

JUDGE'S COPIES AT MAIN CAMPUS OF SUPERIOR COURT

Effective **May 10, 2021** Thurston County Superior Court will require judge's copies for Civil Dispositive Motions, Administrative Law Review Hearings and RALJ Hearings by partially reinstating the LCR 5(k). Judge's copies are permitted for all other hearings, including criminal hearings, but not required.

Parties shall provide the required "judge's copy" to Court Administration **at or before the time of filing**. 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 (not the Clerk's Office) at 2000 Lakeridge Dr SW, Bldg. 2, in Olympia.

Instead of dropping off a hard copy, you may use the Clerk's Office process for providing judge's copies to us. 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 to Court Administration (for a fee). This option is available when you e-file your document. If you have any questions, please contact the Clerk's Office 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 5 (k). If the document does not contain all this information, *it may not* be provided to the judicial officer.

Hearing date: _____
Hearing time: _____
Judge/Calendar: _____