

# KITSAP COUNTY DISTRICT COURT

## GUIDE TO WEBSITE FORMS

**IMPORTANT NOTICE REGARDING LEGAL ADVICE** – District Court personnel are not permitted to fill out any forms. District Court personnel are also not authorized to give legal advice. Please do not ask. District Court strongly encourages an unrepresented party to seek legal advice from an attorney.

The information contained here is intended to address the most frequently asked questions. It is not comprehensive and should not be construed as legal advice.

**IMPORTANT NOTICE REGARDING LITIGANT CONFIDENTIAL INFORMATION** – District Court needs information about every party involved in a case so the court can accurately identify the parties and be able to contact them.

If you have not already done so, **please complete a Litigant Confidential Information Form** and provide it to the court. You should also use the form to update information previously provided to the court. The form is available at many locations on the District Court website ([www.kitsapgov.com/dc](http://www.kitsapgov.com/dc)).

**HOW TO GET STARTED** – For the best results with District Court website forms, follow these steps –

1. Click on the form.
2. Save the form to your device so your entries will not be lost.
3. Fill out the form completely (repeatedly save the form to your device while you are making entries so your entries will not be lost).
4. Save the form one final time after you have completely filled out the form.
5. Review the form to make sure it is accurate.
6. Sign the form either – (a) electronically by typing your name; or (b) with a handwritten signature.
7. Print a copy for your records.
- 8A. **[Electronic Signature Form]** Email the completed website form to District Court at [districtcourt@kitsap.gov](mailto:districtcourt@kitsap.gov) –
  - Note – You cannot change any form after it is emailed to District Court. Contact District Court if you need to make corrections to a submitted form.
  - Note – Your email “subject” line must include the name of the case and District Court case number.
  - Email “Subject” Line Example. The email “subject” line would read – “Jones v. Smith, Case No. 12345678”
  - New Case. If the case does not yet have a case number, the email “subject” line should read – “Jones v. Smith, Case No. Not Yet Assigned”.

- 8B. **[Handwritten Signature Form]** Print a single-sided copy of the completed website form on 8-1/2 x 11 inch letter size paper, and
- Bring the paper form in-person to the District Court Clerk’s Office in the County Courthouse, Room 106, 614 Division St., Port Orchard, WA; or
  - Mail the paper form to Kitsap County District Court, 614 Division St., MS-25, Port Orchard, WA 98366.

**BE CAREFUL WITH SENSITIVE INFORMATION** – Any document filed with a court should not include sensitive information unless such inclusion is necessary and relevant to the case or ordered by the court. Any personal information not otherwise protected by statute or court rule will be made available at the courthouse and may also be available on the District Court website.

Unless otherwise ordered by the court, anyone filing a document should remove or omit social security numbers, financial account numbers, and driver’s license numbers on all documents except the Litigant Confidential Information Form, the Law Enforcement Information Form, and the Foreign Protection Order Information Form.

- **Social Security Number.** If the Social Security Number of an individual must be included in a document, only the last four digits of that number shall be used.
- **Financial Account Numbers.** If financial account numbers are relevant, only the last four digits shall be included in the document.
- **Driver’s License Numbers.** Driver’s license numbers are necessary on Notice of Infractions and Uniform Citations.

Attorneys are strongly urged to share this notice with all clients so that an informed decision about the inclusion of certain materials may be made. **It is the sole responsibility of filer to be sure that all documents filed comply with the rules of the court requiring removal or omission of personal identifiers.** The clerk will not review each document for compliance with these requirements.

Any document that a party believes contains sensitive information and is not covered above may still be sealed if the party convinces the court that the document should be sealed or redacted under the parameters set forth in General Rule 15.

**ELECTRONIC SIGNATURE** – District Court website forms utilize an “electronic signature” authorized by the Washington Supreme Court and General Rule 30. As with a handwritten signature, a signer must show clear intent to sign a website form electronically. A signer shows intention by typing their name on the form before it is submitted to District Court.

By typing one’s name on a website form, the person certifies (or declares) that the person is whose name is typed on the form and agrees that the typed electronic signature appearing on the form is the same as a handwritten signature for the purpose of validity, enforceability, and admissibility.

A person should always save a copy of a completed website form signed with an electronic signature before submitting the form to District Court for filing.

**ELECTRONIC SIGNATURE OPT-OUT** – If a person elects to opt-out of signing a District Court website form with an electronic signature, a person may complete the website form, print it, sign it with a handwritten signature, and submit the paper version of the form to District Court for filing.

**CAN I USE WEBSITE FORMS IF I OPT-OUT OF AN ELECTRONIC SIGNATURE?** Yes. District Court website forms can be used as paper forms. When you have completed the form and are ready to sign it, cross out “~~/s/ Signed Electronically~~” and write your signature to the right. Please use a pen with black or blue ink. Then print your name below your signature and submit the form to District Court for filing.

**WHAT IF I MADE A MISTAKE ON A FORM I FILED WITH THE COURT?** The judge expects everyone to tell the whole truth and nothing but the truth. This is just as important for statements made in documents filed with the Court as it is when a witness testifies before the judge.

Once a document is filed with District Court, errors in that document cannot be changed. Yet mistakes can happen. It is very important to immediately correct any document you file with District Court as soon as you discover that you made a mistake.

Fortunately, you can submit an “amended” document to correctly state the information you want to provide to the judge and opposing parties.

To submit an “amended” document, fully complete a new version of the same form you want to correct. Make sure to check the “amended” box in the caption on the top of page one. Then file the “amended” document with District Court.

If you were required to serve the original document, you must follow the same procedure to serve the “amended” document.

If you were required to pay a filing fee when you filed the original document, you do not have to pay another filing fee to file the “amended” document.

**QUESTIONS ABOUT DISTRICT COURT FORMS** – You can contact District Court in several ways.

- Website Chat – visit [www.kitsapgov.com/dc](http://www.kitsapgov.com/dc) to chat
- Email – [districtcourt@kitsap.gov](mailto:districtcourt@kitsap.gov)
- In-Person – Room 106, County Courthouse, 614 Division St., Port Orchard, WA
- Telephone – (360) 337-7109, option 6

**THREE TYPES OF DISTRICT COURT WEBSITE FORMS** – District Court has three types of forms on its website. The forms are created by either Adobe (PDF), Microsoft Word, or Cognito.

**ADOBE PDF FILLABLE FORMS** – Many of the forms found on the District Court website are fillable portable document format (PDF) forms created in Adobe Acrobat DC Professional Edition for Windows. You must use Adobe Acrobat or Adobe Reader version 7.5 or above to successfully use and complete District Court fillable PDF forms. The most current version of Adobe Acrobat Reader is available free at –

<https://get.adobe.com/reader/>

**MICROSOFT WORD TEMPLATES** – Some of the forms found on the District Court website are created as templates in Microsoft Word 365. Microsoft recommends for Windows 10 to use the Word Mobile application and for Windows 7 and Windows 8 to upload the file to OneDrive and use Word Online to view and print documents free of charge with a Microsoft account.

If you use another word processing software, please be advised that the appearance, page breaks, margins, fonts, and other aspects of District Court forms may be affected and altered by the word processing software you use. Printing may also be impacted.

**COGNITO ONLINE INTERVIEW** – A Cognito form takes the user through an interview where the user answers questions online. Based upon the answers, a form is generated and presented to the user for review. When the user is satisfied with the accuracy of the form, the user can then submit the form to District Court for filing.

**UNABLE TO FIND A FORM** – If you do not see a form on the District Court website you would like to use, you may obtain state court forms for free by visiting the Washington Courts website at –

<https://www.courts.wa.gov/forms/?fa=forms.home&dis=y>

You can find forms by visiting the Northwest Justice Project website at –

<https://nwjustice.org/>

Additional forms are available by visiting the Washington Law Help website at –

<https://www.washingtonlawhelp.org/>