

YAKIMA COUNTY CLERK

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

[Back To Clerk's Home Page](#)

Pleading Format / Attachments & Index Tabs ~

Requests as we convert to 'electronic format':

To assist and speed up the processing / imaging of your pleadings, please:

- ❖ **Two (2) hole punch** your original pleadings at the top of the page prior to filing your documents with the Clerk.
- ❖ **Please do NOT use staples.** Use a paperclip to secure multiple pages of the same pleading together. When filing multiple pleadings in the same case, please put a rubber band, binder clip or large paperclip on the left side, mid way down, to secure all the pleadings being filed in that case number. If it is a large pleading (with attachments) please use a large rubber band or binder clip and do not staple each individual attachment. As a rule of thumb 'one pleading no matter how many attachments = one clip'.
- ❖ **Do NOT use "Index Tabs."** Index tabs (side or bottom) do not process through our high-tech scanning machines and will be removed from your pleading(s), and they will not be replaced once the pleading is scanned.
- ❖ **Do NOT use COLORED pages anywhere in your attachments &/or pleadings.** For best quality, use only **WHITE** paper. (Colored pages image as solid black.)
- ❖ **USE a – white- ATTACHMENT "index / separator / cover" page.** If you want the Judge to easily find your referenced Attachment, please include the Attachment 'index page' (also referred to as an Attachment 'cover page' or 'separator page') as shown below. **Use 28 point font or larger for the wording: "Attachment ____"**

All of the above requests are to facilitate the scanning process. Staples, when pulled out of the paper sometimes rip the pages causing jamming in the scanning machines. Tabs physically will not fit in the scanning machines (they only take 8-1/2" x 11") without manual intervention – **which means they are cut off.**

** continued on next page **

3" TOP MARGIN
1" SIDE & Bottom MARGIN

2 Holes punched at TOP / center

Rubber band or Binder clip multiple pleadings of the same case number together.

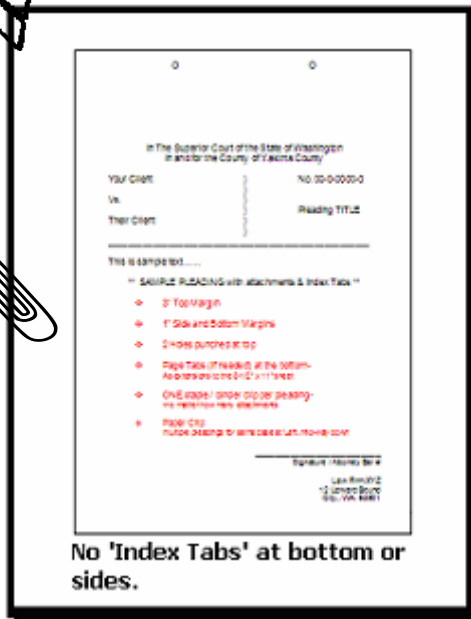
No Staples.

One Paperclip or Binder Clip for one pleading

Place large bold lettering "Attachment ____" in the center of a WHITE index page for each attachment you are submitting to your pleading. (28 point or larger will suffice).

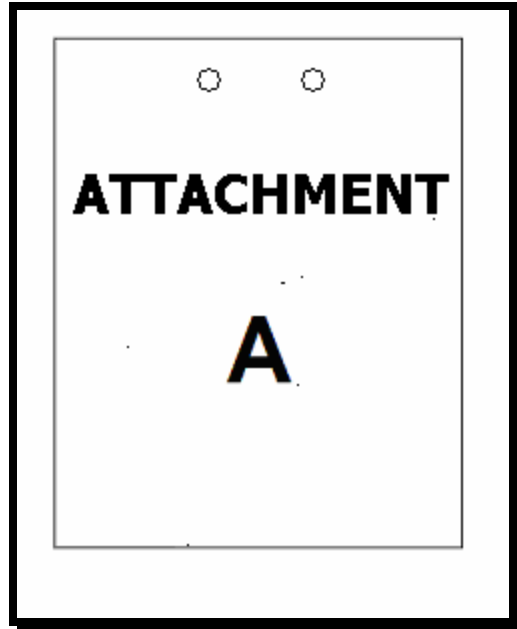


Examples:



No 'Index Tabs' at bottom or sides.

Page #1 of a multiple page pleading.



* Index page for **attachment** "A".

Do NOT use colored pages.

Use **28** point font or larger. (1/4" high)

* This page is also commonly referred to as the:
Attachment: "index page", "separator page" or
"cover page".

[Back To Clerk's Home Page](#)