

SUPERIOR COURT OF THE STATE OF WASHINGTON FOR SPOKANE COUNTY

IN RE COURT ADMINISTRATION

**EMERGENCY ORDER
AMENDING LOCAL RULES**

THIS MATTER IS BEFORE THE COURT on its own motion. The judges of the Spokane County Superior Court unanimously agree that for the efficient administration of justice it is necessary and desirable to add to and modify the Spokane County Superior Court Local Court Rules by suspending the following rules below:

LCR 79 BOOKS AND RECORDS KEPT BY CLERK

(h) Withdrawal of Files and Exhibits.

(1) *Files.* A file may be removed from the county complex only by an attorney, APR 9 intern, a paralegal registered under LCR 54(e)(3), guardian ad litem, court commissioner or a judge. Authorization for an attorney, APR 9 intern, guardian ad litem or a paralegal registered under LCR 54(e)(3) to remove a file from the county complex must be given in writing by the clerk or chief deputy and shall not exceed 48 hours, excluding weekends. Up to three files may be checked out for 48 hours at a time. If a request is in excess of three files, an order signed by the court is required, specifying which files may be checked out. A confidential/sealed file may not be checked out for 48 hours except upon an order signed by the court. Violation may result in a 90-day suspension of the privilege to check out court files for a 48 hour period, and for paralegals authorized to check out files under this rule, notice of the violation will be given to the SCBA Paralegal Committee. Files may be withdrawn to be taken to a courtroom by the following persons on giving a

written receipt: judges, court commissioners, deputy clerks, bailiffs, official court reporters, judicial assistants, court administrator's office, court facilitator staff, representatives from bail and/or bonding companies, attorneys, paralegals registered under LCR 54(e)(3), APR 9 legal interns, guardians ad litem and representatives of adoption agencies.

This subsection is suspended indefinitely effective January 1, 2010.

Amended effective 9/1/09

(j) Filing of Court Documents

- (1) *Filed Documents Available.* Documents turned in for filing by 5:00 p.m. on any given day will be placed in the court file by 5:00 p.m. on the next work day, unless the document is a "Clerks Action Required" document or a Financial document requiring a judgment number and execution docket entry. Filed documents must be coded, entered into the computer, scanned into the clerk's imaging system and placed in the court file. These documents will not be released until they are processed and placed in the court file. The court document will be available for use by 5:00 p.m. on the first work day subsequent to filing. "Clerks Action Required" and Financial documents require additional time for review, copying, execution docket coding, JIS data entry and verification. These documents will not be released until they are processed and placed in the court file. The court documents will be available for use by 5:00 p.m. on the third to fifth work day subsequent to filing.

This subsection is suspended indefinitely effective January 1, 2010.

Amended effective 9/1/07

IT IS THEREFORE ORDERED THAT the above local rules, LCR 79 Books and Records Kept By Clerk, are to be forwarded to the Office of the Administrator for the Courts as required by GR 7(e), and that the new rules become effective January 1, 2010.

DONE this 17 day of December, 2009.



MARYANN C MORENO, PRESIDING JUDGE