

**JUDGE’S COPIES
IN EFFECT DURING COVID-19 REDUCED OPERATIONS**

Judge’s copies are now required for all matters.

Parties shall provide the requested "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 [Family & Juvenile Court](#) . There is a drop box located at the entry way before going through security. This box is checked twice daily at 10:45 am and 3:45 pm. Judge’s copies that require urgent attention or do not fit in the box should be delivered to the court administration inbox located on the 2nd floor.

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 (for a fee). This option is available when you e-file your document. If you have any questions, please contact the clerk at (360) 709-3260 or County_Clerk@co.thurston.wa.us.

IMPORTANT:

Every document, including electronic judge’s copies sent to the Clerk’s office, shall contain all of 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 of this information, *it may not* be provided to the Judicial officer.

<input type="checkbox"/> Hearing is set: Date: _____ Time: _____ Judge/Calendar: _____
