

JUDGE’S COPIES AT MAIN CAMPUS

Effective **May 10, 2021**, Thurston County Superior Court will require judge’s copies for Civil Dispositive Motions, Administrative Law Review Hearings, and RALJ Hearings. Judge’s copies are permitted for all other hearings, including criminal hearings, but not required.

Parties shall provide the required “judge’s copy” **at the same time** the materials/documents are 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 Superior Court Administration Main Campus located at 2000 Lakeridge Dr SW, Bldg. 2. Do not deliver judge’s copies to the Clerk’s office.

Instead of delivering a hard copy, you may use the Clerk’s office process for providing judge’s copies. At the time of filing your documents through the Clerk’s office e-filing system, you may select the option to have the Clerk’s office deliver judge’s copies for an additional fee. If you have any questions regarding this process, please contact the Clerk’s office by calling (360) 786-5430 or by emailing 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.

<input type="checkbox"/> Hearing is Set Hearing date: _____ Hearing time: _____ Judge/Calendar: _____
