

**Yakima County Superior Court - QUICK REFERENCE GUIDE TO CONFIRMATION OF HEARINGS**

Case Type & Hearing	Confirmation required by:	Authority:	Confirmed to:	Comments:
Civil Motions:				
Civil Motions	Hearings noted on Clerk dockets: before 12:00 PM at least 2 court days before the hearing. 2 court days prior to hearing date. Must confirm by 12:00 PM Wednesday; community motions may be struck by moving party until Thursday at 4:00 PM	LCR 7 (b)(5)(D) - Clerk's Office confirmation	Clerk's Office	Noted through Clerk's Office
Community Motion Docket		LCR 7 (b)(5)(D)	Clerk's Office	Noted through Clerk's Office
Domestic Motions Docket	By 10:00 AM at least 2 court days prior to scheduled date	LCR 7 (b)(5)(D) & LFR 1 (b)(4)	Clerk's Office	Noted through Clerk's Office
Revisions	The moving party shall confirm the hearing pursuant to LCR 7(b)(5), no later than 4:00 pm at least 2 court days prior to the hearing date.	LCR 7 - LCR 7(b)(5)(B)	Court Admin. Office	Scheduled by Court Administrator's Office
Personal Motions-Judges	The moving party shall confirm the hearing pursuant to LCR 7(b)(5), no later than 4:00 pm at least 2 court days prior to the hearing date.	LCR 7(b)(5)(B)	Court Admin. Office	Scheduled by Court Administrator's Office
Trials:				
Criminal Trials	Parties to contact Court Administrator's Office a minimum of 2 court days prior to date regarding trial details	Local policy	Court Admin. Office	Scheduled by Court Administrator's Office
Domestic Trials	Parties must confirm trial with the Superior Court Administrator at least 14 days prior to the trial date	LFR 3 (c)(5)	Court Admin. Office	Scheduled by Court Administrator's Office
Civil Trials	5 court days before trial date	LCR 49 (b)(3)	Court Admin. Office	Scheduled by Court Administrator's Office
Summary Judgments	Before 4:00 pm at least 5 court days before the hearing	LCR 7(b)(5)(A) and local policy	Court Admin. Office	Scheduled by Court Administrator's Office
Special Set Hearings	Before 4:00 pm at least 2 court days before the hearing date	LCR 7(b)(5)(B)		
Civil Motion Hearings	Before 4:00 pm at least 2 court days before the hearing date.	LCR 7 (b)(5)(B)	Court Admin. Office	When scheduled by the Court Administrator's office - they must be confirmed through the Court Administrator's Office
Appeals (RALJ)	None Required - Note: Appeal hearings may not be struck without order of a Judge	L-RALJ 3.1	Court Admin. Office	Scheduled by Court Administrator's Office
Criminal Hearings (such as special arraignments, pleas, 3.5/3.6 hearings, etc.)	None Required	LCR 4.5 (k)	Court Admin. Office	Scheduled by Court Administrator's Office
Permanent DV Hearings:	No confirmation required			Scheduled by Clerk's Office
Motions for Reconsideration	Before 4:00 pm at least 2 court days before the hearing	LCR 7 (b)(5)(B)	Court Admin. Office	Scheduled by Court Administrator's Office
<b>CONFIRMATION INFORMATION:</b>	<b>Note:</b> Cases must be confirmed to the correct phone number/email address! Cases may otherwise be struck from the calendar.			
<b>CONFIRMATION LINE - PHONE NUMBER:</b>				
EMAIL (IF ALLOWED):				
superior.court@co.yakima.wa.us				
COURT ADMIN. OFFICE: (509) 574-2705				
domestic.motion@co.yakima.wa.us				
CLERK'S OFFICE - DOMESTIC MOTIONS CONFIRMATION: (509) 574-2959				
PREFERRED				
court.admin.confirmation@co.yakima.wa.us				
CLERK'S OFFICE - COMMUNITY MOTIONS CONFIRMATION: (509) 574-2690				
PREFERRED				

REVISED 5.5.25

By: Superior Court Administrator's Office