

# KITSAP COUNTY DISTRICT COURT STATE OF WASHINGTON



## LOCAL COURT RULES

*Amended June 23, 2021  
Effective September 1, 2021*

**JUDGE CLAIRE A. BRADLEY**  
Department No. 1

**JUDGE JEFFREY J. JAHNS**  
Department No. 2

**JUDGE MARILYN G. PAJA**  
Department No. 3

**JUDGE KEVIN P. KELLY**  
Department No. 4

**CLINT L. CASEBOLT**  
Court Administrator

# KITSAP COUNTY DISTRICT COURT

## LOCAL COURT RULES

### TABLE OF CONTENTS

#### LOCAL COURT RULES – GENERAL

LGR 30.1	Electronic Filing and Service.....	1
----------	------------------------------------	---

#### LOCAL COURT RULES – EVIDENCE

LER 904.1.	Admissibility of Evidence – Documents .....	4
------------	---------------------------------------------	---

#### LOCAL COURT RULES – CIVIL

LCRLJ 5.1.	Service and Filing of Pleadings and Other Papers – Discovery Material.....	5
LCRLJ 40.1.	Assignment of Cases – Preliminary Trial Hearing .....	5
LCRLJ 40.2.	Assignment of Cases – Trial Confirmation .....	5
LCRLJ 55.1.	Default – Reasonable Attorney Fees Schedule.....	6
LCRLJ 59.1.	New Trial, Reconsideration, and Amendment of Judgment – Hearing on Motion for Reconsideration .....	7

#### LOCAL COURT RULES – CRIMINAL

LCrRLJ 3.2.2.	Release of Accused – Domestic Violence Offenses .....	8
LCrRLJ 3.4.1.	Video Conference Proceedings.....	8
LCrRLJ 3.6.1.	Suppression Procedure – Scheduling.....	8
LCrRLJ 3.7.	Dispositive Motions – Scheduling.....	8
LCrRLJ 4.7.1.	Discovery – Court Appointed Counsel .....	9
LCrRLJ 6.1.4.	Procedures at Trial – Trial Confirmation.....	9

#### LOCAL COURT RULES – INFRACTIONS

LIRLJ 3.5.1.	Local Rule Options .....	10
--------------	--------------------------	----

# KITSAP COUNTY DISTRICT COURT

## LOCAL COURT RULES – GENERAL

### LGR 30.1 ELECTRONIC FILING AND SERVICE

(a) **Electronic Filing.**

(1) Effective June 1, 2022, attorneys shall electronically file (eFile) all documents using the Court’s designated eFiling application unless this rule provides otherwise.

(2) Non-attorneys and unrepresented litigants are not required to eFile but are encouraged to do so.

(3) Electronically filing documents through the Court’s designated eFiling application will be free for all users. Any statutorily-imposed filing fee or surcharge, however, will still need to be paid unless the Court waives the filing fee or surcharge pursuant to GR 34.

(4) The effective date of this rule may be delayed by administrative order of the Presiding Judge if more time is necessary to fully implement the Court’s eFiling application and complete training.

(b) **Documents That Need Not Be eFiled.** The following documents may be filed in paper form rather than eFiled –

(1) Documents submitted for *in camera review*, or documents supporting motions to seal, including documents submitted pursuant to GR 15; and/or

(2) Documents incapable of legible conversion to an electronic format by scanning, imaging, or any other means.

(c) **Waiver Of The Requirement To eFile For Attorneys.**

(1) If an attorney is unable to eFile documents, the attorney may request a waiver from the Court. The attorney must make a showing of good cause and explain why paper document(s) must be filed in that particular case. The Court will make waiver request forms available on the Court website. The Court will consider each application and provide a written approval or denial to the attorney. Attorneys who receive a waiver shall file a copy of the waiver in each case in which they file documents. Attorneys who receive a waiver shall place the words “Exempt from e-Filing per waiver filed on (date)” in the caption of all paper documents filed for the duration of the waiver.

(2) Upon a showing of good cause the Court may waive the requirement as to a specific document or documents on a case by case basis.

(d) **Compliance With This Rule.**

(1) The Court will reasonably work with an individual to correct any non-compliance with eFiling requirements. This will be especially true when the eFiling application initially “goes live” because everyone will need time to learn how to use the new eFiling application.

(2) The Court may assess a fee of \$20.00 dollars per electronic document to a person whose signature is on an electronic document eFiled with the Court that requires special handling because of – (a) errors; (b) failure to follow court rules or statutes; and/or (c) lack of completeness.

(3) The Court may assess a fee of \$50.00 dollars for each paper document filed with the Court if an attorney and/or an attorney’s firm files a document in paper form and does not have an approved LGR 30.1(c) waiver from eFiling.

(e) **Force And Effect.** Electronically filed court records have the same force and effect and are subject to the same right of public access as are documents that are not eFiled.

(f) **Electronic Service.** If a party serves another party electronically or via email, that party must likewise accept service from the other parties electronically or via email.

(g) **Time Of Filing, Confirmation, And Rejection.**

(1) A party whose eFiling is untimely as the result of a technical failure of the Court’s eFiling application may seek appropriate relief from the Court.

(2) Problems on the eFiler’s end (such as phone line problems, problems with the eFiler’s Internet Service Provider, or hardware or software problems) will not constitute a technical failure under this rule nor excuse an untimely eFiling. An eFiler who cannot file a document electronically because of a problem on the eFiler’s end should explore other eFiling options. The eFiler’s login and password will work on any computer that has internet access, e.g., at the library, home computer, or in commercial business service centers.

(3) Filing a document electronically does not alter filing deadlines.

(4) In the absence of the Court’s confirmation of receipt and eFiling, there is no presumption that the Court received and filed the document. The eFiler is responsible to verify that the Court received and filed any document that was submitted to the Court electronically using the Court’s eFiling application.

(h) **Password Security.** eFilers agree to protect the security of their passwords and immediately notify the Court if they learn that their password has been compromised. eFilers may be subject to sanctions for failure to comply with this provision.

- (i) **Binding Effect On Signer**. An electronic document filed in accordance with this rule and electronically signed means the signer intends to sign electronically and agrees the electronic signature binds the signer the same as a handwritten signature for the purpose of validity, enforceability, and admissibility including CRLJ 11.
- (j) **Official Record**. When a document has been filed electronically, the official record is the electronic record of the document as stored by the Court. A party is bound by the document as eFiled.

[Effective June 1, 2022]

# KITSAP COUNTY DISTRICT COURT

## LOCAL COURT RULES – EVIDENCE

### LER 904.1

#### ADMISSIBILITY OF EVIDENCE – DOCUMENTS

Subject to the time lines established in ER 904, the written statement of any witness, including the written report of an expert witness and including a statement of opinion, which the witness would be allowed to express if testifying in person, is deemed admissible if it is made by affidavit or by declaration under penalty of perjury. Any other party may subpoena the author or maker of a document admissible under this rule, at the party's expense, and examine the author or maker as if under cross examination.

[Amended effective September 1, 2019.]

# KITSAP COUNTY DISTRICT COURT

## LOCAL COURT RULES – CIVIL

### LCRLJ 5.1

#### SERVICE AND FILING OF PLEADINGS AND OTHER PAPERS – DISCOVERY MATERIAL

Kitsap County District Court adopts Superior Court Civil Rule (CR) 5(i) concerning the filing of discovery material.

[Amended effective September 1, 2019.]

### LCRLJ 40.1

#### ASSIGNMENT OF CASES – PRELIMINARY TRIAL HEARING

(a) Scheduling. When matters of fact are put in issue by responsive pleadings served and filed in conformance with these rules, the clerk shall, without prior notice to the parties, set the case on for a preliminary trial hearing.

(b) Appearance Required. At the preliminary trial hearing, all parties must appear in person or through counsel. If a party does not appear at the preliminary trial hearing, the non-appearing party's pleadings shall be stricken, unless good cause is shown, and the court may grant a judgment of default or dismissal against the non-appearing party. If no parties appear, the court may dismiss all pending claims without prejudice.

(c) Availability Dates. All parties and/or their counsel shall appear at the preliminary trial hearing with the party's and counsel's schedule of dates of availability for trial.

(d) Matters Prior to Preliminary Trial Permitted. The preliminary trial hearing procedure shall not preclude the entry of a default judgment, judgment on the pleadings, or any other orders prior to the date of the preliminary trial hearing which are not inconsistent with these rules or the Civil Rules for Courts of Limited Jurisdiction (CRLJ).

[Amended effective September 1, 2019.]

### LCRLJ 40.2

#### ASSIGNMENT OF CASES – TRIAL CONFIRMATION

Cases will be scheduled for trial by the Court at the preliminary trial hearing. A party must confirm that the case will be ready for trial on the scheduled trial date by confirming the trial with the court scheduler at (360) 337-7013 or by e-mail at [KCDC@co.kitsap.wa.us](mailto:KCDC@co.kitsap.wa.us) no later than 1:30 PM on the Thursday prior to the date set for trial. Failure of a party to confirm a trial may

result in the trial date being continued. No jury will be available for a scheduled trial date where a party has not confirmed the trial.

[Effective September 1, 2019.]

LCRLJ 55.1

DEFAULT – REASONABLE ATTORNEY FEES SCHEDULE

(a) Court May Vary from Attorney Fees Schedule. The Court shall have authority to vary, on its own motion, from the attorney fees schedule listed below.

(b) Attorney Fees Sought in Excess of Schedule. A party seeking reasonable attorney fees in excess of the attorney fees schedule listed below shall file an itemized attorney fees affidavit or declaration under penalty of perjury. The affidavit or declaration under penalty of perjury should address the reasonable attorney fees factors discussed in RPC 1.5, *Bowers v. Transamerica Title Ins. Co.*, 100 Wn.2d 581 (1983), *Singleton v. Frost*, 108 Wn.2d 723 (1987), *Scott Fetzer Co. v. Weeks*, 122 Wn.2d 141 (1993), *Mahler v. Szucs*, 135 Wn.2d 398 (1998), and *Berryman v. Metcalf*, 177 Wn.App. 644 (Div. 1 2013).

(c) Default Judgment Reasonable Attorney Fees Schedule. When a party is entitled to an award of reasonable attorney fees by contract, statute or recognized equity ground, *Seattle v. McCready*, 131 Wn.2d 266, 273-75 (1997), the fees provided in the following attorney fees schedule shall be deemed reasonable in all default cases unless a party presents evidence that a larger or smaller fee should be awarded –

JUDGMENT RANGE	FEES AWARDED
\$ 50.00 – \$ 2500.00	\$ 375.00
\$ 2500.01 – \$ 10,000.00	\$ 750.00
\$ 10,000.01 – \$ 35,000.00	\$ 1,000.00
\$ 35,000.01 – \$ 50,000.00	\$ 1,250.00
\$ 50,000.01 – \$ 75,000.00	\$ 1,500.00
\$ 75,000.01 – \$ 100,000.00	\$ 2,000.00

[Amended effective September 1, 2019.]



LCRLJ 59.1

NEW TRIAL, RECONSIDERATION, AND AMENDMENT OF JUDGMENTS –  
HEARING ON MOTION FOR RECONSIDERATION

A motion for reconsideration shall initially be submitted by the moving party only on its own briefs and affidavits or declarations under penalty of perjury. The Court will review the moving party's reconsideration pleadings *ex parte*. The court will thereafter notify the parties whether – (a) the motion has been denied; or (b) oral argument will be scheduled and/or responsive pleadings will be required.

[Amended effective September 1, 2019.]

# KITSAP COUNTY DISTRICT COURT

## LOCAL COURT RULES – CRIMINAL

### LCrRLJ 3.2.2

#### RELEASE OF ACCUSED – DOMESTIC VIOLENCE OFFENSES

Any person arrested on Probable Cause (without an arrest warrant) for an offense classified as a Domestic Violence offense under Chapter 10.99 of the Revised Code of Washington as the same exists or shall hereafter be amended shall be held in jail pending the defendant's first appearance in the absence of a judicial order.

[Amended effective September 1, 2020; September 1, 2019.]

### LCrRLJ 3.4.1

#### VIDEO CONFERENCE PROCEEDINGS

Kitsap County District Court authorizes the use of video conference proceedings pursuant to CrRLJ 3.4(d) and (e).

[Amended effective September 1, 2019.]

### LCrRLJ 3.6.1

#### SUPPRESSION PROCEDURE – SCHEDULING

Motions to suppress physical, oral or identification evidence shall be noted for hearing by the moving party to be held prior to the date set for trial. The moving party shall contact the court scheduler at (360) 337-7013 to obtain a hearing date.

[Amended effective September 1, 2019.]

### LCrRLJ 3.7

#### DISPOSITIVE MOTIONS – SCHEDULING

Motions that, if granted, would be dispositive of a case shall be noted for hearing by the moving party to be held on a date prior to the date set for trial. The moving party shall contact the court scheduler at (360) 337-7013 or by e-mail at [KCDC@co.kitsap.wa.us](mailto:KCDC@co.kitsap.wa.us) to obtain a hearing date.

[Amended effective September 1, 2019.]

LCrRLJ 4.7.1  
DISCOVERY – COURT APPOINTED COUNSEL

The prosecuting authority shall provide discovery to counsel appointed at public expense within 14 days of the Court’s entry of an Order Appointing Counsel. An Order Appointing Counsel shall be considered a written demand for discovery, thereby triggering the prosecuting authority’s discovery obligations pursuant to CrRLJ 4.7(a).

[Amended effective September 1, 2019.]

LCrRLJ 6.1.4  
PROCEDURES AT TRIAL – TRIAL CONFIRMATION

Cases will be scheduled for trial by the Court at the pre-trial hearing. A party must confirm that the case will be ready for trial on the scheduled trial date by confirming the trial with the court scheduler at (360) 337-7013 or by e-mail at [KCDC@co.kitsap.wa.us](mailto:KCDC@co.kitsap.wa.us) no later than 1:30 PM on the Thursday prior to the date set for trial. Failure of a party to confirm a trial may result in the trial date being continued. No jury will be available for a scheduled trial date where a party has not confirmed the trial.

[Amended effective September 1, 2019.]

# KITSAP COUNTY DISTRICT COURT

## LOCAL COURT RULES – INFRACTIONS

### LIRLJ 3.5.1 LOCAL RULE OPTIONS

- (a) Decisions on Written Statements – Contested and Mitigation Hearing Procedures. Kitsap County District Court adopts IRLJ 3.5(a).
  
- (b) Telephonic or Video Conference Mitigation Hearings. Kitsap County District Court adopts IRLJ 3.5(b).

[Amended effective September 1, 2019.]