

YAKIMA COUNTY CLERK

OFFICE OF COUNTY CLERK & EX-OFFICIO CLERK OF SUPERIOR COURT
128 NORTH SECOND STREET, ROOM 323
YAKIMA WA 98901

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General Rules / Highlights

July 2007

9-1-2003

General Rule 14

Format For Pleadings

BRIEF Notes Regarding Format For Pleadings:

(a) Format Requirements. All pleadings, motions, and other papers filed with the court shall be legibly written or printed.

The use of letter-size paper (8-1/2 by 11 inches) is mandatory.

The writing or printing shall appear **on only one side of the page**. **The top margin of the first page shall be a minimum of three inches**, the bottom margin shall be a minimum of one inch and the side margins shall be a minimum of one inch.

All subsequent pages shall have a minimum of one inch margins. **Papers filed shall not include any colored pages, highlighting or other colored markings.**

[General Rule 14 - Full Text](#)

Helping to understand the Clerk's requirements: (GR 14)

Paper Size & Color(s):

(This includes 'attachments' and 'exhibits' to your pleadings.)

(This does not include or apply to "Exhibits" presented in Court at Trial.)

Other than citing the Rule above, please keep in mind that ALL items are now scanned / imaged. They must be 8-1/2" x 11" in size and on WHITE paper. Items on 'legal size' paper will need to be reduced onto 8-1/2" x 11" paper on a copy machine, PRIOR to filing with the Clerk.

The only exception to this is an original Will and notices published in the newspaper.

Colored papers do not produce a quality image when scanned, nor are they of 'archival quality' as directed by the Washington State Archivist guidelines which the Clerk's Office must comply with for records retention.

9-1-1993

General Rule 17

Facsimile Of
Signature Page

Yakima County does NOT allow direct "fax filing" of pleadings. We do accept the 'declaration' of a faxed signature (as addressed in (a)(2) of this rule.)

BRIEF Notes Regarding Facsimile Transmission
Signature Page:

(a) Facsimile Transmission Authorized; Exceptions.

(2) If a document is transmitted by facsimile to another for filing with a court, the person responsible for the filing must attach an original affidavit as the last page of the document. The affidavit must bear the name of the court, case caption, case number, the name of the document to be filed, and a statement that the individual signing the affidavit has examined the document, determined that it consists of a stated number of pages, including the affidavit page, and that it is complete and legible. The affidavit shall bear the original signature, the printed name, address, phone number and facsimile number of the individual who received the document for filing.

(5) Without prior approval of the clerk of the receiving court, facsimile transmission is not authorized for judge's working copies (courtesy copies) or for those documents for which a filing fee is required. Original wills and negotiable instruments may not be filed by facsimile transmission.

[General Rule 17 - Full Text](#)

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10-1-2001
7-1-2006

General Rule 22

Access to Family
Law Court Records

NOTE: this rule became effective in Yakima County on 10/26/2004. Amended July 1, 2007.

BRIEF Notes Regarding Access:

(f) Sealing Financial Source Documents, Personal Health Care Records, and Sealed Confidential Reports in Family Law & Guardianship cases - Cover Sheet.

1) Financial source documents. Personal health care records and confidential reports as defined in (e)(2)(B).... shall be submitted to the clerk

under a cover sheet designated "SEALED FINANCIAL SOURCE DOCUMENTS", "SEALED PERSONAL HEALTH CARE RECORDS", or "SEALED CONFIDENTIAL REPORT" for filing in the court record of family law or guardianship cases.

(2) All ...documents so submitted shall be automatically sealed by the clerk. The coversheet or a copy thereof shall remain part of the public court file.

General Rule 22 - Full Text

Helping to understand the Clerk's requirements: (GR 22)

Confidential / Sealed information contained in your pleadings:

Other than citing the Rule above, please keep in mind that ALL items are now scanned / imaged. Also remember that **most information is public record**. Your pleadings will be available on the Internet / World Wide Web for random, unmonitored viewing. Documents containing 'restricted personal identifiers' and 'sealed financial source documents' will be sealed pursuant to rule GR-22. Please review this rule prior to filing your documents with the Clerk.

This rule makes no allowance for documents which contain 'defamatory' information / accusations of your client or yourself. The Clerk's office does not review such information for content, so it is your responsibility to ensure that the content of your pleadings does not contain such information as your pleadings will be available on the Internet / World Wide Web for random, unmonitored viewing.

1-3-2006

General Rule 31

Access to Family Law Court Records

NOTE: this rule became effective in Yakima County on 04/11/2006.

Names of minor children must be printed out – "initials only" will no longer be accepted.

BRIEF Notes Regarding Access:

(e) Personal Identifiers Omitted or Redacted from Court Records

(1) Except as otherwise provided in GR 22, parties **shall not include**, and if present shall redact, the following personal identifiers from all documents filed with the court, whether filed electronically or in paper, unless necessary or otherwise ordered by the Court.

(A) Social Security Numbers. If the Social Security Number of an individual must be included in a document, only the last four digits of that number shall be used.

(B) Financial Account Numbers. If financial

account numbers are relevant, only the last four digits shall be recited in the document.

(C) Driver's License Numbers.

(2) The responsibility for redacting these personal identifiers rests solely with counsel and the parties. The Court or the Clerk will not review each pleading for compliance with this rule. If a pleading is filed without redaction, the opposing party or identified person may move the Court to order redaction. The court may award the prevailing party reasonable expenses, including attorney fees and court costs, incurred in making or opposing the motion.

[General Rule 31 - Full Text](#)

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