recommend the Board of Benton County Commissioners approve the resolution reclassifying the Code Enforcement Officer position to a Code Enforcement Supervisor classification and salary placement as a Benton County Employees Non-Bargaining Grade 16.

Suggested Motion

Move to approve the reclassification of the Code Enforcement Officer position to a Code Enforcement Supervisor and salary placement as presented.

Move to approve the Transfer of Funds within Current Expense Fund 0010, Department 116 for Planning as presented.

Move to approve the Transfer of Funds within County Road Fund 1010, Department 500 as presented.

RESOLUTION

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON:

IN THE MATTER OF COUNTY FUNDS RE: TRANSFER OF FUNDS WITHIN COUNTY ROAD, FUND NUMBER 1010, DEPARTMENT NUMBER 500.

BE IT RESOLVED, by the Board of Benton County Commissioners, that funds shall be transferred as outlined in Exhibit "A", attached hereto.

Dated this _____ day of _____, _____

_____
Chairman of the Board

_____
Member

_____
Member

Constituting the Board of County Commissioners
of Benton County, Washington.

Attest: _____
Clerk of the Board

cc: Dept., Auditor

Linda Ivey

EXHIBIT "A"

BENTON COUNTY LINE ITEM TRANSFER

Dept Name: Road Dept Nbr: 500

Fund Name: County Road Fund Nbr: 1010

TRANSFER FROM:

BASE SUB (6 digit)	LINE ITEM (4 digit)	LINE ITEM NAME	AMOUNT
5437000	51905	Temporary Help	$30,420
TOTAL			$30,420

TRANSFER TO:

BASE SUB (6 digit)	LINE ITEM (4 digit)	LINE ITEM NAME	AMOUNT
5437000	51194	Code Enforcement Supervisor	$30,420
TOTAL			$30,420

Explanation:

2023/2024 Budget: The LIT budgets position 1194 Code Enforcement Supervisor, Grade 16 non barg effective 1/1/2023. The increase is budget neutral. Position 1194 is presently funded by the General Fund 0010 Planning Dept 116 and is requesting an increase in Grade. The requested Grade increase is funded by the Road Department, who will be paying a portion (up to 20%) of position 1194 wages with a revenue source.

Prepared by: Linda Ivey Date: 03-Jan-2023

Approved ❑ Denied ❑ Date: _____

_____
Chairman

_____
Member

_____
Member

COMMISSIONERS' AGENDA ACTION SHEET

Meeting Date:	1/10/2023
Subject:	Reclassification of the Code Enforcement Officer position to a Code Enforcement Supervisor and Salary Placement
Presenter:	E. Wyant; G. Wendt
Prepared By:	E. Wyant; L Ivey
Reviewed By:	C. Nave and M. Cooke

PA Review, Approval to Form: ☐ Yes ☐ No ☒ N/A *(If no, include reasoning for no approval)*

Type of Agenda Item:	**Type of Action Needed:** *(Multiple boxes can be checked, if necessary)*	
☐ Consent Agenda	☐ Discussion Only	☐ Pass Motion
☐ Public Hearing	☐ Decision / Direction	☒ Pass Resolution
☒ Scheduled Business	☐ Sign Letter / Document	☐ Pass Ordinance
		☐ Execute Contract

Summary / Background Information

Approved in the Public Safety Sales Tax budget was one Code Enforcement Officer I position at Grade 13 in the Planning Division. In an effort to enhance operations with the added position, the Community Development Department is requesting to reclassify the current Grade 14 Code Enforcement Officer position to a Code Enforcement Supervisor. Department leadership worked with HR to create a position classification description for the proposed Code Enforcement Supervisor position so HR could complete a compensation analysis. HR's recommendation is placement at Grade 16.

Fiscal Impact

The Code Enforcement Supervisor position is funded through current expense (Planning), and in coordination with Public Works, they plan to pay a portion of the increase, up to 20% of the total salary.

Recommendation

Recommend the Board of Benton County Commissioners approve the resolution reclassifying the Code Enforcement Officer position to a Code Enforcement Supervisor classification and salary placement as a Benton County Employees Non-Bargaining Grade 16.

Suggested Motion

Move to approve the reclassification of the Code Enforcement Officer position to a Code Enforcement Supervisor and salary placement as presented.

Move to approve the Transfer of Funds within Current Expense Fund 0010, Department 116 for Planning as presented.

Move to approve the Transfer of Funds within County Road Fund 1010, Department 500 as presented.

RESOLUTION

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON:

IN THE MATTER OF COUNTY FUNDS RE: TRANSFER OF FUNDS WITHIN CURRENT EXPENSE, FUND NUMBER 0010, DEPARTMENT NUMBER 116.

BE IT RESOLVED, by the Board of Benton County Commissioners, that funds shall be transferred as outlined in Exhibit "A", attached hereto.

Dated this _____ day of _____, _____

_____
Chairman of the Board

_____
Member

_____
Member

Constituting the Board of County Commissioners
of Benton County, Washington.

Attest: _____
Clerk of the Board

cc: Dept., Auditor

Linda Ivey

EXHIBIT "A"

BENTON COUNTY LINE ITEM TRANSFER

Dept Name: Planning Dept Nbr: 116

Fund Name: Current Expense Fund Nbr: 0010

TRANSFER FROM:

BASE SUB (6 digit)	LINE ITEM (4 digit)	LINE ITEM NAME	AMOUNT
5246000	51194	Code Enforcement Officer	$152,088
TOTAL			$152,088

TRANSFER TO:

BASE SUB (6 digit)	LINE ITEM (4 digit)	LINE ITEM NAME	AMOUNT
5246000	51194	Code Enforcement Supervisor	$152,088
TOTAL			$152,088

Explanation:

2023/2024 Budget: The LIT budgets to reclassify position 1194 Code Enforcement Officer, Grade 14 non barg, to Code Enforcement Supervisor, Grade 16 non barg effective 1/1/2023. The increase in grade is budget neutral. The increase is funded by the Road Department, who will be paying a portion (up to 20%) of position 1194 wages with a revenue source.

Prepared by: Linda Ivey Date: 03-Jan-2023

Approved ❑ Denied ❑ Date: _____

_____
Chairman

_____
Member

_____
Member

COMMISSIONERS' AGENDA ACTION SHEET

Meeting Date:	1/10/2023
Subject:	Creation of Code Enforcement Officer I Position Classification and Salary Placement
Presenter:	E. Wyant; G. Wendt
Prepared By:	E. Wyant
Reviewed By:	C. Nave and M. Cooke

PA Review, Approval to Form: ☐ Yes ☐ No ☒ N/A *(If no, include reasoning for no approval)*

Type of Agenda Item:	**Type of Action Needed:** *(Multiple boxes can be checked, if necessary)*	
☐ Consent Agenda	☐ Discussion Only	☐ Pass Motion
☐ Public Hearing	☐ Decision / Direction	☒ Pass Resolution
☒ Scheduled Business	☐ Sign Letter / Document	☐ Pass Ordinance
		☐ Execute Contract

Summary / Background Information

Approved in the Public Safety Sales Tax budget was one Code Enforcement Officer I position at a Grade 13 in the Planning Division. The Community Development Department worked with HR to create a position classification description for the position, so HR could complete a compensation analysis. HR's recommendation for the Code Enforcement Officer I position is at Grade 13.

Fiscal Impact

No supplement required

Recommendation

Recommend the Board of Benton County Commissioners approve the resolution creating the Code Enforcement Officer I classification and salary placement as a Benton County Employees Non-Bargaining Grade 13.

Suggested Motion

Move to approve the classification of the Code Enforcement Officer I position, and salary placement as presented.

RESOLUTION

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON

IN THE MATTER OF CREATING THE JOB CLASSIFICATION AND ESTABLISHING THE SALARY GRADE FOR THE CODE ENFORCEMENT OFFICER I POSITION IN THE PLANNING DEPARTMENT

WHEREAS, the Human Resources Department worked with the Director of Community Development to create the classification description of the Code Enforcement Officer I position; and

WHEREAS, it is recommended that the Code Enforcement Officer I position be placed at a Grade 13 on the Benton County Employees Non-Bargaining Salary Schedule; **NOW THEREFORE**,

BE IT RESOLVED, the Board of Benton County Commissioners hereby approves the attached Code Enforcement Officer I classification description; and

BE IT FURTHER RESOLVED that the Board of Benton County Commissioners hereby approves the placement of the Code Enforcement Officer I position on the Benton County Employees Non-Bargaining Salary Schedule at Grade 13; and

BE IT FURTHER RESOLVED that the Board of Benton County Commissioners retains the right to modify or repeal this determination at their discretion and without prior notification; and

BE IT FURTHER RESOLVED that this Resolution is not intended nor shall be interpreted as limiting or compromising the County's "at will" employer status.

Dated this_____ day of _____, 2023.

_____

Chairman of the Board

_____

Member

_____

Member

Attest.....

Clerk of the Board

Constituting the Board of Commissioners

of Benton County, Washington

cc: HR, Auditor

Prepared by: E. Wyant

TITLE: Code Enforcement Officer I

DEPARTMENT: Community Development-Planning Division

REPORTS TO: Code Enforcement Supervisor

FLSA: Non- Exempt

SUMMARY:

The Code Enforcement Officer I performs a variety of code enforcement duties, including the enforcement of land use, zoning, building, public works, and other codes adopted by the County. This position responds to, investigates, and resolves complaints, coordinates code compliance with County, State and Federal agencies and participates in prosecution of violators, as necessary.

EXAMPLES OF JOB DUTIES:

(Duties listed are illustrative and not intended as an exhaustive listing. This classification specification reflects the general concept and intent of the position and should not be construed as a detailed statement of all the requirement that may be inherent in the position.)

Prepares, posts, and mails letters and orders relating to violations of county ordinances and other nuisance violations to ensure compliance with provisions of the county code and other applicable codes or laws in abatement procedures.

Inspects and reports on violation complaints to assure compliance with applicable codes and ordinances. Gathers evidence, issues notice to violation, and prepares written reports in accordance with procedures established by the County. Conducts follow-up inspections to assure that violations are corrected.

Documents inspection results and recommendations and maintains corresponding reports, records, and statistics. Prepares evidence, documentation, photos, and any other pertaining to enforcement activities.

Coordinates efforts with other departments to assure appropriate action and uniformity of interpretation, application, and enforcement of regulations and codes.

Provides information to complainants, code violators, county staff, and public by phone, email, or in the field regarding the complaint process, investigation results, abatement actions, building codes, regulations, policies, and zoning laws. Explains requirements and intent of codes and explains options and procedures for compliance.

Refers troublesome or non-complying cases to the applicable Department Manager for further action. Assists the Prosecutor's Office in the preparation of necessary documentation, presentation of evidence, and provides testimony and recommendation of dispositions to the court as required for case processing.

Pursues self-development and continuing personal development of skills and knowledge by attending ongoing educational workshops, reviewing professional publications, and establishing personal networks.

KNOWLEDGE, SKILLS, ABILITIES:

General knowledge of modern principles, methods, and practices as it relates to area of assignment.

General knowledge of Benton County business and financial acumen and the application and interpretation of Benton County policies and procedures and federal, state, and local rules, laws, regulations, legislation, codes, and ordinances as they relate to area(s) of assignment.

General troubleshooting skills to resolve issues or problems by analyzing trends and problems, identifying alternative solutions, interpreting compliance documentation, projecting consequences of proposed actions, and communicating and/or implementing recommendations in support of goals and maintaining compliance.

General time management and mental and physical organization skills that support the ability to focus, have clarity, and use strategy to fulfill a variety of tasks successfully.

General skills in Microsoft Office Suite, the internet for research and the ability learn and develop proficient skills in the County-wide enterprise resource planning software, and other online portals for state agencies.

Ability to exercise a high degree of independent judgment and discretion and maintain the confidentiality of sensitive and confidential information.

Ability to write and speak clearly and concisely and to express ideas and recommendations effectively, orally, and in writing.

Ability and willingness to establish and maintain communication and working relationships with peers, representatives from other agencies, vendors, public officials, and the general public using courtesy, tact, and good judgment.

Ability to effectively present information, findings, proposals, training, or other information to a variety of audiences by clearly articulating, engaging the audience, assessing the needs of the audience, and using appropriate materials to help audience understand the message.

Ability to identify and take advantage of opportunities, organize and prioritize several ongoing and frequently changing assignments to meet deadlines.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work may be performed in the following environmental conditions:
  - constantly: in an office environment, or in outdoor weather conditions, and near dirt, dust, grease, and oil when performing field work.
- The noise level in the general work environment is that of a standard office environment when working in the office, and the noise level can vary when working out in the field depending on the environment.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The person in this position must be able to

- spend the following amount of time in an activity:
  - constantly**:** talk or hear and use hands, fingers to handle or feel, or operate equipment or tools,
  - frequently**:** stand, walk, or sit for extended periods of time; climb, pull, push or balance, and
  - occasionally**:** stoop, kneel, crouch, or crawl; reach with hands and arms.
- carry or transport items:
  - frequently: between 11 and 50 pounds, and
  - occasionally: between 50 and 75 pounds.
- have close vision (1- 20 inches) and have the ability to adjust focus.

SPECIAL CONSIDERATIONS:

- May be required to travel occasionally within the local community, region, and across the state for meetings, requiring an overnight stay.

EDUCATION AND EXPERIENCE:

High School diploma or G.E.D.

One year of code enforcement, law enforcement, or related experience.

Or any combination of education and experience which would provide the applicant with the desired knowledge, skills, and abilities required to perform the job.

Associate's Degree preferred.

LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS:

Employment at Benton County is contingent upon the results of a background check and eligibility for coverage by the County's liability insurance carrier. Depending upon the position, background checks may include personal and professional references, social security verification, education and professional licensing verification, financial history, and criminal history.

Valid Washington State driver's license.

ICC Zoning Certification or ability to obtain within six months of employment.

COMMISSIONERS' AGENDA ACTION SHEET

Meeting Date:	1/10/2023
Subject:	Creation of Chief Appraiser Position and Elimination of Vacant Appraiser Positions
Presenter:	B. Spencer and E. Wyant
Prepared By:	E. Wyant
Reviewed By:	B. Spencer

PA Review, Approval to Form: ☐ Yes ☐ No ☒ N/A *(If no, include reasoning for no approval)*

Type of Agenda Item:	**Type of Action Needed:** *(Multiple boxes can be checked, if necessary)*	
☐ Consent Agenda	☐ Discussion Only	☐ Pass Motion
☐ Public Hearing	☐ Decision / Direction	☒ Pass Resolution
☒ Scheduled Business	☐ Sign Letter / Document	☐ Pass Ordinance
		☐ Execute Contract

Summary / Background Information

The Assessor has identified areas where he can create operational efficiencies within his office and be able to do so without a negative budget impact. The proposed re-organization would create a Chief Appraiser position, which was a position that previously existed in the office until it was eliminated in 2015, and would eliminate two appraiser positions, one Commercial Appraiser, and one Residential Appraiser, which are currently unfilled.

Fiscal Impact

No supplement required

Recommendation

Recommend the Board of Benton County Commissioners approve the resolution creating the Chief Appraiser classification and salary placement as a Benton County Employees Non-Bargaining Grade 18 and approve the LIT to fund the position.

Suggested Motion

I move to approve the Chief Appraiser classification description and salary schedule placement as presented.

I move to approve the LIT to fund the Chief Appraiser position.

RESOLUTION

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON

IN THE MATTER OF CREATING THE JOB CLASSIFICATION AND ESTABLISHING THE SALARY GRADE FOR THE CHIEF APPRAISER POSITION WITHIN THE ASSESSOR'S OFFICE

WHEREAS, the Human Resources Department worked with the Assessor to create the classification description of the Chief Appraiser position; and

WHEREAS, it is recommended that the Chief Appraiser position be placed at a Grade 18 on the Benton County Employees Non-Bargaining Salary Schedule; **NOW THEREFORE**,

BE IT RESOLVED, the Board of Benton County Commissioners hereby approves the attached Chief Appraiser classification description; and

BE IT FURTHER RESOLVED that the Board of Benton County Commissioners hereby approves the placement of the Chief Appraiser position on the Benton County Employees Non-Bargaining Salary Schedule at Grade 18; and

BE IT FURTHER RESOLVED that the Board of Benton County Commissioners retains the right to modify or repeal this determination at their discretion and without prior notification; and

BE IT FURTHER RESOLVED that this Resolution is not intended nor shall be interpreted as limiting or compromising the County's "at will" employer status.

Dated this_____ day of _____, 2023.

_____

Chairman of the Board

_____

Member

_____

Member

Constituting the Board of Commissioners

of Benton County, Washington

Attest.....

Clerk of the Board

cc: HR, Auditor, Assessor

Prepared by: E. Wyant

TITLE: Chief Appraiser

DEPARTMENT: Assessor

REPORTS TO: Chief Deputy Assessor

FLSA: Exempt

SUMMARY:

The Chief Appraiser plans, supervises, and performs the field appraisal operations of the Assessor's office as delegated by the Assessor. This position provides supervision, administrative direction and necessary coordination for all personnel appraising real property.

EXAMPLES OF JOB DUTIES:

(Duties listed are illustrative and not intended as an exhaustive listing. This classification specification reflects the general concept and intent of the position and should not be construed as a detailed statement of all the requirement that may be inherent in the position.)

Conducts, coordinates, and/or supervises research and analysis of market and field data to develop schedules, cost tables, and new value calculation programs.

Creates annual Property Tax Roll and directs and performs the work of inspections and market analysis of County property and performs a statistical analysis and valuation of the remaining zones and new construction, submitting all data in an Annual Revaluation Plan to the state.

Creates, develops, monitors, evaluates, and implements improvements to the annual Appraisal program for the County Assessor’s office.

Communicates verbal or written technical information, advice, instruction, and direction to assigned Appraisal program staff and in response to questions from property owners.

Provides information and the general administration of the Change of Value process for property owners including presenting information to the Board of Equalization.

Plans, organizes, and directs the integration and application of Geographic Information System (GIS) to assist Appraisal program staff in the valuation process and analysis of data.

Participates in Appraisal program staff selection activities and provides recommendations in candidate selection, promotion, and discipline and provides or coordinates Appraisal program new employee orientation, including County and department policies and/or employee handbooks, and initial position task training.

Evaluates employee performance and provides consistent and timely performance feedback, coaching, performance evaluations, and improvement plans to employees in

the Appraisal program. Provides support, identifies and coordinates training or development activities as needed to enhance employee's effectiveness, and manages performance issues up to and including administering discipline and termination.

Monitors, reports, interprets, communicates, and recommends, makes, and/or leads changes to policies, procedures, or programs due to new trends, innovations, federal, state and local rules, laws, regulations, legislation, codes, and ordinances as they relate to the Appraisal program operation. Develops, implements, monitors, evaluates, and makes improvements to ensure efficiency and effectiveness of the Appraisal program performance standards, processes, policies, and procedures.

In the absence of the Assessor, or at their direction, may represent or accompany the Assessor at the County Board of Equalization, State Board of Tax Appeals and in Superior Court.

Pursues self-development and continuing personal development of skills and knowledge by attending ongoing educational workshops, reviewing professional publications, and establishing personal networks.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work may be performed in the following environmental conditions:
  - frequently in an office environment and in outdoor weather conditions.
- The noise level in the general work environment is moderate as a standard business office.

SPECIAL CONSIDERATIONS
The person in this position is frequently required to travel within the local community for meetings or site visits.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The person in this position must be able to
- spend the following amount of time in an activity:
  - constantly: sitting for extended periods of time; talk or hear; use hands and/or fingers to handle, feel, or operate equipment or tools.
  - occasionally**:** stand or walk for extended periods of time and stoop, kneel, crouch, or crawl.
- Carry or transport up to 10 pounds occasionally.
- Perceive and detect objects in close and distant range and have depth perception.

KNOWLEDGE, SKILLS, AND ABILITIES:

Expert knowledge and application of complex statistical theory.

Expert knowledge of modern principles, methods, and practices of an appraisal assessment program including real and personal property appraisal, computer assisted appraisal processes, the use of Marshall and Swift Estimator, and fee appraisals submitted by property owners in the appeal process.

Expert knowledge of real estate appraisal laws and regulations as applied to residential, commercial and industrial properties, and economic, environmental, and related factors involved in the valuation of properties.

Proficient knowledge of Benton County business and financial acumen and the interpretation and application of Benton County policies and procedures and federal, state, and local rules, laws, regulations, legislation, codes, and ordinances as they relate to area(s) of assignment.
Expert knowledge of principles and practices of management as applied to supervision, training, performance evaluations, program planning, staffing, budgeting, coordination, analysis, and evaluation of programs, policies, operational needs, and staff development.

Expert project management skills including creating scope and sequence, communication, leadership (providing direction, vision, and coaching team, sound judgment, issue and conflict resolution, effective decision making), negotiation, team building, use of project management tools and techniques, organizational savvy, personal organization, risk management, and breadth in real and personal property appraisals.

Expert skills in troubleshooting and resolving issues or problems by analyzing problems, identifying alternative solutions, interpreting compliance documentation, projecting consequences of proposed actions, and implementing recommendations in support of goals.

Expert time management and mental and physical organization skills that support the ability to focus, have clarity, and use strategy to fulfill a variety of tasks successfully.

Expert computer skills and proficiency in Word, Excel, Outlook, and the internet for research. The ability to learn and develop proficient skills in the current County-wide resource planning, appraisal, and mapping software and systems.

Ability to read maps, legal descriptions, blueprints, building plans and specifications, and determine property to be appraised and how easements, encumbrances, and zoning influence value. Ability to examine site plans to help determine development potential or impacts to that potential development.

Ability to apply appraisal principles and techniques to provide an equitable and justifiable appraisal of real and personal property and explain appraisal and assessment methods and determinations to others.

Ability to exercise a high degree of independent judgment and discretion and maintain the confidentiality of sensitive and/or confidential information.

Ability to write and speak clearly and concisely and to express ideal and recommendations effectively orally and in writing.

Ability and willingness to establish and maintain communication and working relationships with peers, representatives from other agencies, vendors, public officials, and the general public using courtesy, tact, and good judgment.

Ability to lead the Appraisal program by remaining open to new ideas and approaches, managing change, solving problems and making decisions, managing politics and influencing others, taking risks and innovating, setting vision and strategy, managing the work, demonstrating commitment to staff development, communicating information and expectations often and openly, enhancing business skills and knowledge, understanding and navigating the organization, and creating a feeling of succeeding and failing together.

EDUCATION AND EXPERIENCE:

Bachelor's Degree from an accredited college/university.

Minimum of six years' experience as a mass appraising real property appraiser, at least two years of which must have been mass appraisals of commercial or industrial properties.; or any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job.

LICENSES, CERTIFICATES & OTHER REQUIREMENTS:

Employment at Benton County is contingent upon the results of a background check and eligibility for coverage by the County's liability insurance carrier. Depending upon the position, background checks may include personal and professional references, social security verification, education and professional licensing verification, financial history, and criminal history.

Valid Washington State Driver's License if operating a vehicle for County business.

Possession of the following Washington State certifications:
Residential Property Appraiser, Real Property Appraiser, and/or IAAO Course I, IAAO Course III, 301, or 302. Real Estate Appraiser Certification preferred, but not required.

COMMISSIONERS' AGENDA ACTION SHEET

Meeting Date:	1/10/2023
Subject:	Creation of Chief Appraiser Position and Elimination of Vacant Appraiser Positions
Presenter:	B. Spencer and E. Wyant
Prepared By:	E. Wyant
Reviewed By:	B. Spencer

PA Review, Approval to Form: ☐ Yes ☐ No ☒ N/A *(If no, include reasoning for no approval)*

Type of Agenda Item:	**Type of Action Needed:** *(Multiple boxes can be checked, if necessary)*	
☐ Consent Agenda	☐ Discussion Only	☐ Pass Motion
☐ Public Hearing	☐ Decision / Direction	☒ Pass Resolution
☒ Scheduled Business	☐ Sign Letter / Document	☐ Pass Ordinance
		☐ Execute Contract

Summary / Background Information

The Assessor has identified areas where he can create operational efficiencies within his office and be able to do so without a negative budget impact. The proposed re-organization would create a Chief Appraiser position, which was a position that previously existed in the office until it was eliminated in 2015, and would eliminate two appraiser positions, one Commercial Appraiser, and one Residential Appraiser, which are currently unfilled.

Fiscal Impact

No supplement required

Recommendation

Recommend the Board of Benton County Commissioners approve the resolution creating the Chief Appraiser classification and salary placement as a Benton County Employees Non-Bargaining Grade 18 and approve the LIT to fund the position.

Suggested Motion

I move to approve the Chief Appraiser classification description and salary schedule placement as presented.

I move to approve the LIT to fund the Chief Appraiser position.

RESOLUTION

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON:

IN THE MATTER OF COUNTY FUNDS RE: TRANSFER OF FUNDS WITHIN CURRENT EXPENSE FUND NUMBER 0010 DEPARTMENT NUMBER 101

BE IT RESOLVED, by the Board of Benton County Commissioners, that funds shall be transferred as outlined in Exhibit "A", attached hereto.

Dated this _____ day of _____, _____

_____
Chairman of the Board

_____
Member

_____
Member

Constituting the Board of County Commissioners
of Benton County, Washington.

Attest: _____
Clerk of the Board

cc: Dept, Auditor, File

prepared by: Danielle Hayes

EXHIBIT "A"

BENTON COUNTY BUDGET ADJUSTMENT

Dept Name: Assessor Dept Nbr: 101

Fund Name: Current Expense Fund Nbr: 0010

TRANSFER FROM:

BASE SUB (6 digit)	LINE ITEM (4 digit)	LINE ITEM NAME	AMOUNT
5142400	51106	Residential Appraiser II	$98,511
5142400	51120	Commercial Appraiser	$108,630
TOTAL			$207,141

TRANSFER TO:

BASE SUB (6 digit)	LINE ITEM (4 digit)	LINE ITEM NAME	AMOUNT
5142400	51781	Chief Appraiser	$207,141
TOTAL			$207,141

Explanation:

2023/2024 Budget: The Assessor requests a budget neutral reorganization. Request is to add position 51781 Chief Appraiser, Grade 18 non-barg position. Position 51106 Residential Appraiser II and Position 51120 Commercial Appraiser will be vacated/end 12/31/2022.

Prepared by: Danielle Hayes Date: 12/21/22

Approved ❑ Denied ❑ Date: _____

_____
Chairman

_____
Member

_____
Member

COMMISSIONERS' AGENDA ACTION SHEET

Meeting Date:	January 10, 2022
Subject:	Amending Bylaws & Rules of Procedure for the Board of Benton County Commissioners
Presenter:	Commissioner Jerome Delvin
Prepared By:	Cami McKenzie
Reviewed By:	Jerrod MacPherson

PA Review, Approval to Form: ☐ Yes ☐ No ☒ N/A *(If no, include reasoning for no approval)*

Type of Agenda Item:	**Type of Action Needed:** *(Multiple boxes can be checked, if necessary)*	
☐ Consent Agenda	☐ Discussion Only	☒ Pass Motion
☐ Public Hearing	☐ Decision / Direction	☒ Pass Resolution
☒ Scheduled Business	☐ Sign Letter / Document	☐ Pass Ordinance
		☐ Execute Contract

Summary / Background Information

The Board desires to amend the Bylaws & Rules of Procedure for the Board of Benton County Commissioners as follows:

- Amend section 3.1 relating to "Regular Commission Meetings" to allow regular meetings outside the county seat, per RCW 36.32.080(3);
- Amend section 5.1 relating to "Order of Business and Agenda" to include the "Pledge of Allegiance", to move the "Public Comment" after "Review Agenda", and to move some language related to "Other Business" to the final paragraph; and
- Amend section 5.2 related to "Agenda" to reflect the current requirements more accurately for placing items on the agenda.

Fiscal Impact

None

Recommendation

Recommend the Board amend the Bylaws & Rules of Procedure for the Board of Benton County Commissioners.

Suggested Motion

I move to approve the attached Resolution Amending the Bylaws and Rules of Procedure for the Board of Benton County Commissioners; Repealing and Superseding Resolution 2019-737 as presented.

RESOLUTION

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON:

IN THE MATTER OF AMENDING THE BYLAWS AND RULES OF PROCEDURE FOR THE BOARD OF BENTON COUNTY COMMISSIONERS; REPEALING AND SUPERSEDING RESOLUTION 2019-737

WHEREAS, the Board of Benton County Commissioners desires to amend section 3.1 relating to "Regular Commission Meetings" to allow regular meetings outside the county seat, per RCW 36.32.080(3); and

WHEREAS, the Board of Benton County Commissioners desires to amend section 5.1 relating to "Order of Business and Agenda" to include the "Pledge of Allegiance", to move the "Public Comment" after "Review Agenda", and to move some language related to "Other Business" to the final paragraph; and

WHEREAS, the Board of Benton County Commissioners desires to amend section 5.2 related to "Agenda" to reflect the current requirements more accurately for placing items on the agenda; **NOW, THEREFORE**,

BE IT RESOLVED the Board adopts this Resolution and the attached Bylaws and Rules of Procedure, and that such replaces the Bylaws and Rules of Procedure adopted by the Board pursuant to Resolution 2019-737 and that Resolution 2019-737 is hereby repealed and superseded by this Resolution.

Dated this . . . . . day of . . . . . 2023.

Chairman of the Board

Chairman Pro Tem

Member

Constituting the Board of County Commissioners of Benton County, Washington

Attest: . . . . . .
Clerk of the Board

cc: Cmnrs, All Departments, Intranet (Policies & Procedures) McKenzie

2023

BOARD OF BENTON COUNTY COMMISSIONERS

BYLAWS AND RULES OF PROCEDURE

TABLE OF CONTENTS

1. Authority 2
2. General Rules 2
3. Meetings 3
4. Chair and Duties 4
5. Order of Business and Agenda 5
6. Minutes Policy 6
7. Ordinances, Resolutions, and Motions 7
8. Legal Advice and Confidential Information 8
9. Citizens' Rights 8
10. Amendment of These Rules 8

1. AUTHORITY

1.1 **Resolution:** The Board of Benton County Commissioners (the "Commission" or "Board") may by resolution determine its own rules of conduct and rules of procedure for meetings in accordance with state law. The following set of rules shall be in effect upon their adoption by the Commission and until they are amended, or new rules adopted in the manner provided by these rules.

2. GENERAL RULES

2.1 **Meetings to be Public:** All meetings of the Commission shall be open to the public except for the executive sessions, as allowed by law.

2.2 **Quorum:** Except as otherwise allowed by state law, two commissioners shall be in attendance to constitute a quorum and be necessary for the transaction of business.

2.3 **Commissioners' Meeting Minutes:** Minutes of all proceedings of the Commission shall be kept by the Clerk of the Board and shall be the official record of the Commission (see Section 6). Media recordings of such meetings shall be made and kept for as long a period as required by state law.

2.4 **Right of Floor:** Any member desiring to speak on the subject under consideration shall be recognized at a time determined by the Chair.

2.5 **County Administrator:** The County Administrator shall attend all meetings of the Commission unless excused by the Commission. The County Administrator shall keep the Commission fully advised as to the general condition, finances, and needs of Benton County (the "County"). At the discretion of the Commission, the County Administrator may make recommendations to the Commission and may take part in discussion on all matters concerning the welfare of the County.

2.6 **Clerk of the Board:** The Clerk of the Board (the "Clerk") shall keep minutes of the meeting and perform such other duties as may be required by the County Administrator. The Clerk shall decide on all matters regarding parliamentary procedure. However, he or she may seek the advice of the Prosecuting Attorney's Office and/or a Registered Parliamentarian.

2.7 **Rules of Order:** The current edition of "Robert's Rules of Order Newly Revised", in the possession of the Clerk shall govern the meetings and deliberations of the Commission, except as they may conflict with these rules.

2.8 **Adjournment; Motion to Adjourn:** A motion to adjourn shall be in order at any time, except as follows:

2.8.1 When made as an interruption of a member while speaking;

2.8.2 When the previous question has been ordered or called for; or

2.8.3 When a vote is being taken.

A formal motion to adjourn and terminate the meeting is required if there is not clear consensus to adjourn a meeting via an implicit motion. To adjourn a meeting for continuation to a later time, a formal motion shall be made specifying the requested time and place for the continuation. A motion to adjourn is debatable only as to whether the adjournment is proper and as to the time to which the meeting is adjourned.

2.9 **Reconsideration:** After decision by the Commission on any question, any member who voted with the prevailing side may move a reconsideration of any action during the same meeting or at a subsequent meeting.

2.10 **Recusal:** If a member decides to recuse himself or herself from an issue, his or her recusal and the reasons therefore shall be stated on the record by the recusing member and shall remain in effect for all discussions and decisions on that issue until such issue is resolved. The member shall state their recusal on the record each time the issue is before the Board and shall not be present during any executive sessions regarding the issue.

3. MEETINGS

3.1 **Regular Commission Meetings:** The Commission shall meet every Tuesday at 9:00 a.m. in the Commissioners' Conference Room of the Benton County Courthouse in Prosser for a regular Commission meeting. When a holiday falls on a Monday or Tuesday, the regular Commission meeting for that week shall be automatically cancelled, unless otherwise provided by motion. The Commission may cancel regular meetings by a motion or by written notice issued by the Clerk or Executive Assistant for the Board at the direction of the County Administrator.

Per RCW 36.32.080(3), the Board of Benton County Commissioners may hold regular meetings outside of the county seat, but within the county no more than once per calendar quarter, if the Commission determines that holding a meeting at an alternate location would be in the interest of supporting greater citizen engagement in local government. Notice of any regular meeting held pursuant to RCW 36.32.080(3) must be given at least thirty (30) days prior to the time of the meeting specified in the notice.

For any regular Commission meeting held outside the county seat, the Commission will meet on Tuesday at 9:00 a.m. in the Commissioners' Hearing Room of the Benton County Administration Building in Kennewick.

3.2 **Special Meetings:** Special meetings may be called by the Chair or the majority of the Board of Commissioners. At the request of the Chair or two members of the Board, the Clerk or Executive Assistant shall prepare a written notice of the special meeting, stating the time, place, and subject, and deliver written notice personally by mail, by fax, or by electronic mail, upon each of the Commissioners at least 24 hours before the time of such meeting.

Although not required for the meeting to be valid, the Clerk or Executive Assistant shall also attempt to notify each member of the Commission by telephone or otherwise, of the special meeting. The required written notice shall be waived for any member who arrives at the meeting at the time it convenes or who provides a written waiver of the notice to the Clerk or Executive Assistant at or prior to the time the meeting convenes.

The Clerk or Executive Assistant shall also give written notice of the special meeting to local media (TV, radio, and newspaper) which has filed with the Clerk or Executive Assistant a written request to be notified of special meetings, to be delivered personally by mail, by fax, or by electronic mail at least 24 hours before the time of such meeting. The Board of Commissioners **shall not** discuss or make final disposition of any matter not mentioned in the notice. The notices required herein may be dispensed with under the circumstances set forth in RCW 42.30.080 as now in effect or as hereafter amended.

3.3 **Adjourned Sessions:** Any session of the Commission may be continued or adjourned from day to day or for more than one day in accordance with the terms of Section 2.8 hereof and RCW 42.30.090 as now in effect or as hereafter amended, including any requirement of posting an order or notice of adjournment.

3.4 **Executive Sessions:** Executive sessions will be held in accordance with the provisions of the Washington State Open Meetings Act. No executive sessions will be held pursuant to RCW 42.30.110(1)(i), unless an attorney employed or appointed by the Prosecuting Attorney's Office is present.

3.5 **Attendance at Meetings by Conference Telephone:** Members of the Board may participate at any Special Meeting (including emergency meetings) by means of a conference telephone or similar communications equipment by means of which all persons participating in the meeting and in the audience, if any, can hear each other at the same time. Members may also participate at Regular Meetings by such means unless objected to by a majority of the Board. Participation in a meeting by such means shall constitute presence in person at such meeting.

4. CHAIR AND DUTIES

4.1 **Chair:** The Chair shall satisfy his or her duties set forth in RCW 36.32.100 as now in effect or as hereafter amended. Despite the duty of the Chair to sign on behalf of the County, all members voting in the majority to approve an action or document have the authority to also sign such document in addition to the Chair.

4.2 **Call to Order:** The meetings of the Board shall be called to order by the Chair or, in his or her absence, by the Chair Pro Tem.

4.3 **Preservation of Order:** The Chair shall preserve order and decorum and confine debate to the question under discussion (i.e., order of the day). The Chair should keep the meeting on time but be flexible when necessary.

4.4 **Points of Order:** The Chair shall consider and rule on all points of order, subject to the right of any member to appeal the Chair's decision to the entire Board. Prior to the Board appealing the decision, it can seek the advice of the Clerk. An appeal to reverse the decision of the Chair requires a second and must be voted on.

4.5 **Introduction of Motions:** The purpose of a motion is to bring the subject before the Board. All debate and discussion regarding a motion must wait until after the motion has been introduced, seconded, and the Chair has called for discussion. All motions shall be clearly stated in full. "So moved" is not a motion. The Clerk may request that long motions be presented in writing.

4.6 **Powers of the Chair:** The Chair may move, second, and debate from the chair, subject to the same considerations imposed on all members by Robert's Rules and shall not be deprived of any of the rights and privileges of a member because of his or her acting as the Chair.

4.7 **Press Conferences/Special Dedications - Notice to Members:** The Chair, or any individual member of the Board at the direction of the Chair or the majority of the Board, may convey a formal opinion or decision of the Commission at press conferences and special dedications, and shall give at least 24-hour notice to all members of his or her intent to hold any such press

conference or make special dedication on behalf of the County. Each member of the Board must approve any exceptions to the 24-hour notice verbally or in writing.

4.8 **Correspondence:** Any correspondence going out under the direction of the Board shall be on Board letterhead. Any correspondence authored by an individual commissioner and not approved by the Board shall go out on letterhead with that commissioner's name and not be on Board letterhead.

4.9 **Committee Appointments:** The Chair may make recommendations for committee appointments.

5. ORDER OF BUSINESS AND AGENDA

5.1 **Order of Business:** The business of all regular meetings of the Board shall be transacted in the following order unless the Board, by a majority vote of the members present, suspends the rules and changes the order:

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
4. Review Agenda
5. Public Comment
6. Review and Approval of Consent Agenda
7. Public Hearings
8. Scheduled Business
9. Other Business
10. Executive Sessions
11. Adjournment

The consent agenda may contain items that are of a routine and non-controversial nature and may be accepted by consent of the Board by a single vote without reading. If a member of the Board requests such reading, such a request shall be granted. Any item on the consent agenda may be removed and considered separately at the request of any individual Board member.

The other business agenda may not include any monetary or contractual obligations to be approved without County Administrator or Office of Budget and Finance prior review.

5.2 **Agenda:** The County Administrator is responsible for placing and removing all items on the agenda. Complete agenda packets must be submitted for review to the Commissioners' Office in electronic format only, as a single PDF file, to commissioners.review@co.benton.wa.us no later than 5:00 p.m. on the Friday prior to the final deadline.

Once approved for final submission, the complete agenda packet must be submitted in electronic format AND hard copy no later than 5:00 p.m. on the Tuesday preceding the meeting date; hard copies must be submitted to the Commissioners' Office at the Prosser Courthouse and electronic copies must be submitted as a single PDF file to commissioners.agenda@co.benton.wa.us.

Failure to comply with these deadlines without the consent of the County Administrator shall result in removal of the agenda item. The County Administrator shall arrange a list of such matters according to the order of business and, at the request of the Chair, may review such matters with the Chair before final approval.

The Executive Assistant shall furnish each member of the Board, the County Administrator, County personnel, and all news media (pursuant to a written request) a copy of the agenda by 5:00 p.m. on the Thursday preceding the meeting.

6. MINUTES POLICY

6.1 Content of the Minutes

6.1.1 The first paragraph should contain the following information: type of meeting, name of the board, date, time, and place of the meeting, and the members and parties present.

6.1.2 The minutes generally should contain a summarized record of what was done at the meeting, not what was said by the members. Minutes will not usually be typed verbatim; however, verbatim excerpts can be inserted at the Clerk's discretion. Members of the Commission can request additional verbatim excerpts from the Clerk, but they will not be considered part of the minutes nor attached to the minutes, unless typed by the Clerk during the meeting. No individual member shall instruct the Clerk as to the contents of the minutes. Any corrections or suggestions shall be in writing, presented at the time of approval, and approved by the Board.

6.1.3 The body of the minutes should contain a separate paragraph for each subject matter. Motions will name the mover, seconder, and show how each motion was adopted with the facts as to whether the motion may have been debated or amended. Motions will be indicated in bold and underlined and resolutions will be listed separately at the end of the minutes. The minutes should identify the item of business before the board, summarize discussions on the item, and describe the exact disposition of any action, clearly indicating what was done, by whom, and why.

6.1.4 The last paragraph contains the time of adjournment.

6.1.5 The minutes are closed with the signature and title of the Chair and Clerk.

6.1.6 An action follow-up sheet, if one is necessary, will be attached to the draft minutes as a reminder to the Board and employees in the Commissioners' office.

6.2 Approval of Minutes

6.2.1 Minutes must be approved as read or as corrected.

6.2.2 If minutes are approved by general consent, no motion is required unless a member specifically requests one. The Chair may assume this motion and indicate that if there are

no corrections, the minutes are approved, or that if there are no further corrections, the minutes are approved as corrected.

6.2.3 Once the minutes are approved, the Clerk shall post the approved minutes on the Benton County website.

6.2.4 The approved minutes are then printed onto the journal pages and prepared for signature by the Chair and Clerk.

6.2.5 Approved minutes may be corrected by motion whenever a typographical or clerical error is found, regardless of the time elapsed. Correction of minutes after they have been approved requires a "Motion to Amend Something Previously Adopted" and majority vote.

6.2.6 Nothing may be erased from the journal. Corrections must be made in the margin along with a notation, which states: "Amended, see minutes of _____." (Write in the meeting date at which the Motion to Amend Something Previously Adopted was made and approved.) If material is expunged (stricken from the record), a line is drawn through the words that are expunged.

7. ORDINANCES, RESOLUTIONS, AND MOTIONS

7.1 **Form:** Ordinances, resolutions, and accompanying documents shall be presented to the Board in writing following proper format.

7.2 **Funding:** All resolutions authorizing the expenditure of money shall include the exact source of the funds to be expended.

7.3 **Ordinances - Introduction:** All proposed ordinances must be prepared under the direction of and approved as to form by the Prosecuting Attorney's Office. The department requesting the ordinance shall attach a summary of the provisions thereof and any proposed amendments to an existing ordinance; such summary shall indicate the change to be made and the name of the department or party requesting the proposed ordinance.

7.4 **Recording of Votes:** The ayes and nays shall be recorded upon the passage of all ordinances and resolutions in the official record of the Board.

7.5 **Tie Vote:** In the event of a tie on any motion when only two members are present at the meeting, the motion shall be postponed to the next appropriate meeting.

7.6 **Numbering Ordinances and Resolutions:** The Clerk shall assign a number (in consecutive order) to each ordinance or resolution.

7.7 **Ordinance and Resolution Passage Procedure:** When passed by the Board, an ordinance or resolution shall be signed by a majority of the Board members or the Chair and be attested to by the Clerk. It shall immediately be filed and thereafter preserved in the office of the Commissioners.

7.7.1 Absent. If a commissioner is absent, the Clerk shall affix their name stamp stating "absent" on the signature line on all documents approved on that date.

7.7.2 Opposed. If a commissioner opposes the ordinance, resolution, or document, the Clerk shall affix their name stamp stating "opposed" on the signature line.

8. LEGAL ADVICE AND CONFIDENTIAL INFORMATION

8.1 **Requests for Legal Opinions:** Upon receipt of a written legal opinion from the Prosecuting Attorney's Office relating to County business addressed to any Board member, the written legal opinion shall be distributed to all members of the Board, except those that have recused themselves from deliberations on the subject matter of the opinion.

8.2 **Confidentiality:** No member of the Commission may make a disclosure of confidential information gained because of the member's position on the Board without a motion by the Commission approving such disclosure. If there is any uncertainty whether information is confidential, the Board member shall seek advice from the Prosecuting Attorney's Office.

9. CITIZENS' RIGHTS

9.1 **Public Comment:** Any member of the public not scheduled on the agenda but desiring to address the Board by oral communication may do so during the Public Comment portion of the agenda.

9.2 **Manner of Addressing the Board During Public Comment:** Each person addressing the Board shall step up to the microphone, give his or her name and address in an audible tone of voice for the record and, unless further time is granted by the Board, shall limit their remarks to three minutes. All remarks shall be addressed to the Board as a body, and not to any member thereof. No questions shall be asked of the Board members, except through the Chair. The Board would then determine the proper disposition of the issue.

9.3 **Scheduled Business – Public Comment:** If the Board allows public comment during scheduled business, the comments should be limited to the time allotted on the agenda for the scheduled business.

9.4 **Written Communications:** Interested parties, or their authorized representatives, may address the Board by written communication regarding any matter concerning the County's business at any time by mail or through the Clerk or Executive Assistant. Copies must be distributed to the Board members and are subject to public review and request.

10. AMENDMENT OF THESE RULES

10.1 **Amendment of These Rules:** These rules may be amended, or new rules adopted, by the Board; provided, the proposed amendments or new rules may only be passed at a Board meeting with all members present at the time the issue is initially discussed.