



Pacific County Courthouse



Wahkiakum County Courthouse

LOCAL COURT RULES OF THE SUPERIOR COURT FOR PACIFIC AND WAHKIAKUM COUNTIES

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LOCAL COURT RULES OF THE SUPERIOR COURT FOR PACIFIC AND WAHAKIAKUM COUNTIES

The following are the Local court Rules for the Superior Court of Pacific County and Wahkiakum County. The court may modify or suspend any of these rules in any given case upon good cause being shown or the court's motion.

Contact information:

Pacific/Wahkiakum Court Administration:

Phone: 360-875-9328

Website: pacificcountysuperiorcourt.info/contact

Pacific County Clerk:

Phone: 360-875-9320

Website: pacificcountyclerk.com

Email: clerk@co.pacific.wa.us

Wahkiakum County Clerk:

Phone: 360-795-3558

Website: www.co.wahkiakum.wa.us

Email: superiorcourt@co.wahkiakum.wa.us

LOCAL GENERAL RULES (LGR)

LGR 1: SESSIONS, MOTION DAYS AND CALENDARS

- A. SESSIONS.** The court shall be in session on all judicial days from 9:00 a.m. to 12:00 noon and from 1:30 p.m. to 4:00 p.m. Cases may be set by the court for other dates and times. The court shall be in session beginning at 9:30 a.m. on Motion Day (9:30 a.m. in Wahkiakum County). All trials and hearings will be set for 9:00 a.m. unless otherwise ordered by the court. In the event of a conflict that prevents the second day of a trial from commencing at 9:00 a.m., the parties will be expected to be available to begin the trial later in the day or week.
- B. SPECIAL CHRISTMAS EVE HOURS.** The court and the Pacific/Wahkiakum Clerk shall be open yearly from 8:30 a.m. to 10:30 a.m. on the last day of work before Christmas Day.
- C. DOMESTIC/FAMILY LAW DOCKET.** To view the current Pacific and Wahkiakum domestic docket calendar, please visit: <https://pacificcountysuperiorcourt.info>
All matters shall be scheduled for 9:00 a.m. If a trial is scheduled later in the day on the regular Domestic docket and the case settles, counsel or the parties shall re-note the matter for 9:00 a.m. as soon as practicable.
- D. JUVENILE AND DEPENDENCY DOCKETS.** The Court Administrator will schedule (*in advance*) a specific day each month for juvenile offender cases and a specific day for dependency hearings. The Juvenile Office shall set all juvenile matters on the designated juvenile offender day at 9:00 a.m., except that the Prosecuting Attorney may set first appearance matters. Dependency actions shall be put on the designated monthly dependency day at 9:00 a.m. Dependency actions or juvenile trials that require more than one hour on the docket shall be noted for 10:00 a.m., unless otherwise set by the court, by counsel for the respondent or the party requesting the case be tried. If a juvenile trial is scheduled for later in the day on the regular juvenile docket and the case settles, counsel for the respondent must re-note the matter for 9:00 a.m. and advise all the parties, including witnesses, as soon as practicable.
- E. PACIFIC COUNTY MOTION DAYS**
- Fridays:
- Adoptions (closed courtroom) at 9:00 a.m.
 - Civil Motions at 9:00 a.m.
 - Juvenile/Dependency Motions at 10:00 a.m.
 - Special Sets – 11:00 a.m. (must be approved by Court Administration)
 - Criminal Motions at 1:30 p.m.

Domestic/Family Law matters shall not be scheduled on the regular civil docket, except as approved by the Court Administrator's Office. Oral argument shall be limited to 10 minutes per side, except as allowed otherwise.

Motion Day may be conducted on another day of a particular week by court order. The previous Thursday may be designated Motion Day when a holiday falls on Friday. If the holiday falls on a Thursday and Friday, the last Wednesday may be designated as a Motion Day.

F. WAHIAKUM COUNTY MOTION DAYS

Motion days are scheduled on alternating Mondays but may change due to holidays and vacation schedules. Criminal matters are heard at 9:30 a.m., and all other matters are heard at 10:30 a.m. unless otherwise ordered by the court.

G. EX PARTE MATTERS. Ex Parte matters may be filed with the Clerk’s office with a fee according to [RCW 36.18.016\(12\)](#), or presented to the Judge in chambers, if available. Counsel shall call the Court Administrator’s Office in advance to schedule presentations. Emergency matters may be presented at any time. They may be presented to a Judge Pro Tem or a Court Commissioner if the court is unavailable. Attorneys should not ask the court for ex parte orders without notice to opposing counsel if counsel has appeared formally or informally. All orders must be filed with the Clerk forthwith when signed.

H. REMOTE APPEARANCES. With approval of the court, motions and hearings may be heard by remote conference or set on days other than motion days. Remote hearings may be approved only if there will be no testimony or significant oral argument. Request for consideration of a remote appearance must be sent by email to the Court Administrator’s Office at least five business days before any scheduled hearing date. Details of the hearing and reason(s) for the request to appear remotely must be provided on the request form. The Court Administrator’s Office will respond with the court’s decision by email. If approved and applicable, the non-refundable fee for these arrangements and the call cost is \$25.00 and must be paid to the Clerk’s Office before the hearing. Fee exceptions are listed on the request form.

I. INTERPRETERS. In all cases where an interpreter is required, it shall be the responsibility of the person requesting an interpreter to make arrangements to have an interpreter present at hearings by contacting the Court Administrator’s Office. It shall be the requesting party’s responsibility to notify Court Administration 48 hours before any change of hearing date(s) that require an interpreter. Failure to do so may result in sanctions, including, but not limited to, imposition of monetary penalties against the party not in compliance with this rule.

J. FAILURE TO COMPLY. Failure to comply with these rules may result in the imposition of costs or sanctions upon the motion of any party or the court’s order.

[Amended effective July 2, 2018, February 5, 2019, September 1, 2019, September 1, 2021, September 1, 2022, September 1, 2023, September 1, 2025]

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LOCAL ADMINISTRATIVE RULES (LAR)

LAR 1: LAW LIBRARY

- A. ONLINE ACCESS.** The law library room is adjacent to the Superior Court Administration Office, with a terminal for online access to legal resources such as Westlaw. [Contact Court Administration](#) to schedule a date and time for terminal access. **Online access is only available in Pacific County.*
- B. LAW BOOKS.** Volumes shelved in the courtroom or court’s chambers shall not be removed from the area of the chambers or courtroom without permission of the Presiding Judge, Court Administrator, or Clerk. If such permission is granted, a card shall be placed where the volume was removed and taken to the law library room only.

[Amended effective September 1, 2019]

LAR 2: SERVICE AND FILING OF PLEADINGS AND OTHER PAPERS

- A. BENCH COPIES.** All documents filed within two days of the hearing must have an accompanying bench copy. Bench copies must indicate on the top of the first page of the document the current date and time set for the proceeding, the name of the assigned judicial officer, if known, and the cause number. Bench copies that do not include the required information on the first page may be disregarded by the judicial officer, and the party submitting the defective bench copies may be subject to other sanctions as provided in [CR 5\(d\)\(2\)](#). Bench copies must be submitted only if the scheduled hearing is set to occur within two days.

Bench copies provided to Court Administration electronically shall not exceed 10 pages. If electronically submitted bench copies exceed 10 pages, they must be submitted through the Clerk’s Office with a fee of .50 cents per page.

[Effective September 1, 2023, Amended effective September 1, 2025]

LAR 3: TIME

For family law matters, see the Local Family Civil Law Rules.

For civil matters, see [CR 6](#).

For criminal matters, follow the Local Criminal Rules.

- A. EX PARTE MATTERS.** No allotted time for ex parte matters exists. Ex parte matters may be presented to the Judge in chambers or presented through the Clerk’s Office for a fee according to [RCW 36.18.016\(12\)](#).

LAR 4: AUDIO/VIDEO EVIDENCE

Parties wishing to present audio or video evidence at a court hearing must:

- Provide a bench copy of such evidence to Court Administration at least two days before the scheduled hearing, unless otherwise ordered by the court.
- Evidence shall be submitted on a standard device, such as a USB flash drive or CD. The device shall be clearly labeled with the case name and number. Failure to comply with these requirements may result in the evidence being excluded from the hearing.
- Provide the equipment to play/view the evidence in open court during the hearing or trial.

These items may be marked as pre-trial exhibits for the court to review, subject to the Rules of Evidence and timely notice to the other party. Except as otherwise required by law, upon the conclusion of a case and any appeal thereof, the items marked as pre-trial exhibits shall be released to the parties or destroyed by the Clerk if the parties fail to obtain said items 30 days after written notice from the Clerk. A party may transcribe the contents of any CD or other audio recording desired for filing in the format as required by [GR 14](#).

[Adopted effective September 1, 2023, Amended effective September 1, 2025]

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LOCAL CIVIL RULES (LCR)

LCR 1: ASSIGNMENT OF CASES

- A. SETTING OF TRIAL DATES.** Court Administration is responsible for scheduling all civil trial dates.
1. The moving party must serve all parties with a Request for Trial Setting, substantially in the form provided in Attachment A. This notice must include:
 - a. The number of days requested for the trial.
 - b. Whether the trial is jury or non-jury
 - c. A list of counsel's available dates for trial.
 - d. A list of names and addresses of all persons entitled to notice.
 2. The Request for Trial Setting must be noted at 9:00 a.m. Friday Civil Docket, or on the Domestic Docket for cases filed under sections 26.09, 26.10, 26.12, 26.16, 26.18, 26.19, 26.21, 26.21A, 26.23, 26.26A, 26.26B, 26.27, and 26.34.
 3. File the original Request for Trial Setting with the Clerk and send a copy to Court Administration.
 4. To request a jury trial, a Demand for Jury must be filed and the required fee paid to the Clerk before the trial date is set.
 5. The opposing party must serve and file a similar form (Attachment A), indicating their available dates for trial and settlement conference, before the noted hearing date. See Rule 2: Settlement Conferences.
 6. Attendance at the trial setting hearing is not required if counsel has sent Court Administration their unavailable dates before the hearing.
 7. If the Court Administrator does not receive available dates from any counsel by the scheduled motion docket date, the trial will be set using the dates provided by those who have responded.
 8. If the assigned trial date is inconvenient for any party, that party must file a motion requesting a date change.

[Amended effective September 1, 2017, September 1, 2019, September 1, 2021, September 1, 2023]

LCR 2: SETTLEMENT CONFERENCES

Settlement conferences are suggested in all cases and required in all civil cases involving more than one day of trial time. They shall be scheduled at least two (2) months prior to trial. Upon the agreement of counsel, an arbitrator or mediator of their choice may conduct the settlement conference.

The court does not schedule or hear settlement conferences. However, counsel may call Court Administration for a roster.

This rule does not apply to domestic (family law) cases, which are instead subject to [LFLCR 3](#) for mandatory mediation.

[Amended effective September 1, 2017, September 1, 2021, September 1, 2022, September 1, 2023, September 1, 2025]

LCR 3: PRE-TRIAL AND TRIAL PROCEEDINGS

- A. CIVIL JURY TRIALS.** Counsel shall report to the Judge at least one-half hour before the scheduled beginning of a jury trial. Counsel shall be prepared to present any final pretrial matters to the court. Pretrial matters and Motions in Limine requiring argument shall be noted for hearing at least two weeks prior to the morning of the trial. Jury trials should be conducted with minimal interruptions of the jury's time. To this end, matters that must be heard outside the jury's presence should be anticipated and considered during jury breaks or before or after the jury's day. Unless otherwise ordered or agreed, Plaintiff shall occupy the counsel table closest to the jury.
- B. CONTINUANCES.** The court is obligated to resolve cases promptly. Continuances shall only be available for good cause shown. Motions for trial continuances shall be in writing and filed at least fourteen (14) days before the scheduled trial date. Later continuances of trials will be considered only upon the filing and noting for hearing a motion for continuance for unforeseeable emergencies with good cause shown and upon terms the court deems just. Continuances shall be to a date certain.
- C. NOTICE TO COURT OF CALENDAR AND TRIAL CHANGES.** Whenever a cause which has been set for trial is settled or will not be tried for any reason, or if jury trial is waived, the attorneys shall immediately file written notice with the Clerk and the Clerk shall provide a copy of the notice to the Court Administrator (if counsel did not already provide notice). If it becomes apparent that the time allocated for a trial will not be adequate to complete the trial, the parties shall promptly notify the Court Administrator's Office of that fact and of the time necessary to complete the trial. The court may assess actual costs or other sanctions for violating this rule.
- D. APPEALS ON WRITTEN RECORD.** All cases set for jury trial, which are appeals based on a written record that is read to the jury, will be heard without the presence of a judge or court reporter during the reading of the record. The rulings of the hearing official will stand unless objections are renewed before trial. Counsel will meet and confer before trial and negotiate on the order of the record and what portions will be read. Counsel shall notify the trial judge before the jury is empaneled of those portions of the record upon which the trial judge will be asked to rule and any other matters relating to the reading of the record that need to be resolved before trial.
- E. MOTION FOR RECONSIDERATION.** Counsel shall note motions for reconsideration for decisions made on the civil docket for a civil motion docket day. Counsel shall note motions for reconsideration of decisions made on the domestic docket for a domestic docket day. Counsel shall submit their arguments on Motions for Reconsideration in writing before the date noted. There shall be no oral argument (unless specifically requested by the court), and counsel need not appear. The court will issue a written opinion based on the written argument of counsel received before the date the Motion for Reconsideration is noted for.

[Amended effective September 1, 2022]

LCR 4: INSTRUCTIONS TO JURY AND DELIBERATIONS

Instructions shall be submitted no later than one day before the commencement of the trial in the following manner:

1. Email Court Administration an electronic copy containing an unnumbered, uncited set of the proposed instructions in Word format.
2. One copy unnumbered with citations filed as proposed with the Clerk.

Washington Pattern Instructions shall be furnished by the parties. Any modifications to the pattern instructions shall be noted on the annotated copies.

[Amended effective September 1, 2017, Amended September 1, 2025]

LCR 5: BOOKS AND RECORDS KEPT BY THE CLERK

- A. SUBMISSION OF EXHIBITS FOR TRIAL.** The parties shall provide two sets of all exhibits at least two business days prior to trial. The original set shall go to the Clerk, and a bench copy shall be sent to Court Administration in two separate notebooks, packets, or binders. Failure of a party to timely submit exhibits as set forth herein may result in the court imposing sanctions. The court recognizes that exhibits used in rebuttal or for impeachment purposes may be supplemented during trial. In such an event, working copies for the court and the opposing parties shall be made available as practicable.
- B. NUMBERING OF EXHIBITS FOR TRIAL.** Parties shall work with the Clerk to verify the numbering of their proposed exhibits.
- C. EXHIBITS.** When an exhibit is marked for identification, it becomes part of the court record and, except when used in the courtroom or on appeal, shall not be removed from the Clerk's custody without a court order. After 30 days' written notice to all parties of record following final disposition of a civil or family law case, the court may order the Clerk to destroy or dispose of physical evidence unless good cause is shown why it should be preserved.

To promote the proceedings' expeditious conduct and avoid unreasonable delays, the parties shall make reasonable efforts to confer with one another to stipulate to the admission of exhibits not otherwise objectionable. At the outset of the trial, the parties shall advise the court as to which exhibits have been stipulated for admission.

- D. DOCUMENTS NOT TO BE FILED.** Photocopies of reported cases, statutes, or legal texts shall not be filed as an appendix to a brief or otherwise. Still, they may be furnished directly to the judge hearing the matter and to all other parties. Documents or copies produced during discovery, including interrogatories and other items that should correctly be received as exhibits, shall not be included in the court file.

No graphic photographs, including but not limited to images depicting injury, death, or sensitive medical conditions, may be filed with the court except by prior order of the court. When permitted, such photographs must be filed under seal unless otherwise ordered.

[Amended effective September 1, 2017, September 1, 2019, September 1, 2021, September 1, 2023, September 1, 2025]

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LOCAL FAMILY LAW CIVIL RULES (LFLCR)

LFLCR 1: SCOPE OF RULES

The [Superior Court Civil Rules](#) (CR) and the [Local Superior Court Civil Rules](#) (LCR) govern procedure for all civil matters, including family law matters, except where superseded by a local family law court rule ([LFLCR](#)). In family law matters, if a conflict exists between an [LCR](#) and an [LFLCR](#), the [LFLCR](#) shall take precedence and govern.

[Adopted September 1, 2025]

LFLCR 2: EX PARTE RESTRAINING ORDERS

Ex parte orders in domestic relations matters shall not change the custody of children or possession of the family home unless the applying party appears personally before the court and the court finds that irreparable injury could result if the order is not entered.

LFLCR 3: MANDATORY PARENT EDUCATION WORKSHOP

The Pacific and Wahkiakum County Superior Court finds that it is in the best interest of any child whose parents or custodians are involved in specific court proceedings to provide such parents with an educational workshop concerning the impact family restructuring has on their child(ren). The workshop offers parents tools to help ensure that their child's emotional needs will not be overlooked during the legal process, to encourage parents to agree on child-related matters, and to aid in maximizing the use of court time.

- A. APPLICABLE CASES.** This rule shall apply to all cases filed on or after September 1, 2017, under Ch. 26.09, Ch. 26.26A, Ch. 26.26B or Ch. 11.130 RCW, and as amended, which require a Parenting Plan or Residential Plan or Visitation Schedule for minor children, including divorces, legal separations, significant modifications, paternity actions in which paternity has been established, and relocation requests.
- B. MANDATORY ATTENDANCE.** In all cases governed by this rule, all parties shall complete a parenting seminar/class through the [Pacific County Health Department](#) or such other provider as approved by the court, in-person, or online with a court-approved provider within 90 days after service of the Court's Automatic Temporary Order issued under [LFLCR 5](#). In the case of parentage actions where the responding parent is not having contact with the child, the parenting seminar shall be required only when parentage is established or acknowledged and

contact is requested. The class must be completed before entry of a Permanent Parenting or Residential Plan or Visitation Schedule.

- C. FEES.** Each party attending a seminar shall pay a fee, if applicable, charged by the approved provider and sanctioned by the court, or the provider may waive the fee for indigent parties.
- D. SPECIAL CONSIDERATION/WAIVER.** In no case shall opposing parties be required to attend a parenting seminar/class together. They may do so voluntarily. Upon a showing of (a) domestic violence or abuse which would not require mutual decision making pursuant to RCW 26.09.191, or (b) that a parent's attendance at a parenting seminar/class is not in the children's best interest pursuant to Ch. 26.12 RCW, the court shall either:
1. Waive the requirement of completion of the parenting seminar/class; or
 2. Allow participation in an alternative voluntary parenting seminar/class for battered spouses.

The court may waive the parenting seminar requirement for other good cause shown.

- E. FAILURE TO COMPLY.** Willful refusal to participate in a parenting seminar/class or deliberate delay in completion of a parenting seminar by any party may constitute contempt of court and result in sanctions, including, but not limited to, imposition of monetary penalties against the party not in compliance with this rule.
1. Types of Proceedings Required. Each person named as a party in the following types of proceedings must comply with Local Court Rule (LFLCR 3):
 - a. Dissolution of Marriage (Divorce) with child(ren) under 18 years old;
 - b. Legal Separation or Declaration of Invalidity of Marriage with child(ren) under 18 years old;
 - c. Petition or motions to establish custody or visitation, including parentage and minor guardianship if a residential schedule is requested;
 - d. Post-judgment petition involving a motion for custody or visitation, or relocation.
 2. Service on Parties. The Clerk shall prepare a handout including a copy of this Rule, and a statement outlining the program with contact information and address and a copy of the handout to the initiating party for service upon all parties against whom relief is sought, together with a statement describing the program, including contact telephone numbers and addresses.
 3. Mandatory. Each party that files an appearance in a proceeding of the types described above in Section 1(a) shall complete the program unless exempted by the court. No final order approving any residential or parenting plan shall be entered without proof of completion of such education program by the parents or legal guardians unless otherwise ordered by the court.
 4. Ninety (90) Day Deadline. Each party shall attend and complete an approved parenting workshop within ninety (90) days of filing a proceeding specified in Section 1(a) above.
 5. Exemption. The court may exempt one or both parties from completing the program if, after reviewing the requesting party's motion and supporting affidavit, the court determines that participation is unnecessary.

LFLCR 4: MANDATORY MEDIATION

Before a trial is set in domestic cases, including divorce, legal separations, major modifications, parentage actions in which parentage has been established and a Residential Schedule is requested, the parties must pursue a resolution through mediation, unless waived by the court. Counsel may attend mediation with their client; however, they are not required to. A pamphlet containing more information on mediation can be obtained from the Court Administrator's Office or the Clerk's Office.

- A. SERVICE ON PARTIES.** The Clerk of the court shall provide a copy of this Rule to the initiating party for service upon all parties against whom relief is sought, together with a pamphlet describing mediation, including contact telephone numbers and addresses.
- B. MANDATORY ATTENDANCE.** Each party that files an appearance in a contested proceeding of the types described above shall attend mediation unless exempted by the court. Attorneys are not required to attend with their clients, but may do so if they wish.
- C. EXEMPTION.** The court may exempt one or both parties from attending mediation if the court determines that participation is unnecessary after reviewing the requesting party's motion and supporting affidavit.
- D. FEES.** Each party attending the mediation shall pay one-half of the fee charged by the provider, unless otherwise ordered by the court.
- E. FAILURE TO COMPLY.** Willful refusal to participate in mandatory mediation or willful delay in completion by any party contesting an action may constitute contempt of court and result in sanctions, including, but not limited to, imposition of monetary penalties against the party not in compliance with this rule, and entry of a default decision or order.

[Amended effective September 1, 2017, September 1, 2022]

LFLCR 5: FAMILY LAW ACTION

- A. COURT'S AUTOMATIC TEMPORARY ORDER.** Upon the filing of a Petition for Dissolution (Divorce)/Legal Separation/Invalidity, Petition to Establish a Parenting Plan/Residential Schedule, in which a Residential Schedule is requested, the court, on its own motion, automatically issues a Temporary Order.
 - 1. These rules apply to matters filed under [RCWs](#) 26.09, 26.12, 26.16, 26.18, 26.19, 26.21, 26.21A, 26.23, 26.26A and 26.26B, 26.27, 26.34, and [11.130](#) if a Residential Schedule is requested.
 - 2. The Court's Automatic Temporary Order will not be entered in any law enforcement database.
 - 3. This rule does not preclude any party from seeking any other Restraining Order(s) as may be authorized by law.

- B. FINAL TESTIMONY.** Except as otherwise provided below, parties may not finalize a divorce, legal separation, or invalidity of marriage until both of them have signed all of the final orders, and one of them has given final testimony on a Domestic Docket.

Final orders may be presented ex parte if at least one of the parties is represented by an attorney who has filed a Notice of Appearance and who, in addition to obtaining each of the parties' signatures on all final orders, has signed all orders as the presenting attorney.

Final orders may be presented ex parte if one of the parties has signed a notarized affidavit containing all of the information that would otherwise have been given as final testimony at a court hearing.

LFLCR 6: FAMILY LAW MOTION AND TRIAL PRACTICE

- A. RULE APPLICATION.** This shall apply to all motions filed under [RCW](#) Chapters 26.09, 26.12, 26.16, 26.18, 26.19, 26.21, 26.21A, 26.23, 26.26A, 26.26B, 26.27, and 26.34.

B. MOTION TIMELINES.

1. The moving party shall file and serve all motions 14 days before the hearing date (including Saturdays, Sundays, and legal holidays).
2. The response must be filed and served 7 days before the hearing (including Saturdays, Sundays, and legal holidays)
3. Any reply must be filed and served 3 days before the hearing (excluding Saturdays, Sundays, and legal holidays).

C. PAGE LIMITS FOR DECLARATIONS AND AFFIDAVITS.

1. Absent prior authorization from the court, all declarations, including declarations contained within mandatory forms, and affidavits supporting the motion(s), including reply, are limited to 15 pages.
2. Absent prior authorization from the court, all declarations, including those contained within mandatory forms, and affidavits in response to the motion(s) are limited to 10 pages.
3. The following documents do not count toward the page limits above:
 - a. Exhibits/Attachments.
 - b. Guardian Ad Litem or expert witness declaration and reports.
 - c. Mandatory forms or legal memorandum/briefs (without declarations).
 - d. Motion to exceed page limits. If a written request exceeds the page limits, the parties must confer and schedule a time with the assigned court commissioner through the court administrator. If the assigned court commissioner or court administrator is unavailable, the parties may present their request ex parte.
4. If more than one motion is to be heard simultaneously, the page limits apply to the entire hearing, not each motion.

D. FINANCIAL DECLARATIONS. Both parties must file financial declarations on the mandatory state form:

1. When requesting or responding to a GAL or attorney fees request.
2. When requesting or responding to any motion requesting financial relief.
3. Failure to file financial documents for the motion hearing is a basis for the court to deny the request, continue or strike the hearing, and/or impose sanctions.

E. MOTION HEARINGS.

1. Motions shall be determined on written submissions unless a prior motion to request oral testimony was granted.
2. Oral argument shall be limited to ten (10) minutes or less per party unless the court grants additional time.
3. Failure to comply with this rule shall result in the motion being stricken or continued, sanctions ordered, and/or other order by the court.

F. EXHIBITS FOR FAMILY LAW TRIAL. Review [LCR 5](#) for additional rules regarding exhibits for trial.

1. Financial Declarations on the mandatory state form must be submitted during the trial when any request is made for financial relief, including but not limited to issues of attorney fees, GAL fees, spousal support, child support, and any response to such request. Failure to submit the Financial Declaration is a basis for the court to grant or deny the request, continue the trial, and/or impose sanctions.
2. A Proposed Parenting Plan or Residential Schedule on the mandatory state form must be submitted as an exhibit during trial when any request is made for a Parenting Plan or Residential Schedule, or any Response to such request.
3. Proposed Child Support Worksheets on the mandatory state form must be submitted as an exhibit during trial when any request or response to such request is made for child support.

G. PRESENTATION OF FINAL ORDERS BY AGREEMENT OR DEFAULT.

1. If at least one party is represented by counsel who has filed a Notice of Appearance and who has signed as presenting the final orders, default or agreed final orders may be entered ex parte through the Clerk's Office, unless otherwise ordered by the court.
2. Except as otherwise provided in [LGR 1\(G\)](#) or [LFLCR 8](#), final divorces, legal separations, or invalidity of marriage actions require final testimony to be given. Such testimony may be given by notarized affidavit or declaration under penalty of perjury containing the same information as would be given by oral testimony.
3. Otherwise, default or agreed final orders shall be presented by noting the matter on a Domestic Docket with at least one party present to give oral testimony.

H. PRIOR COURT AUTHORIZATION. Items requiring prior court authorization before filing:

1. Declaration by minor.

[Adopted effective March 21, 2019, Amended effective September 1, 2021, September 1, 2023]

LFLCR 7: ENTRY OF UNCONTESTED DIVORCES BY DECLARATION

- A. AGREED DIVORCES (Wahkiakum County Only).** The court may sign an agreed Dissolution of Marriage (divorce), of Domestic Partnership, or Legal Separation without a final hearing or oral testimony if:
1. Both parties have executed approved pattern-form pleadings, and
 2. Both parties have signed all final orders and a Verification of the Findings of Fact (Attachment E) with their signatures on the verification notarized.

- B. DEFAULT DIVORCES (Wahkiakum County Only).** The court may sign a Dissolution of Marriage or Domestic Partnership or Legal Separation by default without a final hearing or oral testimony if:
1. The Petitioner provides proper proof of service;
 2. The Respondent does not file a Response; and
 3. The relief granted in the decree is the same as that requested in the petition.

Proof of service may be deemed proper if there is written evidence on file that the Respondent was personally served; or if the Petitioner has made appropriate efforts at personal service which have failed, and the court has subsequently issued an order for service by mail or by publication and proof of the same per the order on file.

- C. DIVORCES WITH CHILDREN (Wahkiakum County Only).** Both parties must sign all final orders involving dependent children, or the Petitioner must also provide proof that he or she has served the Respondent with any applicable order of child support, child support worksheet, and parenting plan, and the Petitioner has declared under penalty of perjury that the final orders the Petitioner has presented to the court for signature are the same as the Petitioner served on the Respondent. Proof of service of final orders involving dependent children may be deemed proper if there is written proof on file that the Respondent was personally served with the same, or if there is written proof on file that the same were mailed to the address at which the Respondent provided for notice of further proceedings in the matter.
- D. PARENT EDUCATION WORKSHOP (Wahkiakum County Only).** If the court signs a Final Decree of Dissolution (divorce) or Separation according to this Rule, the requirements of [LFLCR 3](#) for a Mandatory Parent Education Workshop may be waived without further motion or order of the court.

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LOCAL GUARDIAN AD LITEM RULES (LGALR)

LGALR 1: SCOPE AND DEFINITIONS

- A. REGISTRY.** The Pacific and Wahkiakum County Superior Court Administrator or designee shall maintain a registry of those qualified to serve as a Guardian Ad Litem in guardianship proceedings as provided in [RCW 11](#) and [RCW 26](#).
- B. APPEARANCE.** Upon filing the Guardian Ad Litem's report, the Guardian Ad Litem is excused from attending all further court proceedings unless ordered by the court to appear.
- C. CLIENT.** As used in this rule, the term "Client" means: for the purposes of these rules shall mean the person(s) for whom the Guardian Ad Litem has been appointed.

LGALR 2: GENERAL RESPONSIBILITIES OF THE GUARDIAN AD LITEM

The general responsibilities of Guardian Ad Litem's operating in this county shall be consistent with the state rules, with the following clarifications and additions:

- A. REPRESENT BEST INTERESTS:** A Guardian Ad Litem who is also an attorney may answer simple procedural questions of another party unrepresented by counsel to facilitate clarity in the proceedings.
- B. EX PARTE COMMUNICATIONS:** During the pendency of a case, the Guardian Ad Litem shall communicate privately with the judicial officer only for purposes of obtaining special instructions from the judicial officer as to the scope of the Guardian Ad Litem's investigation, to communicate an agreement of the parties, to present agreed orders, to obtain an ex parte restraining order or ex parte contempt show cause order for the protection of the Guardian Ad Litem's client, to get access to sealed or confidential court files, or in an emergency to protect the life of the Guardian Ad Litem's client. In all such cases, the Guardian Ad Litem should notify the parties or their counsel of such communications and the content within a reasonable period.
- C. RECORDS OF TIME AND EXPENSES:**
 - 1. For Title 11 RCW cases where the county guarantees payment of the Guardian Ad Litem fees and costs, the Guardian Ad Litem shall file with the court a notice and motion in the form prescribed by the court with an itemized statement for payment of the Guardian Ad Litem fees and costs and provide a copy of same to each party. Billings should be submitted quarterly, with final billings on cases due within 45 days of completion of services.
 - 2. For Title 13 RCW and Title 26 RCW cases where the county guarantees payment of the Guardian Ad Litem fees and costs, the Guardian Ad Litem, if not serving under an annual contract for services with the county, shall file with the court a motion and proposed order with an itemized statement for payment of said fees and costs. Billings should be

submitted quarterly, with final billings on cases due within 45 days of completion of services.

3. For paternity cases where the state guarantees payment of the Guardian Ad Litem fees and costs, the Guardian Ad Litem shall complete the form provided by the state and attach an itemized statement and submit same to the Grays Harbor County Deputy Prosecuting Attorney for the Office of Support Enforcement within sixty days of entry of final orders.
4. For private pay cases, the Guardian Ad Litem shall either submit an invoice and itemized statement to the parties for payment or submit a notice, motion, and itemized statement to the court for entry of a judgment and order for payment of fees.
5. At any time during an active case, any party may request an itemized statement from the Guardian Ad Litem of the fees and costs incurred to date, which the Guardian Ad Litem shall provide within ten working days. Unless approved in advance by the court, mileage costs and/or time for travel by the Guardian Ad Litem to and from the court for hearings or other proceedings shall not be paid.

LGALR 3: ROLES AND RESPONSIBILITIES OF GUARDIAN AD LITEM IN TITLE 13 RCW JUVENILE COURT PROCEEDINGS

In Title 13 RCW juvenile court proceedings, a Guardian Ad Litem shall explore concurrent planning and make a timely recommendation to the court for a permanent plan for the child. To accommodate the Guardian Ad Litem's duties in Title 13 RCW juvenile court proceedings, the Guardian Ad Litem shall be timely notified of and invited to all Department staffing, meetings, and other proceedings involving the dependency to which counsel for the parents are provided notice and shall be provided access to and/or copies of all documentation in the possession of the Department involving the parties to the dependency within thirty days of the appointment of the Guardian Ad Litem and at no cost to the Guardian Ad Litem subject to the Department's responsibility to redact certain identifying information and to provide updated information as it becomes available to the Department as outlined in Title 13 RCW.

LGALR 4: APPOINTMENTS OF GUARDIAN AD LITEM

Meeting the minimum qualifications necessary to be eligible for inclusion on any Pacific County Guardian Ad Litem registry does not guarantee that an individual will be approved for such inclusion. The Pacific Superior Court presiding judge reserves the right to establish an application process and to reject any applicant.

LGALR 5: GRIEVANCE PROCEDURES

A. PURPOSE. The procedure for handling grievances and/or imposing discipline against a Guardian Ad Litem provided hereunder is intended to facilitate a fair, expedited process and to be protective of all participants.

B. PROCEDURE FOR FILING A GRIEVANCE. Only a party to a case may file a grievance against a Guardian Ad Litem. The grievance must be in writing and filed with the Court Administrator. The complaint must state with specificity the act or failure to act of concern to the complaining party and shall include the following information:

1. The name, mailing address, telephone number, and e-mail address (if any) of the person filing the grievance;
2. The case number and case name;
3. The name of the Judge or Judge Pro Tem hearing the case;
4. The trial date;
5. Whether the party filing the grievance has discussed the complaint with the Guardian Ad Litem;
6. What action the Guardian Ad Litem has taken to address the complaint;
7. Which provision of the Order Appointing Guardian Ad Litem or these rules has the party filing the grievance claim that the Guardian Ad Litem has violated;
8. A brief, concise statement of the specific facts underlying each alleged violation and
9. What the party filing the grievance is requesting be done to correct the problem complained of, and why.

C. GRIEVANCES FILED DURING THE PENDENCY OF A CASE.

1. If the grievance pertains to a pending case or if trial in the pending case is underway, the Court Administrator shall, within three business days of receipt, forward the grievance to the presiding judge to handle the grievance, with a copy being sent to the affected Guardian Ad Litem.
2. Within three business days of receiving the grievance, the judicial officer shall make an initial determination of whether there is adequate cause to proceed with it.
3. If the initial determination is that the grievance is without adequate cause, the matter will be closed, and all parties will be notified. The grievance shall be held as a confidential, sealed record in the files of the Court Administrator for six years following dismissal unless specifically directed otherwise by the judicial officer making the initial determination.
4. If the initial determination is that there is adequate cause to proceed with the grievance, the Guardian Ad Litem shall be allowed to file a response to the grievance within fourteen days of receiving notice from the court by forwarding a copy of the response to the complaining party. The original response will be sent to the Court Administrator, who will deliver it to the presiding judge making the initial determination.
5. Upon receipt of the response from the Guardian Ad Litem or passage of the fourteen-day response period, whichever is sooner, the judicial officer shall review the response and thereafter issue a final written or oral disposition of the matter no later than twenty-five days after filing the grievance. The original copy of a written disposition or a transcript of

an oral disposition shall be placed in the grievance file, with copies of the written disposition being forwarded to the complaining party and the Guardian Ad Litem.

6. If the final written disposition is that the grievance should be dismissed, the procedure concerning retention of the grievance outlined in paragraph (C)(3) above shall be followed. If, as part of the final disposition, there has been a finding that the grievance was not brought in good faith or was otherwise frivolous or designed to impact the pending proceedings through increased costs to the other party or Guardian Ad Litem, terms in the form of fees or other sanctions may be imposed against the grieving party.
7. If the final written disposition is that the grievance was brought in good faith and has been determined to be well-founded, there shall be a method of discipline to be imposed upon the Guardian Ad Litem outlined in the disposition, which shall take effect immediately. Accepted forms of discipline shall consist of one or more of the following: (1) a verbal or written reprimand, (2) removal from the pending case; (3) suspension of the Guardian Ad Litem from the registry for a period not to exceed ninety days, (4) suspension of the Guardian Ad Litem from the registry until the Guardian Ad Litem has provided satisfactory proof of completing additional training in a specific area described in the disposition, (5) imposition of terms in the form of costs or other monetary sanctions, and/or (6) permanent removal of the Guardian Ad Litem from the registry for Title 11 RCW, Title 13 RCW, and/or Title 26 RCW cases. If the discipline imposed is permanently removed from any Guardian Ad Litem registry, notification of the same shall be forwarded to the Office of the Administrator for the courts to circulate to other counties. The confidential file of the grievance shall include the original grievance, the Guardian Ad Litem's response, and the written initial and final dispositions of the matter. The Court Administrator shall maintain it for no less than six years.
8. The judicial officer may modify the timelines stated herein for good cause. In calculating the timelines, items mailed shall be deemed received by the addressee three days after the date of mailing.

D. GRIEVANCES FILED AFTER THE CONCLUSION OF A CASE OR DISCHARGE OF THE GUARDIAN AD LITEM.

1. If the grievance pertains to a case in which final orders have been entered or an order discharging the Guardian Ad Litem has been entered, the Court Administrator shall, within five business days, forward the grievance to the judicial officer who presided over the trial in the case or who signed the final orders/order of discharge with a copy to the affected Guardian Ad Litem. Thereafter, the procedures outlined in sections (A) and (B) above shall be followed, except that five additional business days shall be added to each subsequent deadline indicated in that section.

[Adopted effective September 1, 2025]

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LOCAL PROBATE AND GUARDIANSHIP/CONSERVATORSHIP RULES (LPGCR)

LPGCR 1: PROBATE AND GUARDIANSHIP/CONSERVATORSHIP

- A. PROBATE.** Wills may be admitted and a personal representative appointed upon either oral testimony or appropriate affidavits. A copy of the death certificate shall be filed with the Social Security number redacted unless otherwise ordered by the court.
- B. TEDRA PETITIONS.** TEDRA Petitions shall be filed within the existing probate case. A separate filing fee may be charged for filing the TEDRA Petition.

LPGCR 2: ADULT GUARDIANSHIP/CONSERVATORSHIP REPORTING

1. All interim, periodic, and final reports and accountings must be filed with the Clerk along with a proposed order and a Judge's copy of the filed documents. Deadlines for approval of periodic reports and accountings are contained in the most recent order in the case file. Hearings on periodic reports and accountings do not occur automatically; they must be scheduled consistently with the deadline dates contained in the Order. Notice of hearing must comply with [RCW 11.130.275](#).
2. All conservator reports must contain a statement of compliance with the Internal Revenue Code.
3. All accountings must list the opening balance, receipts, disbursements, and ending balance.
4. Time sheets of guardians, Guardian Ad Litem (whether county paid or privately paid), and attorneys are required to assist the court in fixing fees. Judges' copies must be supplied when these documents are filed with the Clerk.
5. Failure without excuse to file reports as required by law or by this rule may result in sanctions by the court and imposition of terms, including but not limited to denial or reduction of requested fees or removing the guardian and appointing a successor; directing the clerk to extend letters of guardianship, for good cause, for not more than 90 days and to permit the guardian to file his or her account or report; requiring the completion of lay guardianship training; appointing a Guardian Ad Litem; or providing other relief that the court deems just and equitable.
6. Waiver of hearing. A guardian and/or conservator may request, through court Administration that periodic review be considered without oral argument or appearance. If such a request is granted, the review may be rescheduled and appearance required if there is an unanticipated objection to the report on the hearing date.

LPGCR 3: MINOR GUARDIANSHIPS

- A. FINALIZE RCW 26.10 MATTERS.** No action shall be taken to modify, adjust, enforce, or otherwise affect orders in all Non-Parent Custody actions filed according to RCW 26.10 unless the matter has been converted to an action under the Uniform Guardianship Act, RCW 11.130. This conversion shall be accomplished by the Clerk of the court automatically upon the filing of any petition to modify or terminate the finalized non-parental custody matter; the Clerk shall file the new petition as a Case Type 4, and file the RCW 26.10 filings in the new RCW 11.130 matter.
- B. MODIFICATIONS AND TERMINATIONS OF FINALIZED RCW 26.10 MATTERS.** Any party seeking a modification or termination of all non-parental custody matters shall provide notice of the action to all parties to the finalized non-parental custody matter as well as all persons entitled to notice under RCW 11.130. If a finalized non-parental custody action has multiple minors who do not all have the same legal parents, the Clerk's Office will create a new RCW 11.130 matter for each minor or minors who share the same legal parents.
- C. PROCEEDINGS.**
1. *Initiation.* Filing a Summons, Petition, Confidential Information Form, Case Type Cover Sheet, Supplemental Declaration, and Coversheet for a JIS Background Check shall commence all minor guardianship actions. This requirement does not apply to matters converted from RCW 26.10 matters.
 2. *Actions Involving Multiple Children.* A minor guardianship may have multiple minors named as respondents so long as those minors have the same legal parents. If there are more than two legal parents, a separate action must be filed for each set of legal parents.
 3. *Requirements.*
 - i. *DCYF Order.* When the action is filed, the petitioner(s) shall see and obtain an order directing the Department of Children, Youth and Families to release information as provided under RCW 13.50.100 and RCW 11.130.210.
 - ii. *Watch Report.* When the action is filed, the petitioner(s) shall file the results of a Washington State Patrol criminal history report as required by RCW 11.130.210 and then promptly serve the results on all persons entitled to notice under RCW 11.130.
 - iii. *JIS Background Check.* Before any request for a temporary order, including emergency order(s) under RCW 11.130.215, the petitioner(s) shall file a JIS request form with the Clerk under seal, and provide a copy to court Administration, providing the names and dates of birth under of the following parties: (1) petitioner(s); (2) any others residing in the petitioner(s)'s home; (3) minor's parent(s); (4) any adult residing in the parent(s)'s homes; (5) proposed guardian(s); and (6) any adult residing in the proposed guardian(s)'s home.
 4. *Finalization.* Agreed, final minor guardianship orders may be entered ex parte. Any party requesting entry of a final minor guardianship order shall ensure a current JIS background check on file; the court may decline to enter final orders if a JIS background check is more than 30 days old. Any petitioner(s) seeking an order of default against any respondent(s) shall set their motion on the civil motions calendar.

D. OBJECTIONS. Any person entitled to notice under RCW 11.130 who objects to the appointment of a guardian shall promptly file and serve on all other persons entitled to notice with a completed “Objection to Minor Guardianship,” GDN M 301.

[Adopted effective September 1, 2023]

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LOCAL CRIMINAL RULES (LCrR)

LCrR 1: RIGHT TO AND ASSIGNMENT OF COUNSEL

The court shall appoint counsel for indigent defendants at the Preliminary Appearance. The Prosecuting Attorney shall promptly provide the defendant or defense counsel with a copy of the Information or other charging documents. The Court Administrator’s Office shall also notify of the appointment of counsel by electronic mail.

[Amended effective September 1, 2019]

LCrR 2: PROCEDURES PRIOR TO TRIAL

- A. HEARINGS REQUIRING AN INTERPRETER.** The Court Administrator’s Office shall arrange an interpreter for indigent defendants in criminal proceedings, only upon the request of court-appointed counsel or the Prosecutor’s Office. It shall be the responsibility of the indigent party’s counsel to notify the Court Administrator’s Office of any hearings scheduled that require an interpreter. Court Administration must be notified at least 48 hours before any hearing to be **stricken**, requiring an interpreter. **Failure to do so may result in sanctions against the party striking the hearing**, including, but not limited to, imposition of monetary penalties against the party not in compliance with this rule.
- B. PRETRIAL/OMNIBUS CHECKLIST HEARING.** At Arraignment, the court will set a date and time for an Omnibus/Pretrial Hearing under [CrR 4.5](#). The State shall provide the defense attorney with copies of all officers’ reports and other Information within five (5) days of receipt. The parties and their representatives shall confer at least once **BEFORE** the Pretrial/Omnibus checklist hearing on any discovery problems or possible settlements. Counsel shall submit a completed Omnibus Hearing checklist at the first Pretrial Hearing.
- C. MOTIONS.** The moving party shall note motions promptly so that all hearings and motions will be heard at least 14 days before the trial date. Failure to note motions for hearing per this rule promptly may be deemed a waiver of the pretrial hearing on such motions. The Local Civil Rules relating to motions and hearings also apply in criminal cases that are not inconsistent with Criminal Rules.
- D. OMNIBUS ORDER.** The parties must submit an “Omnibus Hearing Checklist” at the Pretrial/Omnibus checklist hearing. The parties may submit an agreed order on Omnibus. If an agreed order will not be submitted, each party shall prepare and submit an Omnibus

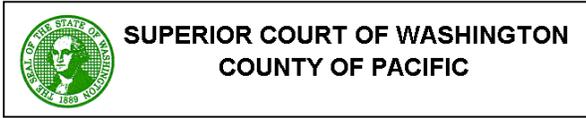
Application substantially in the form outlined in Criminal Rules for Superior Court at/or before the time set for the Omnibus Hearing. It is unnecessary to make separate written motions where such motions have been checked on the party's Omnibus Application. The moving party shall note such motions for hearing per these rules. Briefs and supporting documents shall be submitted two (2) court days before the date of the hearing.

[Amended effective September 1, 2019]

LCrR 3: ADMINISTRATIVE RULES

Constitutional Court Commissioners may take pleas in all cases except for Class A felonies.

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<p>_____</p> <p style="text-align: center;">Plaintiff/Petitioner,</p> <p style="text-align: center;">vs.</p> <p>_____</p> <p style="text-align: center;">Defendant/Respondent.</p>	<p>Cause No.: _____</p> <p>Note for Trial Setting (NTTRS)</p> <p><input checked="" type="checkbox"/> Clerk's action required</p> <p><input checked="" type="checkbox"/> Court Administrator action</p>
--	---

TO: THE CLERK OF THE ABOVE-ENTITLED COURT; and
 TO: _____

The above matter is at issue and the matter will be brought on for trial setting on the _____ day of _____, 20____, at the hour of ____:00 a.m., and the Clerk is requested to note this cause on the docket for that date and time. **PARTIES DO NOT NEED TO APPEAR FOR TRIAL SETTING IF THEY HAVE PROVIDED THE COURT ADMINISTRATOR WITH A LIST OF THE UNAVAILABILITY DATES BEFORE THIS HEARING.**

LENGTH OF TRIAL: _____ Day(s) **JURY:** (Yes) (No) (6 person) (12 person)
**Demand for Jury Trial must be filed and the fee paid with the Clerk before the trial setting hearing.*

MEDIATION/SETTLEMENT CONFERENCE:

Completed on: _____ Scheduled for: _____ Waived on: _____

NATURE OF CASE: _____

NUMBER OF WITNESSES I WILL CALL: _____

NOTE TO COURT ADMIN: The following dates the undersigned is unavailable for trial:

An accurate list of all persons entitled to notice is located on the next page of this document. I certify that I sent a copy of this document to the parties listed, the Clerk of the above-entitled court, and the Court Administrator, postage prepaid on: _____.

DATED: _____

 Signature

 Printed name

(Attachment 1A) - Download the form here

**SUPERIOR COURT OF WASHINGTON
COUNTY OF WAHAKIYAKUM**

_____ Plaintiff/Petitioner, vs. _____ Defendant/Respondent.	Cause No.: _____ Note for Trial Setting (NTTRS) <input checked="" type="checkbox"/> Clerk's action required <input checked="" type="checkbox"/> Court Administrator action
---	--

TO: THE CLERK OF THE ABOVE-ENTITLED COURT; and
TO: _____

The above matter is at issue and the matter will be brought on for trial setting on the _____ day of _____, 20____, at the hour of ____:00 a.m., and the Clerk is requested to note this cause on the docket for that date and time. PARTIES DO NOT NEED TO APPEAR FOR TRIAL SETTING IF THEY HAVE PROVIDED THE COURT ADMINISTRATOR WITH A LIST OF THE UNAVAILABILITY DATES BEFORE THIS HEARING.

LENGTH OF TRIAL: _____ Day(s) **JURY:** (Yes) (No) (6 person) (12 person)
*Demand for Jury Trial must be filed and the fee paid with the Clerk before the trial setting hearing.

MEDIATION/SETTLEMENT CONFERENCE:

Completed on: _____ Scheduled for: _____ Waived on: _____

NATURE OF CASE: _____

NUMBER OF WITNESSES I WILL CALL: _____

NOTE TO COURT ADMIN: The following dates the undersigned is unavailable for trial:

*An accurate list of all persons entitled to notice is located on the next page of this document.
I certify that I sent a copy of this document to the parties listed, the Clerk of the above-entitled court, and the Court Administrator, postage prepaid on: _____.*

DATED: _____

Signature

Printed name

(Attachment B) - Download the form here



_____ Plaintiff/Petitioner, vs. _____ Defendant/Respondent.	Cause No.: _____ Note for Motion Docket (NTMTDK) <input checked="" type="checkbox"/> Clerk's action required
---	---

TO: THE CLERK OF THE ABOVE-ENTITLED COURT; and
 TO: _____ (Opposing counsel or party)

Please place this matter on the Motion Calendar on:
 _____, 20____ at _____ a.m./p.m.

Opposing counsel is hereby notified.

NATURE OF MOTION:

DATED this _____ day of _____ 20_____.

 Signature (WSBA # if a lawyer)

 Printed Name

(Attachment 1B) - *Download the form here*

**SUPERIOR COURT OF WASHINGTON
COUNTY OF WAHAKIACUM**

<p>_____</p> <p style="text-align: center;">Plaintiff/Petitioner,</p> <p style="text-align: center;">vs.</p> <p>_____</p> <p style="text-align: center;">Defendant/Respondent.</p>	<p>Cause No.: _____</p> <p>Note for Motion Docket (NTMTDK)</p> <p><input checked="" type="checkbox"/> Clerk's action required</p>
--	--

TO: THE CLERK OF THE ABOVE-ENTITLED COURT; and
TO: _____ (Opposing counsel or party)

Please place this matter on the Motion Calendar on:

_____, 20____ at _____ a.m./p.m.

Opposing counsel is hereby notified.

NATURE OF MOTION:

DATED this _____ day of _____ 20_____.

Signature (WSBA # if a lawyer)

Printed Name

(Attachment C) - Download the form here
OMNIBUS HEARING CHECKLIST

Case Name: _____ Trial Date: _____
Case Number: _____ Expiration Date: _____

PLEA NEGOTIATIONS COMPLETED

Yes No Plea possible
Yes No Sent to the plea calendar on this date
Yes No Strike trial date of: _____.

DISCOVERY ISSUES ADDRESSED

Provided by:

Yes No All documentary discovery (photos/tapes) _____
Yes No Prior convictions of defendant/witness _____
Yes No All medical records, expert reports, lab and test results _____
Yes No All state witnesses have been interviewed and are ready for trial
Yes No All defense witnesses have been interviewed and are ready for trial
Yes No All remaining witness interviews have been scheduled for specific dates and times, or will be completed by: _____.
Yes No All discoverable defenses have been disclosed
Yes No All discovery has been completed

If no: Issues:

Yes No Motions in Limine requested. All motions in limine must be heard no later than the Friday before the trial date. Any Friday motions requiring more than five minutes per side must be approved by the Court Administrator's Office or in open court.

TRIAL/READINESS ISSUED

Yes No The information will be amended.
Yes No Co-defendant(s) is/are ready for trial
Yes No Trial length estimate, including pre-trial motions
Yes No Jury
Yes No **CrR 3.5 hearing:**
of hours _____ # of witnesses _____
Yes No **CrR 3.6 hearing:**
of hours _____ # of witnesses _____ Interview date(s) _____
Briefing schedule: _____

Other: _____

DATED: _____

JUDGE

(Deputy) Prosecuting Attorney

Defendant's Attorney



_____ Plaintiff/Petitioner, vs. _____ Defendant/Respondent.	Cause No.: _____ Notice Striking Hearing (NTSK) <input checked="" type="checkbox"/> Clerk's action required
---	--

TO: THE CLERK OF THE ABOVE-ENTITLED COURT; and
 TO: _____

Notice is hereby given to the court and opposing party, or through counsel, that the hearing on the undersigned's motion for _____ scheduled on the court's docket for _____ (date and time) is stricken.

<i>Person striking hearing signs here</i>	<i>Print name (if lawyer, include WSBA #)</i>	<i>Date</i>
	<i>(Address)</i>	
	<i>(Telephone Number)</i>	

(Attachment 1D) – Download the form here

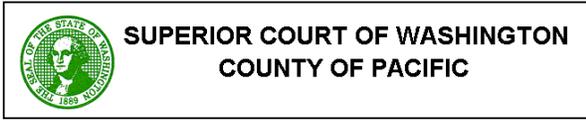
**SUPERIOR COURT OF WASHINGTON
COUNTY OF WAHIAKUM**

_____ Plaintiff/Petitioner, vs. _____ Defendant/Respondent.	Cause No.: _____ Notice Striking Hearing (NTSK) <input checked="" type="checkbox"/> Clerk's action required
---	--

TO: THE CLERK OF THE ABOVE-ENTITLED COURT; and
TO: _____

Notice is hereby given to the court and opposing party, or through counsel, that the hearing on the undersigned's motion for _____ scheduled on the court's docket for _____ (date and time) is stricken.

<i>Person striking hearing signs here</i>	<i>Print name (if lawyer, include WSBA #)</i>	<i>Date</i>
<i>(Address)</i>		
<i>(Telephone Number)</i>		



Plaintiff/Petitioner

vs.

Defendant/Respondent

CAUSE NO.: _____

**REQUEST TO APPEAR
REMOTELY**



The scheduled hearing does not anticipate significant oral argument or testimony. Therefore, it is hereby requested that the following be allowed to appear via telephone per LGR 1 (g).

Requesting party: _____

Hearing date: _____

Phone Number: _____ **Email:** _____

Nature of hearing: _____

Reason for request: _____

Submit the request to Court Administration for approval: tamundson@co.pacific.wa.us or rthompson@co.pacific.wa.us

If approved, the non-refundable fee is \$25.00 per party and must be paid to the Clerk’s Office before the hearing by [clicking here](#) or visiting pacificcourtclerk.com.

****The fee to appear remotely is waived for all parties appearing on dependency matters, protection orders, unlawful detainer actions, indigent persons, and attorneys representing indigent parties (proof of indigency required).**

Please note: Zoom participants do not receive priority, so it will sometimes be necessary to wait for the entire calendar, just as though you were in the courtroom waiting for the case to be called.

DATED: _____ **By:** _____
Print Name

Court Administration	
Approved by: _____	Date: _____
Clerk	
Payment received by: _____	Amount Received: \$ _____

PACIFIC COUNTY SUPERIOR COURT
MAIL: PO BOX 67
LOCATION: 300 MEMORIAL DR, SOUTH BEND, WA 98586
PHONE: 360-875-9328

REQUEST TO APPEAR REMOTELY

**SUPERIOR COURT OF WASHINGTON
COUNTY OF WAHAKIACUM**

<p>_____</p> <p style="text-align: center;">Plaintiff/Petitioner</p> <p style="text-align: center;">vs.</p> <p>_____</p> <p style="text-align: center;">Defendant/Respondent</p>	<p>CAUSE NO.: _____</p> <p>REQUEST TO APPEAR REMOTELY</p> 
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The scheduled hearing does not anticipate significant oral argument or testimony. Therefore, it is hereby requested that the following be allowed to appear via telephone per LGR 1 (g).

Requesting party: _____

Hearing date: _____

Phone Number: _____ **Email:** _____

Nature of hearing: _____

Reason for request: _____

Submit the request to Court Administration for approval: tamundson@co.pacific.wa.us or rthompson@co.pacific.wa.us

If approved, the non-refundable fee is \$25.00 per party and must be paid to the Clerk’s Office before the hearing by calling 360-795-3558 or by visiting superiorcourt@co.wahakiacum.wa.us

****The fee to appear remotely is waived for all parties appearing on dependency matters, protection orders, unlawful detainer actions, indigent persons, and attorneys representing indigent parties (proof of indigency required).**

Please note: Zoom participants do not receive priority, so it will sometimes be necessary to wait for the entire calendar, just as though you were in the courtroom waiting for the case to be called.

DATED: _____ **By:** _____
Print Name

<p>Court Administration</p> <p>Approved by: _____ Date: _____</p>
<p>Clerk</p> <p>Payment received by: _____ Amount Received: \$ _____</p>

**Wahkiacum County Superior Court
PO Box 157/64 Main Street Cathlamet, WA 98612
360-795-3558**

REQUEST TO APPEAR REMOTELY