

**SNOHOMISH COUNTY SUPERIOR COURT
NEW LOCAL COURT RULE
EFFECTIVE EMERGENT- JULY 31, 2020**

PART III. CIVIL RULES (SCLCR)

RULE 30. ELECTRONIC FILING AND SERVICE

(a) Electronic Filing Authorization, Exception, and Service.

(1) Electronic Filing and Service.

(a) **Electronic Filing.** Attorneys and self-represented litigants may electronically file (e-file) all documents using the Clerk's online e-filing system unless this rule provides otherwise.

(b) **Documents That Shall Not Be E-Filed.** The following documents must be filed in paper form and not e-filed:

- Original wills and codicils, including will only and new probate cases that include original wills or codicils;
- Certified records of proceedings for purposes of appeal;
- Documents of foreign governments under official seal including foreign and out of state adoption documents and judgments;
- Administrative Law Review (ALR) Petitions;
- Interpleader or Surplus Funds Petitions;
- Documents presented for filing during a court hearing or trial including documents submitted for in-camera review pursuant to SCLCR 0.06 and GR 15;
- New cases or fee-based documents filed with an Order to Waive Fees or in accordance with GR 34.

Comments: Negotiable instruments, exhibits, and trial notebooks are examples of items that are not to be filed in the court file either in paper form or by e-filing.

(2) Paper Working Copies for E-Filed Documents. Judicial working copies for e-filed documents shall not be submitted electronically and will continue to be required in paper form and presented pursuant to SCLCR 7(b)(2)(b) or the applicable rule for the relevant case type.

(3) Electronic Service.

(4) Effecting E-Service. When a party e-files a document, the party may electronically serve (e-serve) the document via the e-service feature

within the Clerk's e-filing system. E-service under this subsection constitutes service under CR 5 and is complete as stated in CR 5(b)(7).
Exceptions: This subsection does not apply when a statute or rule requires that a document be personally served on the receiving party, the receiving party is not represented by an attorney and has not registered to accept e-service. An affidavit of service is required to be e-filed or filed as proof of service regardless of service method.

(5) **Accepting E-Service.** Attorneys may register to accept e-service via the Clerk's e-filing system in each case in which the attorney appears. Likewise, a party that is not represented by an attorney may register to accept e-service via the Clerk's e-filing system in each case in which the party e-files a document. An affidavit of service is required to be e-filed or filed as proof of service regardless of service method.

[Adopted Emergent Effective July 31, 2020]