

**Clark County District Court
In the State of Washington**

Kristen L. Parcher
Chad E. Sleight
James B. Smith
Sonya L. Langsdorf
Kelli E. Osler
Abigail E. Bartlett
Judges of District Court

Todd N. George
Erin E. Priest
Court Commissioner



Amber K. Emery
Court Administrator

Bryan M. Farrell
Deputy Court Administrator

District Court Documents Policy starting May 1, 2022

PURPOSE:

- to increase efficiency of dockets
- to decrease unnecessary work for judicial assistant
- to increase accuracy of filed documents and use of most current forms

NO CHANGES TO DOCUMENT HANDLING FOR REMOTE HEARINGS

- Documents generated in court will be emailed to defendant and/or attorneys
- Proposed orders, diversion paperwork, etc. ***must be filed 48 hours in advance***

DISTRICT COURT WILL NOT BE PROVIDING FORMS FOR USE IN COURT

Please be prepared with extra blank forms you think may be necessary. Please note pursuant to LGR Rule 14(3) Statement of Defendant on Plea of Guilty, Petition for Deferred Prosecution and Order for Deferred Prosecution will not be accepted unless they are the most current District Court form or most recent Washington Courts form.

ARRAIGNMENT:

Defendant files:

1. Notice of Appearance

Court provides copies to defendant in court:

1. Not Guilty Plea packet
2. Conditions of Release
3. Order Appointing Attorney (will be provided at conclusion of screening)

WARRANT QUASH:

Court provides copies to defendant in court:

1. Warrant Cancellation Slip
2. Order to Appear/Memo/Not Guilty Plea packet
3. Order Appointing Attorney (will be provided at conclusion of screening)

CHANGE OF PLEA DOCKETS

Defendant files **48 hours in advance *or* hands up in court:**

1. *Signed* Statement of Defendant on Plea of Guilty/Deferred Prosecution Petition/Order
2. Current Pretrial Agreement

Prosecutor files **48 hours in advance *or* hands up in court:**

1. Declaration of Criminal History

Court provides copies to defendant in court:

1. Judgment and Sentence Order
2. Any other orders/memos generated

*all documents will be emailed to prosecutor/defense attorney, extra copies will *not* be printed in court

*please submit typed documents whenever possible

DOCUMENT SIGNING POLICY:

1. Remote hearings – all documents filed ahead of time shall be signed, pursuant to applicable court rules and statute, before filing
2. In person hearings – the court will have defendants sign the following at JA desk:
 - a. Judgment and Sentence Order
 - b. No Contact/Protection Orders
 - c. Ineligibility to Possess Firearms
 - d. Ignition Interlock Declaration
 - e. Waiver of Right to Speedy Trial

*no current change to signature policy for in custody matters