

# KITSAP COUNTY SUPERIOR COURT STATE OF WASHINGTON



## LOCAL COURT RULES

*Amended June 19, 2012; effective September 1, 2012*  
*Amended September 5, 2012; effective October 1, 2012*

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**KITSAP COUNTY LOCAL GENERAL RULES [KCLGR]****KCLGR 31 ACCESS TO COURT RECORDS****(e) Personal Identifiers-Children.**

- (1) Complete names of children, sealed case types. The complete names of children shall be used in cases that are deemed confidential pursuant to state or federal statutes, including cases filed pursuant to RCW 13 (excluding offender cases); RCW 4.24; RCW 26.33 (Adoption); and, RCW 71.34 (Mental Health Services for Minors).
- (2) Confidential Information Form. The complete names of children and other identifiers shall be included in the Confidential Information Form or similar document for cases filed under Title 26.
- (3) Domestic Relations Orders. Court orders concerning the financial support or the custody or residential schedule of a child (including temporary or permanent parenting plans and similar documents) and orders establishing or disestablishing paternity shall include the full name of the child. The date of the birth of a child shall be included in court records only as authorized by General Rule 22.
- (4) Child who is alleged to be a victim of a crime. The complete name of a child who is alleged to be a victim of a crime may be included in subpoenas and in jury instructions. Nothing in this rule requires that subpoenas be routinely filed in the court file.
- (5) Child who is charged with a crime. The complete name of a child charged with a crime shall be included in any indictment or information filed with the court pursuant to CrR 2.1 or JuCR 7.2, as part of an affidavit or declaration of probable cause or for any other purpose deemed necessary for the prosecution or defense of the criminal or juvenile offender matter.
- (6) Child who is the subject of a minor settlement. The complete name and date of birth of a child who is the subject of a minor settlement shall be included in the petition and any dispositive orders, pursuant to Rule 98.16W of the Superior Court Rules on Special Proceedings.
- (7) Orders issued for the protection of a child. If a child is a person protected by a criminal no contact order issued pursuant to RCW 10.99, an anti-harassment order issued pursuant to RCW 10.14, an order of protection issued pursuant to RCW 26.50 or a restraining order or order of protection issued pursuant to RCW 26.09,

RCW 26.10, RCW 26.26, RCW 26.52.020, or any other court order entered for the protection of the child, the child's full name and other identifiers shall be included on petitions and orders as necessary for entry of the order in the Judicial Information System (JIS) and/or the Washington Crime Information Center (WACIC).

- (8) Orders on release of criminal defendant. If access to a child is restricted pursuant to CrR 3.2(d)(1), the court may include the full name of the child on the order if deemed necessary for effective enforcement of the order.
- (9) Orders restraining child from contacting or harassing others. Whenever a child is named as a respondent in an order listed in (3) above, the child's full name and other personal identifiers shall be included on the petition and order as necessary for entry of the order in the Judicial Information System (JIS) and/or the Washington Crime Information Center (WACIC).
- (10) Petitions and Notices filed pursuant to RCW 11.28 (children as heirs to estate). The full names and ages of children and other information required by RCW 11.28.110 and RCW 11.28.330 shall be included. However, the date of birth may be included only as authorized by General Rule 22.
- (11) General Authority. Nothing in this rule shall prohibit a court from authorizing the use of a child's full name or date of birth when necessary for the orderly administration of justice, consistent with the requirements of General Rule 22.

*Amended June 21, 2011; effective September 1, 2011.*

## KITSAP COUNTY LOCAL ADMINISTRATIVE RULES [KCLAR]

### KCLAR 1 LOCAL ADMINISTRATIVE RULES

- (a) **Presiding Judge and Assistant Presiding Judge.** The judges shall elect a Presiding Judge and an Assistant Presiding Judge by majority vote at a judges' meeting. The term of a Presiding Judge shall be two years and begin on January 1. The Presiding Judge and Assistant Presiding Judge shall perform all duties of the position required by General Rule 29. Vacancies in the office of Presiding Judge or Assistant Presiding Judge shall be filled by majority vote of the judges at the first judges' meeting held after the vacancy is known to exist.
- (b) **Executive Committee.** The judges of the Superior Court, sitting as a whole as an executive committee, shall advise and assist the Presiding Judge in the administration of the court.
- (c) **Assignments.** Judges shall be appointed to manage administrative and policy matters relating to specific areas. Any Superior Court judge may be designated to manage any of the duties set forth below.
- (1) Domestic Relations Presiding Judge. The Presiding Domestic Relations judge shall be appointed to manage administrative and policy matters relating to domestic relations cases.
  - (2) Criminal Motions Judges. The Criminal Motions Judges shall manage administrative and policy matters relating to criminal cases in both adult and juvenile court.
  - (3) Juvenile Court Judges. The Juvenile Court Judges shall manage administrative and policy matters relating to Juvenile Court.
  - (4) Truancy Judge. The Truancy Judge shall manage administrative and policy matters relating to truancy cases.
  - (5) Guardianship Delinquency Judge. The Guardianship Delinquency Judge shall manage administrative and policy issues relating to guardianship delinquency matters.
  - (6) Guardian ad Litem Committee. The Guardian ad Litem Committee shall manage administrative and policy issues relating to guardians ad litem.



- (7) Parenting Education Committee. The Parenting Education Committee shall consist of at least one judge, one court commissioner, one or more representatives of local dispute resolution agencies, one or more marriage and family therapists, one or more private attorneys, and others as appropriate.

*Amended June 21, 2011; effective September 1, 2011.*

**KITSAP COUNTY LOCAL CIVIL RULES [KCLCR]****III. PLEADINGS AND MOTIONS****KCLCR 7 PLEADINGS ALLOWED; FORM OF MOTIONS****(b) Motions and Other Papers.****(1) How Made.**

- (A) Time for filing. Parties desiring to submit an application to the Court, legal brief, memorandum of authorities, and any supporting affidavits or other documents on a motion, hearing or trial to be heard shall serve and file the same with the Clerk of Court no later than five court days before the date the party wishes the motion to be considered. Any responsive materials shall be served and filed with the Clerk of Court by 12:00 noon two days prior to the time set for the hearing or trial. Any documents in strict reply shall be similarly filed and served no later than 12:00 noon on the court day before the hearing. No documents shall be submitted to the Court unless opposing counsel or the self-represented litigants have been timely provided with copies.
- (B) Bench Copies. At the time a party files any document with the office of the Clerk of Court pursuant to section (A) above the party shall be responsible for filing bench copies simultaneously with the Superior Court office along with a notation of trial or hearing date. Bench copies are mandatory for all hearings for which pleadings have been filed. If a hearing is confirmed but not held, the bench copy will be available at the Superior Court office until the end of the calendar and then discarded.

If a hearing is not confirmed and a bench copy has been filed, a party may retrieve it from the Superior Court office on, or before, the date originally set for hearing, redate it, and refile it. If bench copies have not been retrieved and refiled for a new hearing date, another set of bench copies must be filed for the new hearing.

- (C) Reapplication for Order. When an order has been applied for and refused in whole or in part (unless without prejudice), or has been granted conditionally and the condition has not been performed, the same application for an order shall not be presented to another judge.

If a subsequent application is made upon an alleged different statement of

facts or law, it shall be shown by affidavit what application was made, when, and to what judge; what order or decision was made thereon; and what new facts or law are claimed to be shown.

For failure to comply with this requirement, any order made upon such subsequent application shall be set aside upon request of an opposing party.

- (D) Motions in Limine. Motions to limit the introduction of evidence should be presented for resolution not later than the regular motion day immediately preceding the assigned trial date or such other date as may be set by the Court.

Failure to comply with this rule may result in the Court's refusal to hear such motion on the day of trial or in the imposition of terms in favor of both the adversely affected party or parties and to Kitsap County for the expense caused by resulting delays.

- (2) Form; Necessary Provisions in Orders Requiring Personal Attendance. In all civil proceedings wherein an order is to be issued requiring the personal attendance of a person to be examined in open court, the order shall include the following words in capital letters:

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

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

*Amended September 1, 2008; September 1, 2011; September 1, 2012.*

## **KCLCR 16 PRETRIAL PROCEDURE AND FORMULATING ISSUES**

### **(a) Settlement Conferences (civil-non-domestic); Responsibilities of the Parties.**

- (1) Attendance and Preparation Required. Settlement conferences are mandatory. No later than noon the day prior, all parties and counsel shall serve a complete memorandum for settlement upon the other parties and provide the original for the settlement conference judge. The original memorandum shall not be filed, but

shall be returned to its author at the conclusion of the settlement conference. The attorney personally in charge of each party's case and trial counsel shall personally attend all settlement conferences and shall come prepared to discuss in detail and in good faith the following, which shall also be addressed in the memorandum for settlement:

- All liability issues;
- All items of special damages or property damage;
- The degree, nature, and duration of any claimed disability;
- General damages;
- Explanation of position on settlement; and
- Pretrial conference matters if the case is not settled.

(2) Parties to be Available.

- (a) *Presence in Person.* The parties shall, in all cases, be present.
- (b) *Representative of Insurer.* A party whose defense is provided by a liability insurance company shall personally attend said settlement conference and a representative of the insurer of said party shall attend or be available by telephone with sufficient authority to bind the insurer to a settlement.
- (c) *Court May Excuse Attendance.* Attendance of a party may be excused upon notice to other parties no later than 24 hours prior to the settlement conference at the discretion of the settlement conference judge, preassigned judge, or Presiding Judge for good cause shown.

(3) Mandatory Confirmations. All settlement conferences must be confirmed in person, by telephoning the Superior Court office at **(360) 337-7140 (Option #2)**, or by email at **supcourtconfirm@co.kitsap.wa.us** no later than 12:00 noon on the day before the conference, but not earlier than 48 hours in advance. Failure to confirm may result in the imposition of terms and/or sanctions as the Court may deem appropriate.

(4) Failure to Attend. Failure to attend the settlement conference in accordance with these rules may result in the imposition of terms and/or sanctions as the Court may deem appropriate.

(5) Changes or Continuances. Changes or continuances of settlement conferences may be authorized only by the Presiding Judge or preassigned judge on timely written motion and for good cause shown.

- (6) Proceedings Confidential. Proceedings of settlement conferences shall, in all respects, be confidential and not reported or recorded. No party shall be bound unless a settlement is reached. When a settlement has been reached, the Court may, at its discretion, and with the consent of the parties, order any agreement to be placed on the record.

**(b) Settlement Conferences; the Court.**

- (1) Pretrial Power of the Court. If the case is not settled at the settlement conference, the Court may nevertheless make such orders as are appropriate pursuant to pretrial conference rules.
- (2) Judge Disqualified for Trial. A judge presiding over a settlement conference shall be disqualified from acting as the trial judge or exercising discretion in regard to subsequent motions in that matter.

*Amended September 1, 2011; September 1, 2012.*

Official Comment:

For rules governing settlement conferences in domestic relations matters see KCLFLR 8.

**V. DEPOSITION AND DISCOVERY**

**KCLCR 26 GENERAL PROVISIONS REGARDING DISCOVERY**

- (g) **Objections to Discovery Responses.** Any party objecting to an answer or a response to an interrogatory, requests for production or inspection, or requests for admission shall set forth each request or response objected to, the interrogatory or requests to which it relates, and the reasons for the objections.

*Amended June 21, 2011; effective September 1, 2011.*

## VI. TRIALS

## KCLCR 40

## ASSIGNMENT OF CASES

## (b) Methods.

(1) Trial Setting.

- (A) Note for Trial Setting. Any party desiring to bring any issue to trial shall note the matter on the trial setting calendar using the Note for Trial Setting (Exhibit A).

Counsel are required to inform the Court Scheduler of available and unavailable date(s). Counsel may identify mutually agreeable date(s). Upon stipulation by all parties of the trial date(s), moving counsel shall provide that information on the Note for Trial Setting. The moving party must identify all counsel and/or parties and their mailing addresses. Personal appearance by counsel is not necessary. Settings will be done administratively and the Court Scheduler shall mail the case event schedule containing the trial date to all parties listed on the Note for Trial Setting. If a dispute arises over a setting, the matter shall be heard on the civil motion calendar.

All telephone communications regarding trial settings, special motion settings, and scheduling should initially be with the Court Scheduler at **(360) 337-7008**.

- (B) Visiting Judge Required. The Court shall be notified at the time of trial setting if an attorney practicing in Kitsap County is a party or a witness in any matter before the Court or of any other matter needing a visiting judge.

- (3) Mental Illness Hearings. Mental illness hearings will be set through the Court Scheduler.

- (4) Standby Calendar. In the event that a case cannot be heard on the date set for trial it will be held on a standby calendar and counsel will be given a minimum of two hours notice for trial.

- (A) Notification. The Court Scheduler shall contact the parties to advise them of the standby status of their case.

- (B) Standby Calendar at Counsel Request. A standby calendar at the parties' request may be created with the following conditions and addressed to the Court Scheduler.
- (i) *Trial - Kitsap County Superior Court.* If an attorney is in another trial in Kitsap County Superior Court.
  - (ii) *Trial - Other Courts.* If an attorney has a conflict with another Superior Court, Appellate Court, or Federal Court, with the approval of the Presiding Judge.
  - (iii) *Emergency.* If an illness or other emergency situation arises involving the litigants, witnesses, or lawyers, with the approval of the Presiding Judge.
  - (iv) *Other Requests.* Any other request must be made to the Presiding Judge.
  - (v) *Pending Settlement.* Cases pending settlement will not be placed on standby at counsel request, but may be reset.
- (5) Notice to Court of Calendar and Jury Trial Changes. Whenever a cause has been set for trial and thereafter is settled or will not be tried for any reason, or if a jury is thereafter waived, notice shall immediately be given to the Court Scheduler.
- (6) Case Management. A Note For Trial Setting filed pursuant to section (1)(A) above, shall designate that the case falls within one of the following categories:

Track I	Standard/General Civil Litigation
Track II	Complex Litigation
Track III	Domestic Relations

Once designated, counsel shall comply with the tracking procedures set forth below.

- (A) Track I - Standard/General Civil Litigation.
- (i) *Scope.* Except as otherwise provided in these rules or as otherwise ordered by the Court, this rule shall apply to all civil cases except:
    - Adoptions;
    - Domestic violence;

- Civil harassment;
- URESA cases;
- Juvenile proceedings;
- Paternities;
- Minor Settlements;
- Probates;
- Guardianships;
- Unlawful Detainers;
- Reviews of administrative agency actions;
- Appeals from courts of limited jurisdiction;
- Foreign judgments;
- Petitions for writs of mandamus, restitution, etc.;
- Civil commitments; and
- Proceedings under RCW 70.96A.

- (ii) *Preassignment and Case Schedule.* At the time a matter is noted for trial setting, the Court Scheduler shall randomly preassign a department of the Superior Court to hear the case. The Court Scheduler shall enter an Order Setting Trial Date and Civil Case Event Schedule in the form set forth in Exhibit D of these rules.
- (iii) *Amendment of Order Setting Case Event Schedule.* Upon motion of any party or the Court, and upon good cause shown, the preassigned judge may modify any date in the original Order Setting Trial Date and Civil Case Event Schedule. Copies of said amended order shall be filed and served upon all parties.
- (iv) *Additional Parties.* A party who joins an additional party in an action shall be responsible for serving the additional party with the current Order Setting Trial Date and Civil Case Event Schedule together with the first pleading served on the additional party.
- (v) *Time Intervals for Case Event Schedule.* Except as otherwise provided in the rules, or as otherwise ordered by the Court pursuant to section (A)(iii) above, the parties and counsel shall comply with the following events and time schedules:

Last day to file motions to join parties	60 days from trial setting date
Discovery Cutoff	120 days before trial date



Last day to hear dispositive Pretrial Motions	90 days before trial date
Mandatory Settlement Conference	Not less than 30 days before trial date
Trial Date	

*Comment:* These dates will be set forth in the Order Setting Trial Date and Civil Case Event Schedule.

- (vi) *Enforcement.* The Court on its own initiative, or on motion of a party, may order an attorney or party to show cause as to why sanctions or terms should not be imposed for failure to comply with the case schedule established by these rules. If the Court finds that an attorney or party has failed to comply with the case schedule and has no reasonable excuse or other good cause, the Court may order the attorney or party to pay monetary sanctions to the Court, or terms to any attorney or party who has incurred expense as a result of the failure to comply, or both. In addition, the Court may impose such other sanctions or terms as justice requires. As used in this rule, “terms” means costs, reasonable attorney fees and other expenses incurred or to be incurred as a result of the failure to comply; “monetary sanctions” means a financial penalty payable to the Court, and “other sanctions” includes, but is not limited to, the exclusion of evidence and other sanctions available pursuant to the Civil Rules and Local Court Rules.
  
- (vii) *Discovery Cutoff.* Unless otherwise ordered by the Court for good cause and subject to such terms and conditions as are just, all discovery allowed under Civil Rules 26-37, including responses and supplements thereto, must be completed no later than the date specified in the Civil Case Event Schedule. Discovery requests must be served early enough that responses will be due and depositions will have been taken prior to the cutoff date. Nothing in this rule shall modify a party’s responsibility to seasonably supplement responses to discovery requests or otherwise to comply with discovery prior to the cutoff, nor shall a party be prevented from seeking relief under CR 37 after the cutoff date for discovery properly sought in accordance with this rule.

- (viii) *Dispositive Pretrial Motions.* No hearings on dispositive pretrial motions shall be heard by the Court after the cutoff date specified in the Civil Case Event Schedule, except upon good cause shown and upon such terms and conditions as the Court may deem just, including assessment of terms and sanctions.
- (ix) *Settlement Conference.* Reserved [See KCLCR 16(a).]

(B) Track II - Complex Litigation.

- (i) *Leave of Court Required.* Assignment to Track II requires court approval. A request for assignment to Civil Track II may be made by filing a Note for Trial Setting (Exhibit A) in conjunction with a Request for Assignment to Civil Track II (Exhibit B). Alternatively, a plaintiff or defendant may move for placement on Track II at filing or when an answer is filed by bringing the motion on the Presiding Judge's departmental calendar. The Court may place a case on Track II on its own motion at any time.
- (ii) *Scope.* The following factors shall be weighed in determining whether a case will be placed on Track II:
  - Nature of subject matter;
  - Degree of complexity;
  - Amount in controversy;
  - Number of attorneys/parties involved; and
  - Length of trial.
- (iii) *Preassignment and Case Schedule.* The Presiding Judge will accept or deny a request submitted pursuant to section (B)(i) above and notify parties. A department of the Superior Court shall be preassigned to hear the case.
- (iv) *Management conference.* A case must be at issue at the time of the initial management conference. The initial management conference shall be held within 60 days of acceptance into Track II, at which conference the following shall occur:
  - Assignment of a trial date;
  - Parties submit case management schedule approved by the Court; and
  - Assignment of a date for the mandatory settlement conference.

- (v) *Amendment of Order Setting Case Schedule.* Upon written motion of any party or the Court, and upon good cause shown, the preassigned judge may modify any date in an order entered pursuant to section (B)(iii) above. Copies of said amended order shall be filed and served upon all parties.
  
- (vii) *Cases under the Land Use Petition Act, RCW 36.70C.* When a land use petition (pursuant to RCW 36.70C) is filed with the Kitsap County Superior Court, all such cases shall be treated as Track II complex litigation and in accordance with the following procedures:

*Pre-Assignment to a Superior Court Judge.* Land Use Petition Act cases shall be assigned to a superior court judge, who shall hear and decide all matters in the case.

*Notice of Land Use Petition.* Within 7 days of the filing of a petition under the Land Use Petition Act, RCW 36.70C, the petitioner shall provide written notice of the filed petition to the Kitsap County Court Scheduler, identify it as a Land Use Petition Act case, and ask that the case be assigned to a judge. The Court Scheduler will note an initial hearing before the assigned judge.

*Initial Hearing.* A scheduling order setting the dates for filing the record, submitting briefs, and hearings will be issued at or shortly after the initial hearing. The parties should attempt to determine a mutually agreed upon scheduling order prior to the initial hearing. The parties may waive the initial hearing by filing a stipulated order resolving jurisdictional and procedural issues raised by the petition and setting a schedule for briefing, filing the record and transcripts and a hearing on the merits. Prior to filing a stipulated scheduling order, the petitioner shall contact the Court Scheduler to obtain a tentative date for the merits hearing.

*Preparation of Administrative Record.* Copies of the administrative record shall be provided to all parties. A bench copy of the record with an index and document identification tabs shall be provided to the assigned judge. A copy of the administrative record without side tabs shall be filed with the Superior Court Clerk for the court file.

*Preparation of Transcripts.* Verbatim transcripts shall be prepared by a certified court reporter and submitted to all parties for a period

of seven days for correction of errors prior to filing.

*Briefs.* The petitioner shall have at least 30 days after the record and verbatim transcripts are filed to file and serve its brief. Respondent's brief shall be filed and served 30 days following filing and service of the petitioner's brief. Petitioner shall have an additional 14 days for filing a service of a reply brief. Reply briefs are in strict reply only. If a reply brief raises new issues, respondent may respond to those issues. In all statements of fact, briefs shall contain citations to the administrative record and the transcripts. Citations to the administrative record and the transcripts shall be denoted "AR" and "HR [date]," respectively, plus a page number.

*Hearing on the Merits.* Unless otherwise granted at the initial hearing, the Land Use Petition Act hearing on the merits shall be scheduled for one (1) day. The assigned judge shall take the first half of the day for reviewing the record, transcripts and briefs. The assigned judge will determine the amount of time granted for argument on the merits.

*Related Matters.* If a LUPA petition is consolidated with another claim, such as a damage action, the case may be bifurcated on stipulation of the parties or pursuant to motion. If the related matter is not bifurcated and entails a trial, a note for trial setting shall not be filed until after the record and transcripts are filed and served.

(C) TRACK III - Domestic Relations. [See KCFLR 8]

*Amended September 1, 1997; September 1, 2001; September 1, 2002; September 1, 2003; September 1, 2010; September 1, 2011; September 1, 2012.*

Official Comment:

Parties are advised to consult the Land Use Petition Act statute for further procedural rules that apply in these proceedings. *See* RCW 36.70C.

**KCLCR 47 JURORS****(a) Examination of Jurors.**

- (1) At the commencement of trial the clerk will assign numbers randomly, beginning with the number one, to all jurors called for trial. If a criminal defendant objects to this procedure, the numbers will be drawn by the clerk in open court at the beginning of the trial.
  - (A) Prior to the questioning of prospective jurors by counsel, the Court will allow time for counsel to review juror profiles and questionnaires.
  - (B) These jurors will be given large badges with their assigned numbers on them. These will be large enough to be easily read by the Court, counsel, and the court reporter. The jurors will arrange themselves in order as directed by the Court.
  - (C) If alternate jurors are to be selected, the parties are encouraged to stipulate that all peremptory challenges will be exercised against the entire panel. Otherwise, each side will only be allowed the number of peremptory challenge(s) against the alternate juror or jurors as allowed by CR 47(b).
- (2) The Court will then ask general questions of the prospective jurors.
  - (A) “General questions” means those questions that are designed to discover those jurors who should be excused for cause (e.g., those prospective jurors who are related to a party or who cannot be available for the full time the trial is estimated to take).
  - (B) Counsel may request general questions to be asked by the Court as long as they meet the definition in section (2)(A) above.
- (3) After prospective jurors have been excused for cause, the Court may excuse those jurors who are in excess of the number needed for the trial. The number needed for trial will be equal to 12, plus the number of alternates, plus the total number of peremptory challenges to which all parties are entitled, plus two to five additional as a cushion for possible additional challenges for cause.
- (4) Counsel will then question the remaining prospective jurors.
  - (A) Each side will have 90 minutes for questioning. Each side may reserve that amount of the allotted time as allowed by the Court for additional questions following the questioning by the other side.

- (i) Any time expended in arguing a challenge for cause will not be charged to either side.
  - (B) The times set forth in section (4)(A) above may be expanded by the Court for good cause shown, such as an extremely complicated case or multiple parties.
  - (C) Counsel may use their allotted time in any manner and may question prospective jurors in any order. Counsel may ask group questions or ask jurors to respond to remarks made by other members of the jury panel. (e.g., the first question may be addressed to juror #3 in the box, then a question to juror #21 on the benches, then to juror #9 in the box, then back to juror #3 in the box, then a question addressed to the entire panel, or just to jurors #3 and #9, etc.)
  - (D) Challenges for cause must be made when they are discovered.
  - (E) Objections to questions are made in the usual manner.
  - (F) If counsel is pursuing an important issue that relates to the qualifications of the prospective jurors to serve, and time has run out, counsel may request that the Court grant additional time.
  - (G) The entire panel of prospective jurors is passed for cause when counsel so announces or when the time allotted has been consumed.
  - (H) The procedure set forth in this rule shall not apply to cases involving charges of aggravated first degree murder as defined by RCW 10.95.020 if a notice of special sentencing proceeding has been filed.
- (5) The parties then exercise their peremptory challenges.
- (A) All peremptory challenges shall be exercised in open court.
  - (B) Challenges may be made to jurors who are not seated in the box.
  - (C) When a peremptory challenge is exercised, the next juror on the bench with the lowest number shall replace the juror who was excused from the jury box.
  - (D) The parties are encouraged to stipulate regarding peremptory challenges per Rule 47(a)(2)(A).

- (E) Upon request of counsel, time will be allowed between voir dire and the exercise of peremptory challenges.
- (6) Additional provisions.
  - (A) Counsel may submit, and the Court may allow, special questionnaires focused to the specific case (or type of case) to be submitted to the jurors to answer on the morning of trial before the voir dire process begins. Copies will be made and available to counsel during the questioning of the jurors. Counsel must submit proposed questionnaires to the Court and serve copies on opposing counsel at least five days prior to trial. If this is not done, the Court, in its discretion, may not allow special questionnaires. (If a standard questionnaire has been adopted by the Court for particular types of cases, counsel may refer to the standard questionnaire rather than serving copies.)
  - (k) **Jury - Jurors.** Jurors shall be called on a one trial/one day basis. Those persons selected to serve on a jury will be obligated for the duration of that one trial. Those not seated on a jury by the end of the selection will have fulfilled their jury obligation.

*Amended June 21, 2011; effective September 1, 2011.*

**KCLCR 51                    INSTRUCTIONS TO JURY AND DELIBERATION****(b) Submission.**

- (1) Filing. Instructions shall be served and filed by 9:00 a.m. of the first day of trial.
  - (2) Assembling and Distribution. Jury instructions shall be assembled and distributed as follows:
    - (A) One set to trial judge to be unnumbered without citations.
    - (B) One set numbered and with supporting citations to each of the following:
      - Clerk of Court for file;
      - Judge for work copy; and
      - Counsel for each opposing party
    - (C) One set containing unnumbered instructions without citations submitted electronically on CD or by email attachment (to the address provided by the trial judge). The jury instructions should be in Microsoft Word format.
    - (D) Jury instructions shall comply with the following formatting requirements:
      - Formatted for 8-1/2" x 11" paper;
      - One inch margins on all sides, except for verdict form which should have a three-inch top margin on the first page;
      - Set for double-spacing; and
      - Arial Font, 14 point font size.
- (d) Published Instructions.** Washington Pattern Jury Instructions are to be cited. On the copy of proposed jury instructions delivered to the trial court, the Clerk of Court, and opposing counsel, those Washington Pattern Jury Instructions proposed shall be so identified by WPI number. If the WPI is changed or modified in any way (except for the selection of alternate WPI wording), the citation shall include the word “modified.” Modifications shall be identified on the numbered sets.

*Amended June 21, 2011; effective September 1, 2011.*



**VII. JUDGMENT**

**KCLCR 54 JUDGMENT AND COSTS**

**(g) Attorney Fees.**

- (1) Itemization. Counsel requesting that the Court fix or determine the reasonableness of fees, or order payment of fees in any case, shall itemize the time expended, services rendered, or other detailed bases for the fees requested and attach a copy thereof to the request.
  
- (2) Temporary Attorney Fees. The following temporary attorney fees are guidelines in domestic relations cases: \$1,500.00 to the Petitioner, and \$1,250.00 to the Respondent if a parenting plan is required; \$1,000.00 to the Petitioner and \$500.00 to the Respondent if no parenting plan is required. The Court also has the discretion to award taxable costs.

*Amended June 21, 2011; effective September 1, 2011.*

**KCLCR 56 SUMMARY JUDGMENT**

- (c) A bench copy of the summary judgment and all supporting documents and responses shall be delivered, on the date of filing, to the Superior Court office.

Official Comment:

For further guidance on the submission of bench copies see KCLCR 7.

*Amended June 21, 2011; effective September 1, 2011.*

**KCLCR 59 NEW TRIAL, RECONSIDERATION, AND AMENDMENT OF JUDGMENTS**

- (b) **Motion for Reconsideration; Time for Motion; Contents of Motion.** A motion for reconsideration shall be filed and noted-not later than 10 days after entry of the judgment, decree, or order. The motion shall be noted on the trial judge's departmental motion docket to be heard not sooner than 30 but not later than 40 days after entry of the judgment, decree, or order, unless the Court directs otherwise. The trial judge shall be served by hand delivery of a copy of the motion and all supporting pleadings to the Law Clerk of the trial judge at the Superior Court office. [See KCLCR 7(b)(1)(B).] The documents shall be clearly identified as a motion for reconsideration, and shall clearly state the date the judgment, decree, or order was entered, and the names and addresses of opposing counsel.
- (e) **Hearing on Motion for Reconsideration.** A motion for reconsideration shall be submitted on briefs and affidavits of the moving party only. No response shall be submitted by the opposing party, nor shall oral argument be heard, unless the Court so directs. The Court shall notify the parties, not later than 10 days before the hearing, whether: (1) the motion has been denied and the hearing stricken; or (2) oral argument and/or responsive pleadings will be allowed.

*Amended September 1, 1997; September 1, 1998; September 1, 2000; September 1, 2009; September 1, 2010; September 1, 2011; September 1, 2012.*

**X. SUPERIOR COURTS AND CLERKS**

**KCLCR 77 SUPERIOR COURTS AND JUDICIAL OFFICERS**

- (d) **Superior Court Always Open.** Court will be in session, unless otherwise ordered, on all judicial days, except Saturday. Court hours will be from 9:00 a.m. to 12:00 noon and from 1:30 p.m. to 4:30 p.m., except for those ex parte departments commencing at 8:30 a.m.
- (f) **Sessions.** There shall be one continuous session of Court from January 1 through December 31 of each year.
- (k) **Motion Day - Local Rules.**
- (1) Departmental Matters. Departmental matters will be heard on Fridays at 1:30 p.m.
  - (2) Civil Matters. Probate, guardianship and civil motions in cases which are not preassigned to a specific judge will be heard on Friday at 9:00 a.m. Civil matters in cases which have been preassigned shall be heard on that judge's departmental

calendar on Fridays at 1:30 p.m.

- (A) In cases related to debt collections, Civil Rule 56 motions will be heard on Friday at 9:00 a.m.
- (B) In cases other than those related to debt collections, and upon filing of a Civil Rule 56 motion, the Superior Court will issue an order of preassignment to a specific judge followed by a case event schedule. The Civil Rule 56 motions will be heard on that judge's Friday departmental calendar at 1:30 p.m.

(3) Criminal Matters. The Criminal Motion Schedule shall be as follows:

DAILY	9:00	Criminal In Custody Calendars
	10:30	Criminal Out of Custody Calendars
FRIDAY	9:00	Criminal In Custody Calendars
	11:00	Criminal After Sentencing/Restitution Calendar

(4) Ex Parte Matters. Noncriminal ex parte matters shall be heard Monday through Friday at 8:30 a.m. and 3:30 p.m. [See KCLCR 77(k)(10)(C)]

(5) Domestic Relations Matters.

- (A) Settlement Conferences. Settlement conferences may be heard Monday through Thursday at 9:00 a.m., Monday through Wednesday at 1:30 p.m., or such other times as set by the Court. [See KCLCR 16(a)(1).]
- (B) Continuances. Matters for continuances in domestic relations cases shall be made in writing to be heard by the Domestic Relations Presiding Judge.
- (C) Pro Se Dissolutions. Pro se dissolutions without children will be heard at 1:30 p.m. on Tuesday. Pro se dissolutions with children will be heard at 2:00 p.m. on Tuesday.
- (D) Domestic Violence. Domestic violence matters will be heard at 1:30 p.m. on Thursday.
- (E) Temporary Relief. Show cause hearings and motions for temporary relief will be heard on Friday at 9:00 a.m. [See KCFLR 2.]

- (F) Child Support Modification. All child support modifications, including applications for post secondary support, shall be heard by affidavit on Tuesday at 3:00 p.m. as set by the Court Scheduler. Each side shall be limited to 10 minutes. Arguments requiring greater than 10 minutes per side shall be specially set by the Court Scheduler upon application of a party. [See KCLCR 77(k)(10).]
  - (G) Adoptions. Any adoptions requiring notice, including pro se adoptions, will be heard on Tuesday at 11:00 a.m. All other adoptions may be heard on any Ex Parte Calendar except Friday. [See KCLSPR 93.04.]
  - (H) Parentage and State Initiated Child Support Cases. The Parentage Calendar shall be heard on Tuesday at 9:00 a.m.
  - (I) State Initiated Child Support Cases. State of Washington initiated child support cases including support modifications and parentages shall be heard on Tuesday at 9:00 a.m.
- (6) Guardianship Delinquency Matters. Guardianship delinquency matters shall be heard at 10:00 a.m. the first Friday of each month.
  - (7) Trial Settings. Trial setting dockets shall be Friday at 9:00 a.m. [See KCLCR 40(b)(1)(A).]
  - (8) Minor Settlements. Petitions for settlement of the claims of minors shall be heard on Friday at 9:00 a.m. on the Probate Motions Calendar, except cases which are preassigned shall be heard on that judge's departmental calendar on Friday at 1:30 p.m. [See KCLSPR 98.16.]
  - (9) Special Settings. Any hearing requiring special setting shall be arranged through the Court Scheduler. A hearing may be specially set for the following reasons, by way of example only: length of argument; nature of the hearing; or need for a visiting judge. Special set hearings must be confirmed as required by KCLCR 77(k)(11)(A).
  - (10) Hearing of Motions.
    - (A) Mandatory Confirmations.
      - (i) All motions pursuant to CR 12(b)(6) and CR 56 must be confirmed in person, by telephoning the Superior Court office at (360) 337-7140 (Option 2), or by email at [supcourtconfirm@co.kitsap.wa.us](mailto:supcourtconfirm@co.kitsap.wa.us)

no later than 12:00 noon two days before hearings, but no earlier than 72 hours in advance.

- (ii) The Court does not require confirmation of unlawful detainer actions filed under RCW Title 59.
- (iii) All other civil, domestic relations, probate, adoptions and departmental motions which are not covered by sections (i) or (ii) must be confirmed in person, by telephoning the Superior Court office at (360) 337-7140 (Option 2), or by email at [supcourtconfirm@co.kitsap.wa.us](mailto:supcourtconfirm@co.kitsap.wa.us) no later than 12:00 noon one day before hearings, but no earlier than 48 hours in advance.
- (iv) Matters administratively continued by the court require confirmation.
- (v) Matters not confirmed may be heard only at the discretion of the Court. [See KCLCR 16(a)(3) (confirmation of settlement conferences).]

(B) Hearing of Calendars.

- (i) *Calling of Calendar.* The causes on the Civil Calendar and Domestic Relations Calendar for each motion day will be called in order, oldest causes first.
- (ii) *Noting of Calendar Matters.* Notes for motion calendars shall be filed in the office of the Clerk of Court by 4:30 p.m. on the fifth judicial day preceding the calendar on which hearing is requested and should be substantially in the form found in Exhibit E.
- (iii) *Failure of Party to Appear.* If no one appears in opposition to a duly noted motion, the Court may grant the relief requested upon proper proof of notice. If no one appears for a motion, it will be stricken.
- (iv) *Continuances of Motions.* Counsel, by agreement, may continue any noncriminal motion by filing a notice of continuance, signed by at least one attorney. Forms are available in the courtroom. *See* Exhibit F. Criminal motions shall be continued only with the consent of the Criminal Motions Judge. Continuances shall not be granted by telephone. Summary judgment motions which have been confirmed shall not be continued without the Civil Calendar or preassigned judge's approval.

A party who has noted a matter for hearing may unilaterally strike or re-note the hearing for a new date, except that once confirmed

the hearing may be stricken or re-noted only with prior notice to the other parties.

- (v) *Time Allowed for Argument.* Each side shall be limited to 10 minutes. Argument requiring more than 20 minutes total time may be placed by the judge or court commissioner at the end of the calendar.

If the Court desires to hear further arguments after expiration of 20 minutes, the matter may be placed in order at the end of the calendar for further argument or continued to a specified date.

(C) Hearing of Ex Parte Matters.

- (i) *Scope.* This rule applies to all temporary restraining orders, orders to show cause, and all other ex parte matters. It includes all criminal matters except dismissal at end of probation.
- (ii) *Notice to Opposing Counsel or Party.* Unless notice is specifically excluded by statute, no ex parte order shall be presented without notice to opposing counsel or opposing party if appearing without counsel. If counsel for any party, or a party, has appeared either formally or informally, notice is required. If necessary, notice may be by telephone. This rule applies regardless of whether service is required on the attorney or a party pursuant to CR 5(b)(4).
- (iii) *Reapplication for Order. Reserved.* [See KCLCR 7(b)(1)(C) (reapplication for order).]
- (iv) *Court File.* Counsel or a party is responsible for obtaining the court file when presenting ex parte matters, except for agreed orders other than domestic relations decrees.

*Amended September 1, 1996; September 1, 1997; September 1, 1998; July 1, 1999; September 1, 2002; September 1, 2005; amended on an emergency basis effective April 1, 2006; amended on a permanent basis effective September 1, 2006; amended effective September 1, 2007; amended on an emergency basis effective January 18, 2008; amended on a permanent basis effective September 1, 2008; amended effective September 1, 2009; September 1, 2011; September 1, 2012; amended on an emergency basis effective October 1, 2012 .*

**KCLCR 78 CLERKS**

**(a) Powers and Duties of Clerks.**

- (1) Notifications.
  - (A) Juvenile Staff Appointments. The Clerk of Court shall promptly notify the Director of Juvenile Court Services of appointment of juvenile court staff for any purpose as ordered by the Court.
  - (B) Appointment of Counsel. The Clerk of Court shall promptly notify appointed counsel of any court appointment.
  - (C) Presentence Investigations. The Clerk of Court shall promptly notify the Department of Corrections or Superior Court Investigative Officer of any orders for presentence investigation.
- (2) Action Documents. All pleadings requiring action by the Clerk of Court, other than file stamping and docketing, shall contain the language **CLERK'S ACTION REQUIRED** in the caption beneath the case number on the first page of the document.
- (3) No Personal Checks. The Clerk of Court shall not accept personal checks except for passport applications.

*Amended June 21, 2011; effective September 1, 2011.*

**KCLCR 79 BOOKS AND RECORDS KEPT BY THE CLERK**

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

- (1) Files. The Clerk of Court has authority to grant a member in good standing of the Washington State Bar Association authorization to withdraw up to five files for a period not to exceed seven days.
- (2) Verbatim Report of Proceedings. Verbatim reports of proceedings, after having been settled and signed, shall not be withdrawn from the office of the Clerk of Court except by order of the Court.
- (3) Disposition of Exhibits. All exhibits not withdrawn within 90 days following the final disposition of a civil cause will be destroyed without further notice to any of the attorneys or parties in the case and without further order of the Court.



*Amended June 21, 2011; effective September 1, 2011.*

**XI. GENERAL PROVISIONS****KCLCR 81 APPLICABILITY IN GENERAL**

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

*Amended June 21, 2011; effective September 1, 2011.*

**KCLCR 83 LOCAL RULES OF SUPERIOR COURT****(a) Adoption.**

- (1) Initiation of Rules Changes. All suggestions for rules changes shall be sent to the Assistant Presiding Judge, who shall transmit them to the Practice and Procedure Committee of the Kitsap County Bar Association, to the other Superior Court judges of Kitsap County, and to other interested parties as determined by the Assistant Presiding Judge.
- (2) Consideration of Proposed Rules Changes. All suggested rules changes shall be considered by all judges of the Superior Court of Kitsap County in consultation with the Practice and Procedure Committee of the Kitsap County Bar Association. If a proposed rule or rule change is approved, it will be published for comment as follows during the month of April: by posting on the bulletin board in the office of the Clerk of the Court and the reception counter at the Superior Court office; and by transmitting such proposals to the Kitsap County Bar Association, which shall publish the same to its members.
- (3) Consideration of Comments. All comments on proposed rules should be directed to the Presiding Judge. The Court shall consider all comments, criticisms, objections, and suggestions submitted on, or before, the last day of May.
- (4) Final Adoption, Publication, and Effective Date. After the comment period, and on or before September 1, the Court shall publish the rule changes, and shall submit these to the Administrative Office of the Courts on or before July 1, of each year. The Court shall publish the rule changes as finally approved on or before the effective date of September 1.
- (5) Periodic Review. Thereafter, until the next succeeding December 31, the Court shall continue its consultation with appropriate committees of the Kitsap County Bar Association concerning the need or desirability of further rule changes.

- (6) Limitation of Amendments; Exceptions. The Court shall make rule changes only in accordance with this rule, except in cases of emergency or other circumstances justifying immediate changes.

*Amended effective September 1, 2011; September 1, 2 012.*

## KITSAP COUNTY LOCAL FAMILY LAW RULES [KCLFLR]

### KCLFLR 1 EX PARTE RESTRAINING ORDERS

Personal appearance of a party is required if a party requests an ex parte order seeking to restrain one party from the family home or contact with the other party or children.

*Adopted June 21, 2011; effective September 1, 2011.*

### KCLFLR 2 TEMPORARY ORDERS

The following shall apply to all contested hearings in which temporary relief is sought:

- (a) **Responsive Affidavits.** Responsive affidavits shall be served and filed no later than 12:00 noon the day before the hearing.
- (b) **Reply Affidavits.** Reply affidavit shall be provided to opposing counsel/party no later than 5:00 p.m. the day before the hearing. Reply affidavits may be filed no later than the day of the hearing. Reply affidavits shall be limited to a maximum of three double spaced pages and shall be in strict reply to the responsive affidavit.
- (c) **Exhibits and Worksheets.** Mandatory financial declarations and support worksheets as required by RCW 26.09 shall be filed whenever financial matters are at issue. [See KCLCR 77(k)(5).]

*Adopted June 21, 2011; effective September 1, 2011.*

### KCLFLR 3 CHILD SUPPORT

The Washington State Child Support Schedule as adopted by the legislature shall be applied by the Court and counsel in all matters involving child support, temporary or permanent.

*Adopted June 21, 2011; effective September 1, 2011.*

### KCLFLR 4 FINAL HEARING ON CONTESTED MATTERS

In all final hearings or trials in domestic relations matters, each party shall file and serve on the opposing party and the court by 9:00 a.m. the day of trial, a written Domestic Relations Information Form. The Domestic Relations Information Form shall be in the form set forth on

Exhibit G attached to these rules. Mandatory financial declarations and support worksheets as required by RCW 26.09 shall be filed whenever financial matters are at issue.

*Adopted June 21, 2011; effective September 1, 2011.*

**KCLFLR 5 NONCONTESTED MARRIAGE DISSOLUTIONS; DELIVERY OF DECREE TO OTHER PARTY.**

In default dissolution cases, at the time of entry of the decree, the moving party or counsel shall immediately deliver to or mail to the other party, at their address if known, or to their counsel, a conformed copy of the decree, with the date of filing indicated on each copy so delivered or mailed.

*Adopted June 21, 2011; effective September 1, 2011.*

**KCLFLR 6 MANDATORY SETTLEMENT CONFERENCES**

- (a) **Mandatory Settlement Conferences.** In each dissolution, declaration of invalidity, or legal separation, counsel and the parties shall participate in a settlement conference presided over by a judge or court commissioner. Settlement conferences are mandatory.
- (b) **Attendance and Preparation Required.** No later than noon the day prior to a settlement conference that has been scheduled pursuant to section (a), each party shall have submitted to the other party and the Court a completed settlement conference memorandum and a completed “Domestic Relations Form” in the form of Exhibit G. The attorneys shall come prepared to discuss in detail and in good faith all unresolved issues in the case and, in addition, all pretrial matters if the case is not settled.
  - (1) Failure to Serve Settlement Conference Memorandum and “Domestic Relations Form”/Exhibit G. Failure to serve a completed settlement conference memorandum and a “Domestic Relations Form” in the form of Exhibit G and/or an equivalent upon the other parties and provide the original for the settlement conference judge, as required, may, at the discretion of the judge, result in the settlement conference judge striking the scheduled settlement conference and setting a subsequent settlement conference on the Court’s next available date.
- (c) **Mandatory Confirmations.** All settlement conferences must be confirmed in person, by telephoning the Superior Court office at (360) 337-7140 (Option 2), or by email at [supcourtconfirm@co.kitsap.wa.us](mailto:supcourtconfirm@co.kitsap.wa.us) no later than 12:00 noon two days before hearings, but no earlier than 48 hours in advance. Failure to confirm may result in the imposition of terms and/or sanctions as the Court may deem appropriate.

*Adopted effective September 1, 2011; amended September 1, 2012.*

**KCLFLR 7 APPOINTMENT OF OPTIONAL GUARDIAN AD LITEM, ATTORNEY FOR CHILD, AND CUSTODY INVESTIGATOR IN CHILD CUSTODY MATTERS.**

**(a) Guardian Ad Litem (Title 26).**

- (1) Optional Guardian Ad Litem. In any domestic relations matter the Court may, upon its own motion, or motion of either party, appoint a guardian ad litem to represent the interests of any child, or children, of the parties. If any decree illegitimizes a child or may result in a child becoming illegitimate, the Court may require that a guardian ad litem be appointed for the child.
- (2) Appointment. The guardian ad litem shall be appointed from the court-approved registry for Title 26. Said person shall have such powers, as granted by the Court, to ascertain what is in the best interests of the child or children, and to take whatever steps the Court deems appropriate to effectuate a result consistent with the best interests of the child or children.
- (3) Duties of Guardian Ad Litem. The Court may direct the guardian ad litem to report to the court, either orally or in writing. The guardian ad litem has the right to attend and participate at trial or any other proceeding, and shall be given all other rights accorded a party, including notice. The guardian ad litem may be called as a witness at trial by either party, or the Court.

**(b) Attorney for Child.** In any domestic relations matter the Court may, upon its own motion, or motion of either party, appoint an attorney for any children of the parties. The attorney shall be an advocate for the children and shall represent the position of the children in the action. The attorney shall have the rights of any other attorney in the action. The attorney shall not be expected to submit a report to the court, nor normally be called as a witness at trial. [See RCW 26.09.110.]

**(c) Custody Investigator.** The Court may, upon its own motion, or motion of either party, appoint a custody investigator in matters involving a dispute over custody of a child. [See RCW 26.09.220.]

A custody investigator shall make appropriate investigation and report to the court. Upon motion of any party, or the court, the custody investigator shall appear at trial and be subject to examination by the parties and the Court.

*Adopted June 21, 2011; effective September 1, 2011.*

**KCLFLR 8 DISCOVERY SCOPE AND LIMITS**

In family law matters interrogatories shall be limited to 100 in number and each subpart of an interrogatory shall be counted as a separate interrogatory for purposes of this rule. Additional interrogatories may be permitted by stipulation of the parties or by order of the Court. There shall be no limit on requests for production or requests for admission.

*Adopted June 21, 2011; effective September 1, 2011.*

**KCLFLR 9 CASE PROGRESSION**

- (a) **Note for Settlement Conference and Trial Setting.** Within 90 days of the case at issue, Petitioner or Respondent shall file a Note for Settlement Conference & Trial Setting - Domestic Relations (as set forth in Exhibit C).
- (b) **Settlement conference.** A mandatory settlement conference shall be set within 45 days of the date noted for trial setting. Settlement conferences are mandatory and shall be confirmed before 12:00 noon the day before such conference is scheduled. [See KCFLR 6.]
- (c) **Assignment of Trial Date.** If the case is not settled at settlement conference, the Court will assign a trial date, not more than 120 days from the date of the settlement conference. Exceptions shall be addressed to the settlement conference judge.
- (d) **Change of Trial or Hearing Date.** Upon written stipulation of the parties, or upon motion of party, the Court may order a change or continuance of the trial date, special set hearing, support modification hearing, or settlement conference date.
- (e) **Support Modifications.** All support modifications will be heard by affidavit, 10 minutes per side for argument unless the Court requests additional affidavits or an order authorizing oral testimony is granted. Hearings will be set within days from noting. Petitioner's affidavit shall be submitted not later than 14 days before the hearing. Respondent's affidavit shall be submitted not later than seven days before the hearing. The reply affidavit shall be submitted not later than 12:00 noon the day before the hearing. Settlement conferences are not required for support modifications.

*Adopted June 21, 2011; effective September 1, 2011.*

**KCLFLR 10 MANDATORY PARENTING SEMINAR**

- (a) **Scope.** This rule applies to all cases filed under Ch. 26.09, or Ch. 26.26 of the RCW (except those cases brought on behalf of the State of Washington by the Prosecuting Attorney's Child Support Office) filed after January 1, 2005, which require a parenting plan for minor children, including dissolutions, legal separations, and paternity actions. This rule does not apply to petitions to modify custody. In the case of paternity actions involving the Prosecuting Attorney's Child Support Office, the seminar shall be required only in cases that the Court has made a finding that the Parenting Seminar would benefit the parents.
- (b) **Definitions.** As used in these rules, the following terms have these meanings.
- (1) Parenting Seminar. Parenting seminar or seminar shall mean a seminar presented by an authorized provider as set forth in section (h) below, with content that meets the requirements specified in section (i) below.
  - (2) Parent Education Committee. The Parent Education Committee or Committee shall mean the standing committee of the Kitsap County Superior Court as provided in LCR 1(c)(5).
- (c) **Parenting Seminars; Mandatory Attendance.** In all cases referred to in Section (a) above, and in those additional cases arising under Title 26 RCW where the Court makes a discretionary finding that a parenting seminar would be in the best interest of the children, both parents, and such other parties as the Court may direct, shall participate in, and successfully complete, an approved parenting seminar within 90 days after service of a petition on the responding parent. Successful completion shall be evidenced by a certificate of attendance filed with the Court by the provider agency.
- (d) **Special Considerations, Waiver.**
- (1) Joint Participation Not Required. In no case shall parents be required to attend a seminar together.
  - (2) Grounds for Waiver or Alternative. Upon a showing of any of the following, the Court shall either waive the requirement of completion of the seminar or provide an alternative to the seminar:
    - (A) Domestic violence, abuse, or safety concerns;
    - (B) Allegations of any conduct set forth at RCW 26.09.191; or



- (C) Any other reason why a parent's attendance at a seminar is not in the children's best interest.
- (3) Waiver. The Court may waive the seminar requirement for one or both parents in any case for good cause shown, including but not limited to default situations.
- (e) **Failure to Comply.** Delay, refusal or default by one parent does not excuse timely compliance by the other parent. Unless attendance at the seminar is waived, a parent who delays beyond the 90 day deadline, or who otherwise fails or refuses to complete the parenting seminar, shall be precluded from presenting any final order affecting the parenting/residential plan in this action, until the seminar has been successfully completed. The Court may also refuse to allow the non-complying parent to seek affirmative relief in this or subsequent proceedings until the seminar is successfully completed.
- (f) **Finalizing Parenting Plans.** All parents are required to attach to their proposed final parenting plan a true and accurate signed and dated copy of the certificate of completion of the seminar. No final parenting plan shall be entered without said certificate, except in those cases that the Court has waived attendance.
- (g) **Fee.** Each parent attending a seminar shall pay a fee charged by the provider and sanctioned by the Court. The Court may waive the fee for indigent parents.
- (h) **Authorized Providers.**
  - (1) Certified Providers. The Kitsap County Court Administrator shall maintain a list of seminar providers who have filed a statement of compliance with the Parent Education Committee. The statement of compliance shall certify that the content of seminars offered by the provider meet the requirements set forth in section (i) below.

If a provider's qualifications are challenged, the provider shall be notified by the Committee of the process to resolve any questions regarding the provider's future approval. The provider will then have an opportunity to respond to any challenges to its qualifications.
  - (2) Equivalent Providers May be Used. Parents may use equivalent services offered by private agencies or religious organizations, upon approval of the judge or commissioner in the individual case.

When the Court authorized the use of providers or religious organizations which have not previously been accepted by the Committee as a certified provider of parenting seminars, the Court may modify or waive the qualifications for the

instructors, as listed as section (j) below, upon a showing of functional equivalency.

(i) **Seminar Content.** The seminar content shall include, at a minimum:

- The developmental stages of childhood;
- Stress indicators in children;
- Age appropriate expectations of children;
- The impact of divorce on children;
- The grief process;
- Reducing stress for children through an amicable divorce;
- The long term impact of parental conflict on children;
- The importance of child's relationships with both parents; fostering those relationships;
- Communication skills for divorced parents;
- Minimization of conflict;
- Practical skills for working together;
- The impact on children when stepparents and blended families enter their lives;
- Parenting children with limited time; and  
Involvement of extended family.

(j) **Qualifications of Instructors.** Parenting seminars shall be taught by a team of not less than two instructors, including one male and one female. Arrangements may be made for classes limited to one or two attendees, in which case two instructors are not required. Instructors should have the following minimum credentials and experience:

- A Master's Degree in social work, psychology or other related behavioral science suggested, with a Bachelor's Degree minimum with two years social work experience;
- Supervisory experience in treatment of emotionally disturbed children, adolescents and their families;
- Experience in providing a wide range of mental health services to children and families, with specific experience in the areas of separation/divorce, loss and grief, and blended families;
- Extensive knowledge of child development, age appropriate expectations for children, and positive parenting;
- An ability to work with others (both groups and individuals) as part of a collaborative program; and
- Strong oral communication skills.

(k) **Referrals for Other Services.** During the seminar, referral resources will be made available to the parents and their children, including individual and family counseling,

drug/alcohol counseling, anger management counseling, parenting classes, etc. These services are optional, and the parents must seek their own funding resources.

*Adopted June 21, 2011; effective September 1, 2011.*

**KCLFLR 11 PRESENTATION OF FINAL PLEADINGS IN FAMILY LAW CASES**

Unless presented by an attorney, no final Decree, Findings of Fact and Conclusions of Law, Parenting Plan, Order of Child Support and Worksheets, Order of Modification or other final pleadings in Family Law cases shall be presented to the Court without written verification that all such pleadings have been reviewed as to form by an attorney, the Kitsap County Courthouse Facilitator or Kitsap Legal Services. This requirement may be waived by the Court for good cause shown.

*Adopted June 21, 2011; effective September 1, 2011.*

**KCLFLR 12 MOTIONS FOR REVISION**

A motion to revise a court commissioner's decision shall be filed within 10 days of the decision and shall be noted on the Presiding Domestic Relation Judge's departmental calendar.

*Adopted June 21, 2011; effective September 1, 2011.*

**KITSAP COUNTY LOCAL MANDATORY ARBITRATION RULES  
[KCLMAR]**

**I. SCOPE AND PURPOSE OF RULES**

**KCLMAR 1.1 APPLICATION OF RULES**

**Application and Purpose.** The purpose of mandatory arbitration of civil actions under RCW 7.06 as implemented by the Mandatory Arbitration Rules is to provide a simplified and economical procedure for obtaining the prompt and equitable resolution of disputes involving claims of \$50,000 or less, exclusive of attorney fees, interest, and costs. The Mandatory Arbitration Rules as supplemented by these local rules are not designed to address every question which may arise during the arbitration process and the rules give considerable discretion to the arbitrator. The arbitrator should not hesitate to be informal and expeditious, consistent with the purpose of the statute and rules.

*Amended June 21, 2011; effective September 1, 2011.*

**KCLMAR 1.2 MATTERS SUBJECT TO ARBITRATION**

The following matters are subject to mandatory arbitration: (a) civil actions at issue in the Superior Court where the sole relief sought is a money judgment not in excess of \$50,000, exclusive of attorney fees, interest, and costs, and (b) Small Claims Judgments appealed from District Court.

*Amended June 21, 2011; effective September 1, 2011.*

**KCLMAR 1.3 RELATIONSHIP TO SUPERIOR COURT JURISDICTION AND OTHER RULES**

(b) **Which Rules Apply.** All motions before the Court relating to mandatory arbitration shall be noted on the Civil Motions Calendar in accordance with KCLCR 77, except as otherwise provided in these arbitration rules.

*Amended June 21, 2011; effective September 1, 2011.*

## II. TRANSFER TO ARBITRATION AND ASSIGNMENT OF ARBITRATOR

### KCLMAR 2.1 TRANSFER TO ARBITRATION

- (a) **Statement of Arbitrability.** In every civil case, when any party has determined that the case is ready for trial and that the case is subject to arbitration, either mandatory or by stipulation, such party shall file with the Clerk a Note for Arbitration Setting & Initial Statement of Arbitrability substantially in the form of Exhibit H. A duplicate copy shall be delivered to the Superior Court office
- (b) **Response to Statement of Arbitrability.** Any party disagreeing with the Statement of Arbitrability shall serve and file a response substantially in the form of Exhibit I. A duplicate copy of the response shall be delivered to the Superior Court office. In the absence of such a response, the Statement of Arbitrability shall be deemed correct and a non-responding party shall be deemed to have stipulated to arbitration if the Statement of Arbitrability provides that the case is arbitrable. If a party asserts that its claim exceeds \$50,000 or seeks relief other than a money judgment, the case is not subject to arbitration except by stipulation.
- (c) **Failure to File - Amendments.** A party failing to serve and file an original response within the time prescribed may later do so only upon leave of the court. A party may amend the Initial Statement of Arbitrability or response at any time before assignment of an arbitrator or assignment of a trial date, or thereafter only upon leave of the court for good cause shown.
- (d) **By Stipulation.** A case in which all parties file a stipulation to arbitrate under MAR 8.1(b) will be placed on the arbitration calendar regardless of the nature of the case or amount in controversy.

*Amended June 21, 2011; effective September 1, 2011.*

## III. ARBITRATORS

### KCLMAR 3.1 QUALIFICATIONS

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

form prescribed by the court must be completed and filed prior to an application being placed on the panel.

- (b) **Refusal; Disqualification.** The appointment of an arbitrator is subject to the right of that person to refuse to serve. An arbitrator must notify the Court Administrator immediately if he or she refuses to serve or if any cause exists for the arbitrator's disqualification from the case on any of the grounds of interest, relationship, bias, or prejudice set forth in CJC Canon 3(c) governing disqualification of judges. If disqualified, the arbitrator must immediately return all materials in the case to the Court Administrator.
- (c) **Challenge to Qualifications.** Any party may challenge the qualifications of the appointed arbitrator by motion to the Superior Court Presiding Judge provided, however, that said motion must be made within 14 days of the appointment of the arbitrator.

*Amended June 21, 2011; effective September 1, 2011.*

### **KCLMAR 3.2      AWARD OF ATTORNEY FEES**

In addition to the authority given to arbitrators under MAR 3.2, an arbitrator has the authority to award fees, as authorized by these rules, by a contract, or by law except CR 11 sanctions.

#### Official Comment:

The arbitration information sheet and oath is available on the Superior Court's website. See [http://www.kitsapgov.com/sc/arbitrator\\_info.htm](http://www.kitsapgov.com/sc/arbitrator_info.htm).

*Amended June 21, 2011; effective September 1, 2011.*

## **IV. PROCEDURES AFTER ASSIGNMENT**

### **KCLMAR 4.2      DISCOVERY**

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

- (b) **Discovery Pending at the Time Arbitrator is Assigned.** Discovery pending at the time the case is assigned to an arbitrator is stayed pending order from the arbitrator or except as the parties may stipulate or as authorized by MAR 4.2.

*Amended June 21, 2011; effective September 1, 2011.*

## **V. HEARING**

### **KCLMAR 5.1 NOTICE OF HEARING**

**Notice of Hearing - Time - Place - Continuance.** In addition to the requirements of MAR 5.1, the arbitrator shall give reasonable notice of the hearing date and any continuance to the Court Administrator.

*Amended June 21, 2011; effective September 1, 2011.*

### **KCLMAR 5.2 PREHEARING STATEMENT OF PROOF**

**Prehearing Statement of Proof - Documents Filed with Court.** In addition to the requirements of MAR 5.2, each party shall also furnish the arbitrator with copies of pleadings and other documents contained in the court file which the party deems relevant.

*Amended June 21, 2011; effective September 1, 2011.*

## **VI. AWARD**

### **KCLMAR 6.1 FORM AND CONTENT OF AWARD**

- (a) **Form.** The award shall be prepared on a form substantially compliant with Exhibit J.
- (b) **Return of Exhibits.** When an award is filed, the arbitrator shall return all exhibits to the parties who offered them during the hearing.

*Amended June 21, 2011; effective September 1, 2011.*

**KCLMAR 6.2 FILING OF AWARD**

A request by an arbitrator for an extension of time for the filing of an award under MAR 6.2 must be presented to the Court Administrator.

*Amended June 21, 2011; effective September 1, 2011.*

**KCLMAR 6.3 JUDGMENT ON AWARD**

A judgment on an award shall be presented to the Ex Parte Judge, by any party, on notice in accordance with MAR 6.3.

*Amended June 21, 2011; effective September 1, 2011.*

**VII. TRIAL DE NOVO**

**KCLMAR 7.1 REQUEST FOR TRIAL DE NOVO**

- (a) **Service and Filing.** The request for trial de novo shall be accompanied by a Note for Trial on the forms provided by the Court. [*See Exhibit A.*]

*Amended June 21, 2011; effective September 1, 2011.*

**KCLMAR 7.2 PROCEDURE AFTER REQUEST FOR TRIAL DE NOVO**

- (e) **Trial To Be Set in Accordance with KCLCR 40.** When a trial de novo is requested as provided in MAR 7.1 and LMAR 7.1(a)(1), trial shall be set in accordance with KCLCR 40(b)(1).

*Amended June 21, 2011; effective September 1, 2011.*

**KCLMAR 7.3 COSTS AND ATTORNEY FEES**

MAR 7.3 shall apply only to costs and reasonable attorney fees incurred since the filing of the request for a trial de novo.

*Amended June 21, 2011; effective September 1, 2011.*



**VIII. GENERAL PROVISIONS**

**KCLMAR 8.1 STIPULATIONS**

- (b) **To Arbitrate Other Cases - Stipulations - Effect on Relief Granted.** If a case not otherwise subject to mandatory arbitration is transferred to arbitration by stipulation, the arbitrator may grant any relief which could have been granted if the case were determined by a judge.

*Amended June 21, 2011; effective September 1, 2011.*

**KCLMAR 8.4 TITLE AND CITATION**

These rules are known and cited as the Kitsap County Superior Court Mandatory Arbitration Rules. LMAR is the official abbreviation.

*Amended June 21, 2011; effective September 1, 2011.*

**KCLMAR 8.6 COMPENSATION OF ARBITRATOR**

- (a) **Generally.** Arbitrators shall be compensated in the same amount and manner as judges pro tempore of the Superior Court; provided, the compensation shall not exceed \$500.00 for any case without approval of the Presiding Judge.
- (b) **Form.** When the award is filed, the arbitrator shall submit to the Superior Court office a request for payment on a form prescribed by the Court. The Presiding Judge shall determine the amount of compensation to be paid.

*Amended June 21, 2011; effective September 1, 2011.*

**KCLMAR 8.7 ADMINISTRATION**

- (a) **Supervision.** The Presiding Judge and his or her designees shall supervise arbitration under these rules.
- (b) **Administrative Committee Composition and Terms.** There shall be an administrative committee composed of the Presiding Judge and four members of the Kitsap County Bar Association. The members of the committee shall serve one year terms and may be reappointed.

- (c) **Administrative Committee Power and Duties.** The administrative committee shall have the power and duty to:
- (1) Select a chairperson and establish procedures;
  - (2) Appoint the panel of arbitrators provided in LMAR 3.1(a);
  - (3) Remove a person from a panel of arbitrators;
  - (4) Establish procedures for selecting an arbitrator not inconsistent with the Mandatory Arbitration Rules or these rules; and
  - (5) Review the administration and operation of the arbitration program periodically and make recommendations as it deems appropriate to improve the program and submit any recommendations to the Kitsap County Bar Association membership for comment and to the Superior Court for ratification.

*Amended June 21, 2011; effective September 1, 2011.*

KITSAP COUNTY LOCAL SPECIAL PROCEEDINGS RULES [KCLSPR]

**KCLSPR 93.04      DISPOSITION OF REPORTS - ADOPTIONS**

[Reserved.]

*Amended effective September 1, 2011; rescinded effective September 1, 2012.*

**KCLSPR 98.16      MINOR SETTLEMENTS**

**(a)      Hearings.**

- (1)      Time for Hearing. Petitions for Settlement of the claims of minors shall be noted on the Probate Motion Calendar at 9:00 a.m. on Friday, except cases which are preassigned shall be noted on that judge's departmental calendar on Friday at 1:30 p.m. Bench copies of all pleadings and reports shall be submitted to the court no later than 12:00 noon the day before the hearing.
  
- (2)      Mandatory Attendance. The attorney personally in charge of the case of the minor, if any, the minor child, and at least one parent or legal custodian shall personally appear at any hearing at which application is made for approval of a settlement. Personal attendance for any proposed guardian may be required by the court. For good cause shown, the court may excuse the personal appearance of the minor child.

- (b)      Deposit in Court and Disbursements; Receipts.** A receipt for funds deposited in a blocked account shall be filed with the courts no later than 30 days from the date the bank receives the funds.

Official Comment:

For further guidance on noting motions for hearing see KCLCR 77(k). For guidance on filing motions see KCLCR 7.

*Amended June 21, 2011; effective September 1, 2011.*

**KCLSPR 98.24 MANDATORY TRAINING FOR NON-CERTIFIED GUARDIANS**

- (a) **Definition of Applicable Cases.** This rule applies to all guardianship cases including those originating under RCW 11.88. The Court, in its discretion, may also direct other persons to take all or part of the mandatory guardian training.
- (b) **Intent.** The purpose of mandatory guardian training is to provide information to prospective, non-certified guardians about their legal duties and responsibilities as a guardian.
- (c) **Non-Certified Guardian Training.** Except as provided in (d), a non-certified guardian shall not be appointed guardian by the Court until he/she has successfully completed the mandated Lay/Family (Non-Professional) Guardian Training module located at [http://www.courts.wa.gov/programs\\_orgs/guardian/](http://www.courts.wa.gov/programs_orgs/guardian/). Successful completion shall be evidenced by submitting the Declaration of Completion provided by the training module to the Court for filing.
- (d) **Special Consideration/Waiver.** Certified Professional Guardians are not required to complete the Lay/Family (Non-Professional) Guardian Training module provided that the guardian is in good standing with the Certified Professional Guardianship Board. The Court may waive the video requirement for attorneys, bank trust officers, and other professionals who have been appointed as guardians in the past.

*Adopted effective September 1, 2009; amended effective September 1, 2011; September 1, 2012.*

**KITSAP COUNTY LOCAL GUARDIAN AD LITEM RULES [KCLGALR]**

**KCLGALR 1 SCOPE AND DEFINITIONS**

- (a) **Scope.** These rules apply to proceedings under RCW Titles 11 and 26.

For general guidelines regarding responsibilities and authority of Guardians ad Litem and roles and responsibilities of Guardians ad Litem in Title 13 juvenile court proceedings, see Superior Court Guardian Ad Litem Rules (GALR).

- (b) **Definitions.** As used in these rules, the following terms have these meanings.

- (1) Guardian ad Litem Registry. Guardian ad litem registry or registry shall mean the list of individuals authorized by Kitsap County Superior Court to serve as guardians ad litem. Title 11 registry and Title 26 registry shall mean the list of individuals authorized by Kitsap County Superior Court to serve as guardians ad litem under Titles 11 and 26, respectively, of the RCW.
- (2) Registry Applicant. Registry applicant shall mean any individual applying to be listed on the registry.
- (3) Guardian ad Litem Committee. Guardian ad Litem Committee or Committee shall mean the committee of Kitsap County Superior Court judges appointed to manage guardians ad litem as provided in LCR 1(c)(4).
- (4) Court Administrator. Court Administrator shall mean the Kitsap County Superior Court Administrator.

*Amended June 21, 2011; effective September 1, 2011.*

**KCLGALR 2 GENERAL RESPONSIBILITIES OF GUARDIAN AD LITEM**

- (c) **Professional conduct.** All registry applicants shall abide by the Guardian ad Litem Code of Conduct, these local rules. Violations may subject a guardian ad litem to discipline as set forth in KGALR 7.
- (d) **Qualifications.** All applicants to the guardian ad litem registry shall meet the following qualifications at the time of their application, in addition to any qualifications required by statute:
- (1) Attorneys. Attorney applicants must be members of the Washington State Bar

Association in good standing.

- (2) Non Attorneys, Title 11. Non-attorney applicants for the Title 11 registry must have no fewer than five years experience in the needs of impaired elderly people, physical disabilities, mental illness, developmental disabilities and/or other areas relevant to the needs of incapacitated individuals, as documented in the applicant's curriculum vitae.
  - (3) Non-Attorneys, Title 26. Non-attorney applicants for the Title 26 registry must have no fewer than five years experience in the needs of children and families involved in disputes over parenting issues, dissolution or parentage determinations, as documented in the applicant's curriculum vitae.
  - (4) Integrity. All applicants shall be of high moral character, and shall not have any of the following:
    - (A) Felony convictions or any convictions involving theft, dishonesty or moral turpitude;
    - (B) Professional certification or license suspension or revocation; or
    - (C) Pending investigation or action regarding any criminal charges or license suspension or revocation.
- (2) Applications and Annual Updates.
- (A) *Timing.* The Title 11 and Title 26 registries shall be open for new applications one time per a year, between February 1 and June 1. All required information must be received by the Court Administrator no later than June 1 of each year. The registry shall be defined by July 1 of each year.
  - (B) *Review.* Applications for placement on the registry shall be reviewed by the Guardian ad Litem Committee to determine compliance with the court rules. The Committee shall review all applications and annual updates to determine compliance with the court rules and all applicable State laws.
  - (C) *Contents.* Each applicant, including individuals already on the registry, must annually submit the following documents to the Court Administrator:
    - (i) A completed application for guardian ad litem registry which includes the following: a statement certifying the applicant has read and agrees to be bound by the Kitsap County Superior Court

Guardian ad Litem Registry Code of Conduct; a summary of experiences as a guardian ad litem, including years of experience and number of appointments; and the number of times the guardian ad litem has been removed for failure to perform his or her duties as guardian ad litem;

- (ii) A current curriculum vitae documenting educational background, qualifications, formal training, work, professional and individual experiences in or related to the field that would assist in the performance of his/her duties;
- (iii) A description of the nature, status and outcome of any professional complaints, investigations or disciplinary actions, lawsuits or professional liability claims, and any order for removal of the guardian ad litem prior to completion of his or her duties;
- (iv) A description of any claim or litigation that has been commenced involving allegations of improper fee charges, charges of fraud, theft or other forms of dishonesty or professional malpractice or conduct;
- (v) A copy of the applicant's proposed fee schedule;
- (vi) A Washington State Patrol criminal history report;
- (vii) A signed release of information directed to all professional regulatory bodies which have licensed or supervised the applicant within the last ten years;
- (viii) For new applicants, a Certification of Qualifications/Training for Guardian ad Litem (Title 11 or 26) as approved by the Department of Social and Health Services or the Administrative Office of the Courts; or, for those applicants currently on the registry, a certification of having completed the annual training (Title 11 or 26) approved by the Kitsap Superior Court, or if no training is so approved, the annual training offered in another county; and
- (ix) Any other required information and correspondence with reference to the individual's service as a guardian ad litem and any action thereon by the Court.

- (D) Notification. New registry applicants and returning guardians ad litem will be notified of their placement on the registry by July 1, and shall then

be eligible for appointment as a guardian ad litem. An individual, whose application for placement on the registry does not meet the Court's requirements for placement on the registry, shall be notified of the apparent deficiency and be given an opportunity to correct the same. If after 30 days the applicant has not corrected the apparent deficiency, his or her name shall not be placed on the registry.

- (F) Records. The Court Administrator shall maintain a separate file on each guardian ad litem, which file will be maintained in the Superior Court office. Each file shall include the items listed in section (2)(C). The information contained in the files shall be open for public review during normal business hours.

**(3) Retention on Registry.**

- (A) Maintenance of Registry. The Court Administrator shall maintain the registry of those qualified to serve as a guardian ad litem.
- (B) Removal From Registry. An individual shall remain on the registry unless removed by the Court Administrator for one or more of the following reasons:
- (i) The individual fails to maintain the statutory certification or court requirements for the registry;
  - (ii) The individual him- or herself requests that he or she be removed;
  - (iii) The Guardian ad Litem Committee directs the Court Administrator to remove the individual pursuant to KGALR 7; or
  - (iv) Any other reason provided for by law.

Official Comment:

Applications for the guardian ad litem registry are available at the Superior Court office or online at <http://www.kitsapgov.com/sc/>.

*Amended June 21, 2011; effective September 1, 2011.*



**KCLGALR 5                    APPOINTMENTS OF GUARDIAN AD LITEM**

- (a) **Title 11 Appointments.** Application to the Court for appointment of a guardian ad litem in all Title 11 guardianship proceedings shall be made by submitting an Order Appointing Guardian ad Litem to the Superior Court office. The Superior Court administrator, or designee, shall provide, and the Court shall appoint, the guardian ad litem whose name next appears on the rotational list, subject to the guardian ad litem's acceptance of the appointment.
- (b) **Title 26 Appointments.** Application to the Court for appointment of a guardian ad litem in all Title 26 family law proceedings shall be made by submitting an Order Appointing Guardian ad Litem to the Superior Court office. The Court Administrator, or designee, shall provide three names that are next on the rotational list. Each party may, within three judicial days, strike one name from the list. The Order shall then be submitted to a judge or commissioner for signature or such other action as may be appropriate, and a copy delivered to the Superior Court office. The individual appointed guardian ad litem pursuant to this section shall have his or her name placed on the end of the rotational list.

If more than one name remains on the list, the Court shall appoint a guardian ad litem from the names on that list. The parties may make a joint recommendation for appointment of a guardian ad litem from the registry.

In the event none of the three names provided according to the rotational registry are acceptable to the parties, for good cause, the Court shall appoint the next individual on the random rotation list of approved registered guardians ad litem.

- (c) **Deviation from list.** Any judge or commissioner who does not appoint the individual next on the rotational list, as supplied by the Court Administrator, shall comply with RCW 11.88.090(3) or RCW 26.09.220, RCW 26.12.175, and RCW 26.12.177, as appropriate, for the purposes of making an appropriate record of the reasons for the deviation. The Order, once signed, shall be presented to the Superior Court office for registry data. In the event a judge or commissioner approves an individual who is not next on the rotational list, the appointed individual's name shall go to the bottom of the rotational list.
- (d) **Appointment by stipulation.** If the parties stipulate to recommend the appointment of a particular registered guardian ad litem, the parties must present, prior to appointment, a written stipulation and Order signed by both parties and their attorneys which specifies the amount of the retainer charged, the agreement between the parties regarding payment of the retainer and the fees, and the hourly rate charged by the recommended individual. The Order, once signed, shall be presented to the Superior Court office for registry data. The individual appointed guardian ad litem pursuant to this section shall have his or her

name placed at the end of the rotational list.

- (e) **Declining Appointment.** In the event the individual nominated as guardian ad litem chooses not to serve, regardless of the reason, his or her name shall go to the end of the rotational list just as if he or she had served.
- (f) **Fees.**
  - (1) Limitations. Fees paid by Kitsap County shall be at the hourly rate set by the Superior Court judges upon the recommendation of the Court Administrator, and published in the Court's administrative policy.
    - (i) Fees shall not exceed \$500 per case in Title 11 matters or \$1,500 per case in Title 26 matters. If additional fees are requested, a motion must be made to the Court with proper notice to all parties.
    - (ii) Reimbursement of travel costs shall only be approved for GAL travel within Kitsap County boundaries.
  - (2) Authorization. A copy of the Order authorizing County-paid fees and an affidavit of fees (Exhibit L) shall be submitted to the Court Administrator before payment will be made.

*Amended effective September 1, 2011; September 1, 2012.*

## KCLGALR 7      GRIEVANCE PROCEDURES

### (a)      Submitting a Grievance

- (1)      Grievances in an Ongoing Case.
  - (A)      *Scope.* This rule pertains to any grievance pertaining to a conduct by a guardian ad litem in a case currently pending before the Court.
  - (B)      *Format.* A grievance under this rule must be brought to the attention of the Court in the form of a motion. For the motion to be heard by the Court it must be properly noted for hearing in compliance with local rules. In a case assigned to a particular judge, the motion must be noted for hearing before that judge. In all other cases the matter should be noted as follows: for Title 11 cases, on the guardianship calendar; or, for Title 26 cases, on the domestic relations calendar (both calendars are held Fridays at 9:00 a.m.). The grievance will be entertained only if raised by or on behalf of a

party named in the case.

- (C) *Response by Guardian ad Litem.* The guardian ad litem may respond as provided by local rules governing motion practice.
- (D) *Sanctions.* If the Court determines that the grievance has merit, the Court may remove the guardian ad litem from the case or impose other sanctions. Grievances determined to have merit may also be forwarded to the Guardian ad Litem Committee.

(2) Grievances Not Concerning an Ongoing Case.

- (A) *Scope.* This rule pertains to any grievance pertaining a guardian ad litem other than grievances concerning a case currently pending before the Court.
- (B) *Format.* Grievances shall be submitted in a written complaint, explaining in clear and concise language the grounds for the grievance. The complaint shall be directed to the Court Administrator. Grievances will be considered only if submitted in writing.
- (C) *Action upon Receipt of Complaint.* Upon receipt, the Court Administrator shall forward the complaint and any supplemental materials to the Guardian ad Litem Committee. The complaint and any supplemental materials shall also be forwarded to the guardian ad litem named in the complaint, and the source of the complaint identified to the guardian ad litem.
- (D) *Authority of Court and Court Administrator.* Nothing in these rules shall limit the authority of a judge, commissioner or the Court Administrator to communicate to the Guardian ad Litem Committee any concern about a guardian ad litem. Nor shall these rules limit the discretion of a judge or commissioner to remove, retain or sanction a guardian ad litem or party in a case before the Court.
- (E) *Confidentiality.* Any written complaint pending against a guardian ad litem under this rule, and any associated information or documentation, shall remain confidential until the Guardian ad Litem Committee has rendered a decision.

**(b) Action by Guardian ad Litem Committee.**

- (1) Scope. The following rules apply once a grievance is forwarded to the Committee pursuant to (1)(D) or (2)(C).
- (2) Review Procedure.
  - (A) *Response to Grievance.* A guardian ad litem who has received notice that a complaint has been filed against him or her may respond in writing within 30 days of when such notice was sent by the Court Administrator. For grievances in pending cases the Committee will consider any motion materials submitted to the Court by the guardian ad litem pursuant to (a)(1)(c).
  - (B) *Action Pending Resolution.* At the discretion of the Committee, a guardian ad litem's further participation on the registry may be suspended or denied pending resolution of the grievance. The guardian ad litem shall be notified of any decision to suspend or remove their name from the registry pending resolution of the grievance.
  - (C) *Basis of Decision.* The Committee shall consider grievances on the strength of written materials only; no oral testimony or argument shall be allowed.
  - (D) *Time for Decision.*
    - (i) *Grievances in an Ongoing Case.* For grievances pertaining to an ongoing case under section (a)(1), the Committee shall issue a decision no later than 25 days after the Court renders a decision on the aggrieved party's motion.
    - (ii) *Grievances not Concerning an Ongoing Case.* For grievances under not concerning an ongoing case pursuant to section (a)(2), the Committee shall issue a decision no later than 60 days after the complaint is received by the Court Administrator.
  - (E) *Notice of Decision.* The guardian ad litem and any complaining party shall be notified of any action or decision on the complaint or grievance. A copy of the decision of the Committee shall be placed in the guardian ad litem file maintained by the Superior Court Administrator.
- (3) Sanctions.

- (A) *Action by Committee.* In reaching its decision the Committee shall consider whether the guardian ad litem failed to comply with the applicable statutes, court rules and/or the guardian ad litem Code of Conduct. The Committee, at its discretion, may then take any of the following actions:
  - (i) Take no action;
  - (ii) Impose additional reasonable requirements on the guardian ad litem to permit the individual to continue to serve as a guardian ad litem; or
  - (ii) Remove the guardian ad litem from the registry.
- (B) *Removal from registry.* The court administrator shall immediately notify the Administrative Office of the Courts of the name of any guardian ad litem removed from the registry. Notification to the AOC may be delayed up to 15 days to permit the guardian ad litem to seek reconsideration of the decision under these rules.

**(c) Reconsideration of Decision**

- (1) Time for Request. The guardian ad litem or complaining party may seek reconsideration of a decision by the Committee by doing so in writing to the Court Administrator within 15 days of the date of decision.
- (2) Review of Request. The Court Administrator shall forward the request for reconsideration and any supporting documents to the Presiding Judge. The Presiding Judge shall present the same to the Superior Court judges at their next regular meeting.

Official Comment:

A grievance concerning a guardian ad litem’s conduct in an ongoing case must be brought to the attention of the judge or commissioner hearing that case. In bringing the issue to the Court, the aggrieved party must comply with local and state rules governing court procedure. *See, e.g.,* KCLCR 7 (local rules on filing a motion), KCLCR 77(k) (local rules on noting a motion for hearing). Grievances in ongoing cases become part of the court record and are therefore not confidential.

*Amended June 21, 2011; effective September 1, 2011.*

## KITSAP COUNTY LOCAL CRIMINAL RULES [KCLCrR]

### 1. SCOPE, PURPOSE AND CONSTRUCTION

#### KCLCrR 1.1 SCOPE

The local civil rules shall apply in all criminal proceedings when not inconsistent with these rules, the Superior Court Criminal Rules or applicable statutes. Local civil rules particularly applicable to criminal cases include but are not limited to the following rules:

KCLCR 7	Motions and briefs Motions in limine Reapplication for order Telephonic appearances.
KCLCR 16	Pretrial and Settlement Procedures
KCLCR 40	Notice to Court of Calendar and Jury Trial Changes
KCLCR 47	Jury - Jurors Peremptory Challenges
KCLCR 51	Jury Instructions
KCLCR 54	Counsel Fees
KCLCR 77	Court Hours Hearing of Motions
KCLCR 79	Withdrawal of Files and Exhibits from Clerk's Office

*Amended June 21, 2011; effective September 1, 2011.*

### 3. RIGHTS OF DEFENDANTS

#### KCLCrR 3.2 RELEASE OF ACCUSED

**(a) Release of Accused; Domestic Violence.**

- (1) Any person arrested on Probable Cause (without a 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.

- (2) Notwithstanding Section (1), a person being held for a Domestic Violence offense classified as a felony may be released from custody prior to defendant's first appearance upon (a) the posting of \$50,000 bail or bond; and (b) the person's affixing his or her signature at the appropriate location on a Pre-Arrestment Domestic Violence No Contact Order (Exhibit K) prohibiting the arrested person from having contact with the protected person or from knowingly coming within, or knowingly remaining within, 500 feet of the protected person's residence, place of work, or school.
  
- (3) Notwithstanding Section (1), a person being held for a Domestic Violence offense classified as a misdemeanor or gross misdemeanor may be released from custody prior to defendant's first appearance upon (a) the posting of \$5,000 bail or bond; and (b) the person's affixing his or her signature at the appropriate location on a Pre-Arrestment Domestic Violence No Contact Order (Exhibit K) prohibiting the arrested person from having contract with the protected person or from knowingly coming within, or knowingly remaining within, 500 feet of the protected person's residence, place of work or school.

*Amended June 21, 2011; effective September 1, 2011.*

#### **4. PROCEDURES PRIOR TO TRIAL**

##### **KCLCrR 4.2 PLEAS**

A court commissioner authorized by Article 4, Section 23 of the Constitution of the State of Washington may accept pleas of adult criminal defendants in accordance with CrR 4.2.

*Amended June 21, 2011; effective September 1, 2011.*

#### **7. PROCEDURES FOLLOWING CONVICTION**

##### **KCLCrR 7.2 SENTENCING**

At sentencing, counsel should present all available and appropriate information regarding restitution. The determination of a restitution amount may be delayed pending the receipt of necessary information.

Unless otherwise ordered by the judge, the monies paid into the registry of the court shall be distributed in the following priority order:

- (1) Restitution to victims.
- (2) Victims of crime compensation fund.
- (3) Court costs.
- (4) Attorney fees.
- (5) SIU fund payments and other payments to Kitsap County funds.
- (6) Fines.

*Amended June 21, 2011; effective September 1, 2011.*



**KITSAP COUNTY LOCAL RULES FOR APPEAL OF DECISIONS OF COURTS OF LIMITED JURISDICTION (RALJ) [KCLRALJ]**

**TITLE 2. INITIATING AN APPEAL**

**KCLRALJ 2.6 CONTENT OF NOTICE OF APPEAL**

- (h) **Designation of Claimed Errors.** The notice of appeal shall include a statement of the errors the appealing party claims were made by the court of limited jurisdiction.
- (1) The notice of appeal shall identify the location of claimed errors in the transcript.

*Amended June 21, 2011; effective September 1, 2011.*

**TITLE 3. ASSIGNMENT OF CASES IN SUPERIOR COURT**

**KCLRALJ 3.1 NOTICE OF HEARING AND ASSIGNMENT**

- (a) **Notice; Hearing; Action That May be Taken.** After an appeal has been filed, the court shall note the case for status hearing and notify counsel/parties of the hearing. This hearing will be scheduled as soon as the briefing time lines as set forth in RALJ 7.2 have elapsed. At this hearing, the following action may be taken:
- (1) If appellant's brief has not been timely filed, the appeal may be dismissed on either respondent's or the court's motion;
- (2) If respondent's brief has not been timely filed, a hearing shall be set and the respondent will be barred from presenting oral argument; or
- (3) If both the appellant's brief and the respondent's brief have been filed, the matter will be assigned to a trial department for hearing on a date certain and the parties so notified.
- (4) If good cause is shown why the appellant's brief and/or the respondent's brief have not yet been filed, the court shall set a new briefing schedule and another trial/hearing date.
- (b) If, two days prior to the status hearing above scheduled, all parties notify the court scheduler and certify in writing that the briefs are filed and the matter is ready for trial, the presence of the parties or counsel at the status hearing is not required, and a trial date will be assigned and the parties notified.

This procedure shall be followed in both criminal and civil matters, excluding small claims.

*Amended June 21, 2011; effective September 1, 2011.*

**TITLE 6. RECORD ON APPEAL**

**KCLRALJ 6.3.1 TRANSCRIPT OF ELECTRONIC RECORD**

(a) **Transcript by Appellant.** The appellant shall transcribe the electronic record.

*Amended June 21, 2011; effective September 1, 2011.*

**TITLE 7. BRIEFS**

**KCLRALJ 7.3 FILING AND CONTENT OF BRIEFS**

Each party shall file a brief pursuant to the requirements of RALJ 7.1 and 7.2.

(a) **Content of Appellant's Brief.** The brief of the appellant should contain under appropriate headings and in the order here indicated:

- (1) Title Page. A title page, which is the cover, naming the Superior Court to which the appeal is taken and identifying: the cause number on appeal; the names of the parties; the title of the brief (for example: Brief of Appellant); and the name of the party filing the brief or the attorney filing it on his/her behalf.
- (2) Tables. A table of contents, with page references, and a table of cases (alphabetically arranged), statutes and other authorities cited, with references to the pages of the brief where cited.
- (3) Assignments of Error. A separate concise statement of each error a party contends was made by the trial court, together with the issues pertaining to the assignments of error.
- (4) Statement of the Case. A fair statement of the facts and procedure relevant to the issues presented for review, without argument. Reference to the record must be included for each factual statement.
- (5) Argument. The argument in support of the issues presented for review, together

with citations to legal authority and specific references to those portions of the record/transcript relevant to the issues argued.

- (6) Conclusion. A short conclusion stating the precise relief sought.
- (7) Appendix. An appendix to the brief if deemed appropriate by the party submitting the brief.
  
- (b) Content of Respondent's Brief.** The brief of respondent should conform to section (a) and answer the brief of appellant. A statement of the issues and a statement of the case need not be made if respondent is satisfied with the statement in the brief of appellant. If a respondent is also seeking review, the brief of respondent must state the assignments of error and the issues pertaining to those assignments of error presented for review by respondent and include argument of those issues making specific reference to relevant portions of the record/transcript.
  
- (c) Reply Brief.** A reply brief should be limited to a response to the issues in the brief to which the reply brief is directed.
  
- (d) Failure To Include Information.** Failure to provide specific references to those portions of the transcript relevant to argument(s) on appeal may result in the dismissal of the appeal or the imposition of terms. References to the entire transcript or electronic record will not be acceptable or considered by the court.

*Amended June 21, 2011; effective September 1, 2011.*



Superior Court of Washington  
County of Kitsap

\_\_\_\_\_  
(Plaintiff/Petitioner),  
vs.  
\_\_\_\_\_  
(Defendant/Respondent).

No. \_\_\_\_\_

**NOTE FOR TRIAL SETTING**

**TRACK I – STANDARD CIVIL  
TRACK II – COMPLEX LITIGATION  
(NTTS)**

TO THE CLERK OF THE COURT AND TO:

**Please take notice that this case will be placed on the trial setting docket for assignment of trial on the \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_.**

1. Nature of Case: \_\_\_\_\_
2. A jury  has  has not been demanded.
3. Estimated length of trial:  \_\_\_\_\_ hours  \_\_\_\_\_ days.
4. Preferred trial dates: \_\_\_\_\_
5. Dates unavailable for trial: \_\_\_\_\_

**CHECK APPROPRIATE SQUARES:**

- I have contacted all counsel and they agree the trial may be set anytime after \_\_\_\_\_ (date).
- I have contacted all counsel and am unable to obtain agreement on trial dates. The Court will set the trial date.
- This case has been requested to be placed on Track II, Complex Litigation. Exhibit B, Request for Assignment to Civil Track II, has been filed as a separate document. If granted, the Court will assign a trial date at the Initial Management Conference.
- No contact has been made with other counsel/party, but all have been served with a copy of this notice in time to allow a response within 10 days.

I HEREBY REPRESENT TO THE COURT THAT THIS CASE IS AT ISSUE AND SHOULD BE SET FOR TRIAL.

- Plaintiff's claim exceeds \$50,000.00
- Plaintiff seeks relief other than a money judgment.
- Defendant's counter or cross claim exceeds \$50,000.00.
- Defendant's counter or cross claim seeks relief other than a money judgment.
- A trial de novo from arbitration has been requested.

Any party not in agreement with the information or estimates given in Note for Trial Setting shall file and serve at least three (3) days prior to the trial setting date a counter notice or written objection to setting. If an objection to setting is filed, counsel shall appear on the setting day before the civil motions judge, to argue the objection.

Trial will be set only if this form is filled out completely.

DATE: \_\_\_\_\_

SIGNED \_\_\_\_\_

Lawyer for: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Exhibit A

List the name, address and phone number of all attorneys or parties who were provided notice:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Lawyer for: \_\_\_\_\_

Lawyer for: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Lawyer for: \_\_\_\_\_

Lawyer for: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Lawyer for: \_\_\_\_\_

Lawyer for: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Telephone Number: \_\_\_\_\_



Superior Court of Washington  
County of Kitsap

\_\_\_\_\_,  
Plaintiff(s),

vs.

\_\_\_\_\_,  
Defendant(s).

No. \_\_\_\_\_

**REQUEST FOR ASSIGNMENT TO  
CIVIL TRACK II**

**(RQACT)**

TO: PRESIDING JUDGE

The undersigned affirms that the above-captioned case is not subject to arbitration and requests that it be assigned to Civil Track II based on the information provided below and the supporting affidavit(s) attached hereto.

- Nature of subject matter, please state: \_\_\_\_\_
- Requires five or more days of trial.
- Presents unusually complex issues.
- Has numerous parties and witnesses.
- Requires extensive pre-trial motions.

Estimated length of trial: \_\_\_\_\_

Note for Trial filed:  Yes  No

Trial date, if set: \_\_\_\_\_  Jury  Non-jury

I have contacted other counsel and we agree on the following three dates within the next 60 days for our initial management conference:

(1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_

DATED: \_\_\_\_\_

Attorney for \_\_\_\_\_

cc: All Counsel



**Superior Court of Washington  
County of Kitsap**

\_\_\_\_\_,  
Petitioner,

vs.

\_\_\_\_\_,  
Respondent.

No. \_\_\_\_\_

**NOTE FOR SETTLEMENT CONFERENCE  
OR SUPPORT MODIFICATION HEARING  
AND TRIAL SETTING**

**DOMESTIC RELATIONS – TRACK III**

(NTC)

**TO COURT SCHEDULER AND OPPOSING COUNSEL:**

Please take notice this case will be placed on the setting docket for assignment on the \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_\_ at 9:00 a.m.

**1 SETTLEMENT CONFERENCE:**

A. Nature of Issues

- Property Division                       Debt Division                       Maintenance
- Custody                                       Parenting Plan                       Visitation
- Other: \_\_\_\_\_

B. Preferred Settlement Conference dates within 45 days from this note:

C. Dates unavailable for settlement conference:

D. Settlement conferences are mandatory in all domestic relations cases except support modifications.

E. All parties must attend and be prepared to seriously negotiate settlement.

**2. SUPPORT MODIFICATIONS:**

A. Preferred Support Modification hearing dates within 60 days from this note:

B. Dates unavailable for Support Modification hearing:

**3. CHECK APPROPRIATE SQUARE:**

- I have contacted by telephone or mail opposing counsel/party/guardian ad litem who agrees the settlement conference/support modification may be set anytime after \_\_\_\_\_ (date).
- I have contacted the opposing counsel/party/guardian ad litem by telephone or mail and have received no response. The Court is requested to set the hearing/settlement conference date.
- I have contacted the opposing counsel/party/guardian ad litem by telephone or mail and am unable to obtain agreement on hearing dates. The Court will set the hearing/settlement conference date.

I hereby represent to the Court that this case is at issue. If the case is not settled at the pre-trial conference, the Court is requested to assign a trial date.

DATED: \_\_\_\_\_

Signed: \_\_\_\_\_

Lawyer for: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
Telephone: \_\_\_\_\_

Names, addresses and telephone numbers of other attorneys or pro se parties and guardian ad litem in this case:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Lawyer for: \_\_\_\_\_

Lawyer for: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
Telephone Number: \_\_\_\_\_

\_\_\_\_\_  
Telephone Number: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Lawyer for: \_\_\_\_\_

Lawyer for: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
Telephone Number: \_\_\_\_\_

\_\_\_\_\_  
Telephone Number: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Lawyer for: \_\_\_\_\_

Lawyer for: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
Telephone Number: \_\_\_\_\_

\_\_\_\_\_  
Telephone Number: \_\_\_\_\_





**Superior Court of Washington  
County of Kitsap**

\_\_\_\_\_  
Plaintiff(s),  
  
vs.  
  
\_\_\_\_\_  
Defendant(s).

No. \_\_\_\_\_

**ORDER SETTING TRIAL DATE AND  
CIVIL CASE EVENT SCHEDULE**  
Pursuant to KCLCR 40(b)(6)(A)(ii)

(ORSTD/ORSCS/\_\_\_\_\_/ORACS)

This case shall be heard on the following date(s):

**TRIAL**  
- Date \_\_\_\_\_  
- Time \_\_\_\_\_  
- Trial Length \_\_\_\_\_  
-  **Jury** -  12 -  6       **Nonjury**  
- Nature of Case \_\_\_\_\_  
- JUDGE ASSIGNED: \_\_\_\_\_

**OTHER**  
- \_\_\_\_\_  
- Date \_\_\_\_\_  
- Time \_\_\_\_\_  
- Length \_\_\_\_\_

**NOTE: IF YOUR CASE IS PUT ON STANDBY, YOU WILL BE REQUIRED TO BE IN COURT ON TWO HOURS NOTICE. COUNSEL ARE REQUIRED TO BE PRESENT IN THE TRIAL COURTROOM AT 8:45 A.M. ON THE FIRST DAY OF TRIAL.**

**IT IS HEREBY ORDERED** that the parties and their respective counsel shall comply with the following schedule, and that Sanctions, including but not limited to those set forth in the Local Court Rules may be imposed for noncompliance.

Last Day to File Motions to Join Parties	
Last Day to Complete all Discovery, Including Responses and Supplements (KCLCR 40[b][6][A][viii])	
Last Day for Hearing Dispositive Pretrial Motions	
Mandatory Settlement Conference Date	Time: _____

**SETTLEMENT CONFERENCE REQUIREMENTS:** At least five (5) court days prior to the Settlement Conference, all parties and counsel shall serve a complete Memorandum for Settlement upon the other party and provide the original for the Settlement Conference Judge. The parties shall, in all cases, be present, unless excused by the court for good cause shown. Parties whose defense is provided by a liability insurance company, shall personally attend said settlement conference and a representative of the insurer of said parties shall attend or be available by telephone, with sufficient authority to bind the insurer to a settlement. [See KCLCR 16(c)]

**SETTLEMENT CONFERENCES ARE MANDATORY AND MUST BE CONFIRMED NO LATER THAN NOON THE COURT DAY BEFORE THE CONFERENCE AT (360) 337-7140. PARTIES MUST BE PREPARED TO SERIOUSLY NEGOTIATE SETTLEMENT.**

Dated: \_\_\_\_\_

\_\_\_\_\_  
Judge/Court Commissioner

Copies Mailed:

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



**Superior Court of Washington  
County of Kitsap**

\_\_\_\_\_  
Plaintiff/Petitioner

\_\_\_\_\_  
Attorney for Plaintiff/Petitioner

vs.

\_\_\_\_\_  
Defendant/Respondent

\_\_\_\_\_  
Attorney for Defendant/Respondent

No. \_\_\_\_\_

**NOTE FOR MOTION DOCKET**

**(NTMTDK)**

TO THE CLERK OF THE COURT AND

TO:

AND:

Please take notice that the undersigned will bring on for hearing:

NATURE OF MOTION:

The hearing is to be held:

DATE:

TIME:

AT: JUDGE/DEPARTMENT NO.  
Superior Court of Kitsap County  
614 Division Street  
Port Orchard, WA 98366

COURT REPORTER REQUESTED:

YES  NO

ELECTRONIC RECORDER ACCEPTABLE:

YES  NO

COURT COMMISSIONER MAY HEAR THIS MOTION:

YES  NO

DATED: \_\_\_\_\_

Signed: \_\_\_\_\_

Lawyer for: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_



**Superior Court of Washington  
County of Kitsap**

\_\_\_\_\_  
Plaintiff/Petitioner

\_\_\_\_\_  
Attorney for Plaintiff/Petitioner

vs.

\_\_\_\_\_  
Defendant/Respondent

\_\_\_\_\_  
Attorney for Defendant/Respondent

No. \_\_\_\_\_

**REQUEST FOR CONTINUANCE  
(RQC)**

Please continue the hearing Re: \_\_\_\_\_

to \_\_\_\_\_, 200\_\_\_\_\_.

This hearing should be placed on the

- Civil
- Domestic
- Criminal
- Presiding Docket
- Probate
- Judge \_\_\_\_\_'s Departmental Calendar

- CONTINUANCE:
- By Court Order
  - Agreed
    - Orally
    - By Written Approval
    - Due to Absence of Opposing Counsel
    - On Request of Opposing Party

Dated: \_\_\_\_\_  
Attorney



**Superior Court of Washington  
County of Kitsap**

**DOMESTIC RELATIONS INFORMATION FORM**

Date: \_\_\_\_\_

Husband

Petitioner

Cause No.: \_\_\_\_\_

Wife

Respondent

**PARTIES:**

HUSBAND/FATHER		WIFE/MOTHER	
Name:	Age:	Name	Age:
Address:		Address:	

Date of Marriage:	Date of Separation:
-------------------	---------------------

**DEPENDENT CHILDREN:**

Name	Age	This Marriage	Prior Marriage	Percent Residential Time		Since
				Father %	Mother %	

**CHILD SUPPORT:**

1.

	NET INCOME	SUPPORT
Husband/Father:	\$ _____	_____
Wife/Mother:	\$ _____	_____

2. Tax Exemptions allocated as follows: \_\_\_\_\_

3. Exceptional support considerations: \_\_\_\_\_  
\_\_\_\_\_

4. Child Support presently being paid \$ \_\_\_\_\_ per month; since \_\_\_\_\_

Exhibit G

5. Summary of proposed residential arrangements for the children: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**YOU MUST ATTACH:**

1. Proposed Child Support Order, Support Worksheets and current pay stubs. Form WPF DR 01-050.
2. **Completed Financial Declaration. Form WPF DR 01-055**
3. **Proposed Parenting Plan, if disputed.**

**MAINTENANCE:**

1. Requested: \$ \_\_\_\_\_ per month, duration: \_\_\_\_\_
2. Presently being paid: \$ \_\_\_\_\_ per month, for \_\_\_\_\_ months.

**HUSBAND/FATHER INCOME:**

Employer/Other Source	Length	Gross Income	Net Income
Total Income			

**WIFE/MOTHER INCOME:**

Employer/Other Source	Length	Gross Income	Net Income
Total Income			

**FACTORS RELATING TO AWARD OF MAINTENANCE:** \_\_\_\_\_

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

**IF ATTORNEY FEES ARE AT ISSUE:**

1.	Incurred to Date	\$	Paid To Date	\$
2.	Ordered to Date	\$	Paid to Date	\$
3.	Requested to Date	\$	Estimate to Trial	\$

**PROPERTY DIVISION:**

ASSETS:	Fair Market Value	Debt Owed	Net to Husband	Net to Wife
<b>Real Estate:</b>				

Exhibit G

Home	\$	\$	\$	\$
Other Real Property	\$	\$	\$	\$
	\$	\$	\$	\$
Vehicles (Year/Make):				
	\$	\$	\$	\$
	\$	\$	\$	\$
Household Goods	\$	\$	\$	\$
Tools/Equipment	\$	\$	\$	\$
Recreational/Hobby Equipment	\$	\$	\$	\$
Business/Profession:				
Husband	\$	\$	\$	\$
Wife	\$	\$	\$	\$
Investments	\$	\$	\$	\$
Life Insurance Cash Value	\$	\$	\$	\$
Retirement:				
Husband	\$	\$	\$	\$
Wife	\$	\$	\$	\$
IRA's, TSP's, 401-K's, etc.:				
Husband	\$	\$	\$	\$
Wife	\$	\$	\$	\$
Receivables	\$	\$	\$	\$
Other Assets:				
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
Debts:	(\$ )	(\$ )	(\$ )	(\$ )
<b>TOTALS</b>	\$	\$	\$	\$
Equalization:	\$	- \$	divided by two (2)	= \$

Proposed Percentage Division: \_\_\_\_\_ % to Husband      \_\_\_\_\_ % to Wife  
 Effects of Proposed Division: \$ \_\_\_\_\_ to Husband      \$ \_\_\_\_\_ to Wife



**Superior Court of Washington  
County of Kitsap**

\_\_\_\_\_  
(Plaintiff),  
vs.  
\_\_\_\_\_  
(Defendant).

No. \_\_\_\_\_

**NOTE FOR ARBITRATION SETTING  
INITIAL STATEMENT OF ARBITRABILITY**

**(STA)**

TO THE CLERK OF THE COURT AND TO:

Please take notice that this case will be placed on the arbitration setting docket at 9:00 a.m., on Friday, the \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_, for assignment to mandatory arbitration.

Nature of Case: \_\_\_\_\_

**INITIAL STATEMENT OF ARBITRABILITY**

- This case is subject to arbitration because the sole relief sought is a money judgment and involves no claim in excess of \$50,000.00 exclusive of attorney fees, interest and costs. (MAR 1.2)
- The undersigned contends that its claim exceeds \$50,000.00 but hereby waives any claim in excess of \$50,000.00 for purposes of arbitration. (MAR 1.2)

Any party not in agreement with the Initial Statement of Arbitrability shall file and serve a response (KCLCR-Exhibit G) at least three (3) days prior to the arbitration setting docket date. If a response is filed, counsel shall appear on the setting day before the civil motions judge to argue the objection.

DATE: \_\_\_\_\_

SIGNED \_\_\_\_\_

Lawyer for: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

List the name, address and phone number of all attorneys or parties who were provided notice:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Lawyer for: \_\_\_\_\_

Lawyer for: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Telephone Number: \_\_\_\_\_



Superior Court of Washington  
County of Kitsap

\_\_\_\_\_,  
Plaintiff(s),  
vs.  
\_\_\_\_\_,  
Defendant(s).

No. \_\_\_\_\_

**RESPONSE TO STATEMENT  
OF ARBITRABILITY**

**(RSSA)**

TO THE CLERK AND TO ALL OTHER LAWYERS: (Per List on Reverse Side.)

The undersigned lawyer disagrees with the prior Statement of Arbitrability filed in this case and contends that this case:

- Should be arbitrated       Should **not** be arbitrated

for the reasons indicated in Part II.

II. RESPONDED STATEMENT OF ARBITRABILITY

- This case is subject to arbitration because the sole relief is a money judgment, and it involves no claim in excess of \$50,000.00, exclusive of attorney fees, interests, and costs.
- The undersigned contends that its claim exceeds \$50,000.00, but for purposes of arbitration waives any claim in excess of that amount.
- This case is **not** subject to mandatory arbitration because:
  - (a) Plaintiff's claim exceeds \$50,000.00;
  - (b) Plaintiff seeks relief other than a money judgment;
  - (c) Defendant's counterclaim or cross claim exceeds \$50,000.00;
  - (d) Defendant's counterclaim or cross claim seeks relief other than a money judgment; or
  - (e) Case is not an appeal of a Small Claims Judgment from District Court.

III. INSTRUCTIONS

- 3.1 Important: Type the names and address of all lawyers on reverse side.
- 3.2 Serve a copy on the other parties and file the original with the COUNTY CLERK.
- 3.3 Provide a copy to the Arbitrator Department of the Superior Court.

Dated: \_\_\_\_\_

Attorney for \_\_\_\_\_

Type Name: \_\_\_\_\_





**Superior Court of Washington  
County of Kitsap**

\_\_\_\_\_,  
Plaintiff(s),

vs.

\_\_\_\_\_,  
Defendant(s).

No. \_\_\_\_\_

**ARBITRATION AWARD**

(ARBA)

The issues in arbitration having been heard on \_\_\_\_\_, 200\_\_\_\_\_.

I make the following award:

Twenty days after the award has been filed with the clerk, if no party has sought a trial de novo under MAR 7.1, any party on notice to all parties may present to the Ex Parte Department a judgment on the arbitration award for entry as final judgment in this case.

Was any part of this award based on the failure of a party to participate at the hearing? Yes  No  (MAR 5.4)

If yes, please identify the party and explain:

Dated: \_\_\_\_\_

\_\_\_\_\_  
ARBITRATOR

**ORIGINAL TO BE FILED WITH THE SUPERIOR COURT CLERK, KITSAP COUNTY COURTHOUSE, TOGETHER WITH PROOF OF SERVICE ON THE PARTIES. A COPY MUST ALSO BE SENT TO THE SUPERIOR COURT SCHEDULER/JUDICIAL ASSISTANT.**

- IN THE KITSAP COUNTY SUPERIOR COURT
- IN THE KITSAP COUNTY DISTRICT COURT
- IN THE BAINBRIDGE ISLAND MUNICIPAL COURT
- IN THE BREMERTON MUNICIPAL COURT
- IN THE PORT ORCHARD MUNICIPAL COURT
- IN THE POULSBO MUNICIPAL COURT

STATE OF WASHINGTON,  
 CITY OF BAINBRIDGE ISLAND,  
 CITY OF BREMERTON,  
 CITY OF PORT ORCHARD,  
 CITY OF POULSBO,

Plaintiff,

vs.

\_\_\_\_\_ ,

DOB: \_\_\_\_\_

Defendant.

LAW ENFORCEMENT NO. \_\_\_\_\_

**PRE-ARRAIGNMENT DOMESTIC VIOLENCE NO CONTACT ORDER (ORNC)**

Date of Arrest: \_\_\_\_\_

Time of Arrest: \_\_\_\_\_

Arresting Officer/No.: \_\_\_\_\_

- Bainbridge Island Police Department
- Bremerton Police Department
- Kitsap County Sheriff's Office
- Port Orchard Police Department
- Poulsbo Police Department
- Washington State Patrol

**THE COURT FINDS THAT** the Defendant has been arrested for a domestic violence offense, and further finds that to prevent possible recurrence of violence, this Pre-Arraignment Domestic Violence No Contact Order shall be entered pursuant to chapter 10.99 RCW. The person(s) protected by this order are—

\_\_\_\_\_  
(Protected person(s) name, or initials if a minor, and DOB)

**IT IS ORDERED THAT** Defendant is **PROHIBITED** from causing or attempting to cause physical harm, bodily injury, assault, including sexual assault, and from molesting, harassing, threatening, or stalking the protected person(s), and

**IT IS ORDERED THAT** Defendant is **PROHIBITED** from coming near and from having any contact whatsoever, in person or through others, by phone, mail or any means, directly or indirectly, except for mailing or service of process of court documents by a third party or contact by the Defendant's lawyer(s) with the protected person(s), and

**IT IS ORDERED THAT** Defendant is **PROHIBITED** from entering or knowingly coming within or knowingly remaining within 500 feet of the protected person's residence, school, or place of work, and

**IT IS ORDERED THAT** this Pre-Arraignment Domestic Violence No Contact Order expires seven (7) days from the date below.

**WARNINGS TO THE DEFENDANT:** Violation of the provisions of this order with actual notice of its terms is a criminal offense under chapter 26.50 RCW, and will subject a violator to arrest. If the violation of this order involves travel across a state line or the boundary of a tribal jurisdiction, or involves conduct within the special maritime and territorial jurisdiction of the United States, which includes tribal lands, the you may be subject to criminal prosecution in federal court under 18 U.S.C. sections 2261, 2261A, or 2262.

Any assault, drive-by shooting, or reckless endangerment that is a violation of this order is a felony. Any conduct in violation of this order that is reckless and creates a substantial risk of death or serious physical injury to another person is a class C felony.

Effective immediately, and continuing as long as this order is in effect, you may not possess a firearm or ammunition. 18 U.S.C. section 922(g)(8). A violation of this federal firearms law carries a maximum possible penalty of 10 years in prison and a \$250,000 fine. An exception exists for law enforcement officers and military personnel when carrying department/government-issued firearms. 18 U.S.C. section 925(a)(1). If you are convicted of an offense of domestic violence, you will be forbidden for life from possessing a firearm or ammunition. 18 U.S.C. section 922(g)(9); RCW 9.41.040.

**YOU CAN BE ARRESTED EVEN IF ANY PERSON OR PERSONS PROTECTED BY THIS ORDER INVITES OR ALLOWS YOU TO VIOLATE THIS ORDER'S PROHIBITIONS.**

You have the sole responsibility to avoid or refrain from violating the order's provisions. Only the court can change the order.

Pursuant to 18 U.S.C. section 2265, a court in any of the 50 states, the District of Columbia, Puerto Rico, any United States territory, and any tribal land within the United States shall accord full faith and credit to the order.

Dated: \_\_\_\_\_

Time: \_\_\_\_\_ [ AM ] [ PM ]

I agree to abide by the terms of this Pre-Arrestment Domestic Violence No Contact Order. I understand that the terms of any other court orders remain in effect notwithstanding the expiration of this order.

\_\_\_\_\_  
DEFENDANT

**SO ORDERED.**

\_\_\_\_\_  
JUDGE \_\_\_\_\_

Presiding Judge of the \_\_\_\_\_ Court

Original (Prosecutor's Office)  
Copy (Defendant)  
Copy (Law Enforcement Agency)



**Superior Court of Washington  
County of Kitsap**

**SUPERIOR COURT FOR THE STATE OF WASHINGTON  
IN AND FOR KITSAP COUNTY**

In re the Guardianship of :

No.

**ORDER RE GUARDIAN AD  
LITEM FEES**

The Court finds that the Guardian ad Litem fees herein are reasonable and should be granted.

**ORDER**

IT IS HEREBY ORDERED that fees in the amount of \$\_\_\_\_\_ and costs in the amount of \$\_\_\_\_\_ shall be paid to \_\_\_\_\_ by Kitsap County, Washington, for services in the above cited case.

Dated: \_\_\_\_\_, 20\_\_

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

Presented By:

\_\_\_\_\_

**Attached is Affidavit of Fees.**