

Superior Court of the State of Washington For Thurston County

Carol Murphy, *Judge*
Christine Schaller, *Judge*
Mary Sue Wilson, *Judge*
John C. Skinder, *Judge*
Chris Lanese, *Judge*
Sharonda D. Amamilo, *Judge*
Indu Thomas, *Judge*
Allyson Zipp, *Judge*
Anne Egeler, *Judge*



2000 Lakeridge Drive SW • Bldg. 2 • Olympia WA 98502
<https://www.thurstoncountywa.gov/sc>
(360) 786-5560

Kristin D. Jensen,
Court Administrator
Nathan Kortokrax,
Court Commissioner
Rebekah Zinn,
Court Commissioner
Pam Nogueira,
Court Commissioner

April 19, 2023

TO: Jon Tunheim, Thurston County Prosecutor
Linda Myhre Enlow, Thurston County Clerk
Patrick O'Connor, Thurston County Public Defense
Christina Beusch, Deputy Attorney General
Carrie Hennen, Interim Pretrial Services Director
Sgt. Brian Bowman, Corrections
Members, Thurston County Bar Association
Members of Government Lawyer Bar Association

FROM: Tonya S. Moore, Court Operations Manager

RE: Judge's Copies Requirement at Main Campus

Effective **May 1, 2023** Thurston County Superior Court will require judge's copies for all civil motions and other civil hearings per LCR 5.

Parties shall provide the required "judge's copy" **at the same time** the materials/documentation is filed with the Clerk's Office and served on the other parties. Judge's copies with multiple attachments and exhibits that cannot be secured with a staple must be tabbed and in a binder.

WHERE TO DELIVER:

Hard copies of all materials and exhibits must be delivered to Court Administration at the Main Campus at 2000 Lakeridge Dr SW, Bldg. 2.

Instead of dropping off a hard copy, you may use the Clerk's Office process for providing judge's copies. At the time you file your document through the Clerk's Office e-filing system, you may select the option of having the Clerk's Office deliver your judge's copy (for a fee). This option is available when you e-file your document. If you have any questions, please contact the clerk at (360) 786-5430 or County_Clerk@co.thurston.wa.us.

Judge's copies *will not* be accepted by email.

IMPORTANT:

Every document, including electronic judge's copies sent to the Clerk's Office, shall contain all the following information in the following format on the top left-hand corner of the first page per

LCR 10. If the document does not contain all this information, *it may not* be provided to the Judicial Officer.

☐ **Hearing is set:**

Date: _____

Time: _____

Judge/Calendar: _____