

# 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*

May 16, 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 for matters on any criminal calendar at Main Campus**

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Effective **June 1, 2023** Thurston County Superior Court will require judge's copies for any motion, supporting brief, and/or other materials related to hearings scheduled on any criminal calendar.

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.

## **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](mailto: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:** \_\_\_\_\_