

**YAKIMA COUNTY SUPERIOR COURT
LOCAL ADMINISTRATIVE RULES
Effective September 1, 2024**

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LOCAL ADMINISTRATIVE RULES

**LAR 11
SERVICES OTHER THAN A LAWYER**

Yakima County Superior Court designates the Yakima County Board of County Commissioners, or its appointed designee, as the agency responsible for the administration of services for indigent defendants.

[Adopted effective September 1, 2011; Amended effective September 1, 2020.]

LAR 12 ADOPTION OF ODYSSEY

The Yakima County Superior Court hereby adopts the Odyssey case management system, which includes the document imaging and management system.

[Adopted effective September 1, 2015; Amended effective September 1, 2020.]

LAR 13 COURTROOM RESPONSIBILITIES AND PROCEDURES ASSIGNED TO CLERK

(a) Purpose. This rule describes actual current courtroom procedures and the responsibilities of the Clerk of the Court while in court. The purpose of the rule is to maintain and continue current practice without interruption. The Clerk of the Court does not have the authority to modify or regulate these procedures without the express, written permission of the Presiding Judge.

(b) Clerk's Courtroom Duties.

- (1) The Clerk of the Court or her/his deputy shall be responsible for the following courtroom duties: opening and closing the courtroom before or after each court session, ensuring the courtroom is provided with supplies and such other customary requirements as directed by the judicial officer, and announcing the opening and closing of each session of court.
- (2) The Clerk of the Court or her/his deputy shall continue to assist in efficiently carrying out the court process and assist in court as directed by the judicial officer. Such assistance shall include, but is not limited to, providing the judicial officer any forms necessary for the administration of the docket, establishing and managing remote access (such as Zoom) sessions, calling for security, paging interpreters, etc.
- (3) During those court sessions in which the proceedings are digitally recorded, the Clerk of the Court or her/his deputy shall before each session of court ensure the digital recording system is working correctly by performing a systems test. The Clerk of the Court or her/his deputy shall activate the recording for each session and ensure the integrity of the recordings by periodic checks.
- (4) Contemporaneous with the recording of each court session, the Clerk of the Court or her/his deputy shall maintain a log which describes the events which occur in the courtroom and are the subject of the recording. For high volume court sessions which do not involve testimony, the log may be limited to the items described in [LAR 13 Attachment A](#), unless otherwise directed by the court. For hearings or trials in which evidence is presented, the log shall be more specific and detailed and shall capture the events described in [LAR 13 Attachment B](#) and [C](#). [LAR 13 Attachment D](#) is an exemplar of the log which shall be used and completed by the Clerk of the Court or her/his deputy for each session.
- (5) The Clerk of the Court or her/his deputy, as custodian, shall save, maintain and catalog each recorded session in a manner allowing ease of access.

(6) On request of the court, a lawyer, or the public, the Clerk of the Court or her/his deputy shall make available copies of such digital recordings. The Clerk of the Court may charge a reasonable fee of the public and lawyers for the copying of the requested recordings. The Clerk of the Court shall have the authority to certify such recordings as authentic.

(7) During all court proceedings the Clerk of the Court or her/his deputy shall comply with all statutory requirements and otherwise conform to the order and direction of the court.

[Adopted effective September 1, 2015; Amended effective September 1, 2020; Amended effective September 1, 2025.]

LAR 13
ATTACHMENT A
LOG NOTES REQUIRED FOR ALL COURT SESSIONS

The Clerk of the Court or her/his deputy shall make log notes for all court hearings. For court sessions which involve multiple cases, the Clerk of the Court or her/his deputy may limit the log notes to those noted below. These sessions include all Criminal, Family, Civil, and Juvenile Court dockets other than hearings or trials involving only one case or a limited number of related cases handled together.

- Convened
- Introduction of case
- Case number – Complete 10-digit number
- Case name
- Attorneys
- Exhibits
 - Marked
 - Identified
 - Offered
 - Objections and rulings
 - Admitted or not admitted
- Witness name/Witness Sworn
- Sworn Testimony
- On the record/Off the record
 - On Record – Waiting
 - Court Recessed
 - Court Reconvened
 - Adjournment
- Playback
- Capture any time the Court “notes for the record” and attorney requests a situation being noted for the record

[Adopted on an emergency basis effective April 20, 2015; Adopted on a permanent basis effective September 1, 2015; Amended effective September 1, 2020; Amended effective September 1, 2025.]

LAR 13
ATTACHMENT B
LOG NOTES REQUIRED FOR
PRE-TRIAL HEARINGS AND BENCH TRIALS

In addition to the items listed in LAR 13 Attachment A, the Clerk of the Court or her/his deputy shall make log notes as listed below for pre-trial hearings and bench trials.

- Type of hearing
- Preliminary remarks
- Opening Statement (plaintiff/ defendant/ waived opening)
- Objections (nature of objection)
 - Response
 - Court's ruling on objection
- Motions – indicate type of motion
- Ruling on motion
- Witness name
- Witness called/ sworn
- Witness excused
- Witness Examination (with name of the questioning attorney or party)
 - Direct Examination
 - Cross Examination
 - Redirect Examination
 - Recross Examination
 - Rebuttal
 - Surrebuttal
- Stipulations
- Judge's ruling
 - Findings/ Ruling
- Colloquy
- Closing argument (plaintiff/ defendant/ plaintiff rebuttal)
- Plaintiff Rests
- Defendant Rests

[Adopted on an emergency basis effective April 20, 2015; Adopted on a permanent basis effective September 1, 2015; Amended effective September 1, 2020; Amended effective September 1, 2025.]

**LAR 13
ATTACHMENT C
REQUIRED LOG NOTE ENTRIES FOR JURY TRIALS**

In addition to the items listed in LAR 13 Attachments A and B, the Clerk of the Court or her/his deputy shall make log notes as listed below for jury trials.

- Voir dire
 - Juror excused
 - Challenges during voir dire
 - Change of juror (optional)
 - Change of attorney
 - Peremptory challenges
 - Jury accepted and seated
- Jury entering/ jury exiting
- Jury Instructions
- Verdict

[Adopted on an emergency basis effective April 20, 2015; Adopted on a permanent basis effective September 1, 2015; Amended effective September 1, 2020; Amended effective September 1, 2025.]

**LAR 13
ATTACHMENT D
EXAMPLE LOG**

Description			
Date		Location	
Time	Speaker	Note	

[Adopted on an emergency basis effective April 20, 2015; Adopted on a permanent basis effective September 1, 2015; Amended effective September 1, 2020.]

LAR 14 ELECTED JUDGES PRO TEMPORE

(g) Procedure for Designation of Elected Judges Pro Tempore. At least 30 days prior to the deadline for submitting the names of pro tem superior court judges to the Administrative Office of the Courts, the Presiding Judge or his or her designee shall inquire of all eligible judges to determine whether they would like to be considered for appointment. The designation of pro tem judges for purposes of the portability rule shall be submitted to all the judges and shall be determined by majority vote. If there is a tie vote, the Presiding Judge shall make the determination.

[Adopted effective September 1, 2002; Amended September 1, 2020.]

LAR 15 SUPERIOR COURT CLERK'S REVENUE BILLING DUTIES

The Yakima County Superior Court Clerk is a fiduciary to the Court, County Departments and the public. The Clerk's Office handles money belonging to all three stakeholders on a daily basis. The Clerk has a responsibility to collect and handle money pursuant to court orders and the law. Transparency and accuracy is paramount. The Clerk is an Officer of the Court. The Clerk must, in the performance of his or her duties, conform to the direction of the Court. The Court directs the Clerk as follows:

(a) The Yakima County Superior Court Clerk shall timely, accurately and on a monthly basis bill any entity owing funds for Yakima County Superior Court services.

(b) The Yakima County Superior Court Clerk receives revenue on behalf of the court for the following services: (1) Involuntary Treatment Act (ITA) Proceedings; (2) Jury Services; and (3) Department of Social and Health Services Child Support Division. The Clerk shall bill each agency associated with each service every month.

(c) When requested, the Clerk shall forward a copy of the billings to the Superior Court Presiding Judge, to include all formulas, spreadsheets and/or accounting methods used to determine amount due.

[Adopted effective August 9, 2016; Amended effective September 1, 2017; September 1, 2020.]

LAR 16 JUVENILE RESPONSIBILITIES AND PROCEDURES ASSIGNED TO COUNTY CLERK

(a) Purpose. This rule describes best practice processes and procedures and the financial responsibilities of the Yakima County Superior Court Clerk regarding Juvenile Offender and Juvenile Diversion cases in Yakima County. The purpose of the rule is to ensure best practices are

used consistently and without interruption. The Clerk of the Court does not have the authority to modify or regulate these procedures without express, written permission of the Presiding Judge.

(b) Clerk's Duties. The Clerk of the Court shall be responsible for the following duties:

- (1) For all Juvenile offender and diversion payments of fines, fees, and restitution, including joint and several payments, the Clerk shall:
 - (A) Accept and receipt for them;
 - (B) Process them using the prescribed transaction codes provided by the Administrative Office of the Courts (AOC); and
 - (C) Create and maintain accurate financial records.
- (2) The Clerk of the Court shall provide, upon request from the judiciary, a financial report for the Juvenile Offender and the Diversion cases that indicates:
 - (A) The case number;
 - (B) The date of payment;
 - (C) The offender name;
 - (D) The transaction code used;
 - (E) The transaction amount and method of payment; and
 - (F) The transaction receipt number.
- (3) Juvenile offender account setup and diversion fees, fines and restitution setup into the Odyssey system shall occur the day the order is received by the Clerk's Office.
- (4) The Clerk shall ensure his/her financial staff has all the necessary permissions and access to run reports, set up fines and fees, and process payments.
- (5) Disbursement of all Juvenile offender payments and diversion payments shall be disseminated every Friday by 5:00 p.m.
- (6) The Clerk, as custodian, shall save and maintain all financial reports and case information pursuant to the Secretary of State Records Retention Schedule.
- (7) The Clerk shall complete all changes from the replication report sent from the AOC within five business days of receipt, in an effort to keep Yakima County case files accurate and up to date.
- (8) Upon notification of Juvenile case closure, the County Clerk will use the information provided by Juvenile Probation to create a letter notifying the Juvenile Offender that they are to report to the County Clerk's office to make arrangements to pay their fine.
- (9) The Clerk shall also use the tools provided by the AOC to follow best practices. The Clerk shall refer to the AOC online JIS Juvenile manual and the County Clerk's manual for further guidance.

[Adopted effective August 9, 2016; Amended effective September 1, 2017; September 1, 2020.]

LAR 17

SUPERIOR COURT CLERK'S FILING DUTIES

The Yakima County Superior Court Clerk and his/her deputies shall promptly file stamp all documents presented to the Clerk's office the same day the document is received. The file stamp shall show the time and date.

[Adopted effective August 9, 2016; Amended effective September 1, 2017; September 1, 2020.]

LAR 18
SUPERIOR COURT CLERK'S DOCKET AND CONFIRMATION DUTIES
FOR DOMESTIC RELATIONS, PATERNITY, FAMILY COURT,
COMMUNITY MOTIONS AND DOMESTIC VIOLENCE

(a) Purpose. This rule describes the best practice processes and procedures and the daily responsibilities of the Clerk with regard to courtroom conduct and court duties. The purpose of this rule is to ensure best processes and procedures are used consistently and without interruption.

(b) Court Sessions. The Clerk and his/her deputy assigned to the courtroom shall be prepared for the court session as assigned. They shall provide the judicial officer with an accurate docket no later than by noon two business days prior to the court session.

(c) Dockets.

- (1) "Docket" shall mean the list, in numerical cause number order, of all cases to be heard on a given day scheduled on the Clerk's Calendar in the Odyssey system.
- (2) By noon two business days before the court session, the Superior Court Clerk shall prepare and distribute both the final "Confidential Docket" and the "Public Docket".
- (3) The "Confidential Docket" and "Public Docket" shall contain:
 - (A) The date and time of the session
 - (B) A list in numerical order by case number of all confirmed cases; to include all cases in which confirmation has previously been waived by the court;
 - (B) The case caption;
 - (D) The case hearing type; and
 - (E) Each Docket shall include page numbers; i.e.; page 1 of 20.
- (4) The Public Docket shall not provide any information which is prohibited by law. The Public Docket shall simply list the:
 - (A) Case Number;
 - (B) Case Name (if allowed by law);
 - (C) Identity of parties (if allowed by law); and
 - (D) Identity of the attorneys.
- (5) The Public Docket shall be available to the public and posted on the courthouse bulletin boards and published to the [Clerk's website](#) no later than 4:00 p.m. one business day prior to the session.
- (6) The Public Docket must contain the same cases in the same order as the Confidential Docket.
- (7) The Confidential Docket shall also contain:
 - (A) Names of the parties;
 - (B) Names of the attorneys;
 - (C) Names of any guardians ad litem or family court investigators;
 - (D) Dates of birth of all parties;
 - (E) The identity of the party confirming the hearing;

- (F) The identity of the Clerk and his/her deputy preparing the Confidential Docket; and
- (G) Any and all flags, descriptions and comments, to include any [Americans with Disabilities Act of 1990 \(ADA\)](#) accommodation and/or interpreter request.
- (8) Once the final Docket is completed by noon two court days before the session, there will be no additional cases added to the Docket except by the entry of an Order Shortening Time.
- (9) If a case is added, a new Docket is not prepared. The added case is manually added at the end of the previously prepared final Docket by the Clerk's preparation of an "add-on sheet" which is available to the public and transmitted to the hearing officer as soon as possible but no later than 4:00 p.m. the day before the session.
- (10) If a case previously confirmed and on a Docket is subsequently stricken by the moving party, a new Docket is not prepared. The Clerk shall note the case is stricken on the previously furnished Public Docket and shall inform the judicial officer, the In-Court Clerk assigned to that Docket, and Court Administration staff.

(d) Transmission of Family Court dockets and case information.

- (1) The Confidential Docket shall be transmitted to the judicial officer assigned to hear the Docket. If no judicial officer has been assigned, the Clerk shall submit the Confidential Docket to the Court Administrator's office.
- (2) The Clerk shall also transmit the Confidential Docket to all Superior Court Interpreters and the In-court Clerk scheduled to appear in court for the session by noon two business days before the scheduled court session.

(e) Transmission of Family Court Records/Update of Records.

- (1) The Superior Court Clerk shall, pursuant to [RCW 26.23.033\(2\)](#), within five days of entry, forward to the Washington State Support Registry a true and correct copy of all Superior Court orders establishing or modifying a support obligation.
- (2) The Superior Court Clerk shall, within two court days of entry, forward to the Yakima County Superior Court Family Court Facilitator a true and correct copy of all Superior Court Orders appointing the Yakima County Superior Court Family Court Investigator.
- (3) The Superior Court Clerk shall, within two court days of entry, forward to the Yakima County Superior Court Family Court Facilitator a true and correct copy of all Superior Court "Order to DSHS to Release CPS Information" (e.g. FL Non-Parent form 407).
- (4) The Superior Court Clerk shall, within two court days of entry of an Order Appointing Guardian ad Litem for a Child" (e.g. FL All Family form 146) or entry of an Order Appointing the Family Court Investigator in Odyssey, add the guardian ad litem or family court investigator as a "guardian ad litem party connection" in the Parties Tab.

(f) Court Hearing Minutes.

- (1) For each domestic relations hearing conducted, the In-Court Clerk shall, simultaneously with the proceeding, prepare Clerk's minutes which shall be entered in Odyssey.
- (2) In addition to the information required by law, court rule or other local court rule, the minutes shall contain the identity of the attorneys and pro se parties present, as well as noting if the appointed guardian ad litem is present or if the services of an interpreter were used.

- (3) The minutes shall briefly, accurately and completely describe the nature of the parties' motions and the Court's ruling. This shall indicate whether:
- (A) Adequate cause is found or not found;
 - (B) If there is a finding of contempt and imposition of purge conditions;
 - (C) The appointment of a guardian ad litem or family court investigator;
 - (D) The authorization of a bench warrant and the amount of bail set;
 - (E) The primary residential parent and the other parent's visitation, as well as the amount of child support, spousal maintenance and attorneys' fees;
 - (F) The name of the order entered or "no order entered;"
 - (G) The In-Court Clerk's initials, the date and time (either a.m. or p.m.) of the hearing, the courtroom and indicate if the hearing was recorded; and
 - (H) Whether the Court called for an appearance by the party and there was no appearance.
- (4) Hearing minutes shall be kept for all ex parte matters including, but not limited to:
- (A) Orders to show cause (orders to go to court);
 - (B) Orders of dismissal;
 - (C) Orders in supplemental proceedings;
 - (D) Orders of default;
 - (E) Default judgments;
 - (F) Agreed settings;
 - (G) Orders of continuance;
 - (H) Orders shortening time;
 - (I) Restraining orders;
 - (J) Agreed orders.
- (5) The ex parte hearing shall be recorded in Odyssey's Events tab as either "ex parte with order" (Event code: EXWACT) or "ex parte without order" (EXOACT) with a proper explanation.
- (6) The In-Court Clerk shall indicate the outcome of the hearing in Odyssey when entering minutes so that the outcome is appropriately indicated as "held," "stricken," etc.

(g) Superior Court Clerk's Community Motions Docket Duties.

- (1) The Clerk and his/her deputy shall create a "confirmed" Community Motions Docket no later than Wednesday at 3:00 p.m. and provide it to the Court Administrator's Office immediately.
- (2) For each community motions hearing conducted the In-Court Clerk shall, simultaneously with the proceeding, prepare Clerk's minutes which shall be entered in Odyssey.
- (3) In addition to the information required by law, court rule or other local court rule, the minutes shall contain the identity of the attorneys and pro se parties present, as well as noting if the services of an interpreter were used. The minutes shall briefly, accurately and completely describe the nature of the parties' motions and the Court's ruling.

(h) Superior Court Clerk's Domestic Violence Docket Duties.

- (1) The Clerk shall prepare the Domestic Violence Docket that indicates the following:
- (A) The correct, last known, appropriate law enforcement agency for service;
 - (B) Whether the required documents were served;

- (C) The type of order; e.g., Domestic Violence, Sexual Assault, Anti-Harassment, OBO (on behalf of) Minor, Vulnerable Adult;
 - (D) Related cases; and
 - (E) Full names and dates of birth of the parties and protected persons.
- (2) The Clerk shall ensure a copy of every document presented in court for the Temporary Order is submitted to Law Enforcement before the close of business on the same day the Temporary Order is signed.
- (3) The Clerk shall provide proof of submission to Law Enforcement by having the Clerk or his/her Deputy Clerk initial the first page of each document and the initials of the law enforcement agencies to which it was sent.

(i) Dissemination of Information.

- (1) Upon request, the Court Clerk shall provide, in writing, the web address at which Yakima County Local Court Rules may be viewed.
- (2) Upon request, the Court Clerk shall provide a business card with the contact information for the Yakima County Family Court Facilitator. The Court Administrator shall provide a supply of business cards to the Court Clerk for this purpose.
- (3) Upon the entry of an Order Appointing the Family Court Investigator, the In-Court Clerk, at the time of the entry of the Order, shall provide in either English or Spanish, a Family Court Intake form and Family Court Investigator Procedure sheet to each party or to each party's attorney. Failure by the In-Court Clerk to provide this information is not a ground to extend any deadlines imposed.
- (4) Upon the entry of an Order to Show Cause (or Order to Go to Court) or Ex Parte Restraining Order/Order to Show Cause, the In-Court Clerk shall, at the time of the entry of the order, offer the pro se moving party a copy of the Domestic Relations Confirmation Procedure handout which is in both English and Spanish. Failure by the In-Court Clerk to provide this information is not a ground to waive confirmation.
- (5) Upon the entry of any rescheduling order, subsequent order indicating a new date for hearing or noting document in a civil case, the Clerk shall, at the time of the entry of the order, offer the pro se moving party a copy of the Civil Confirmation Procedure handout, which is in both English and Spanish. Failure by the Clerk to provide this information is not a ground to waive confirmation.
- (6) Upon the entry of an Order Requiring Mediation in which the Dispute Resolution Center (DRC) of Yakima and Kittitas Counties is appointed as the mediator, the In-Court Clerk shall, at the time of the entry of the order, provide to all parties or their attorneys a DRC brochure (in either English or Spanish) supplied by the DRC. Failure by the In-Court Clerk to provide this information is not grounds to waive mediation or grounds to extend any imposed deadlines.
- (7) The Superior Court Clerk shall also send these supporting documents and any others that contain Child Support information to the Washington State Support Registry (WSSR):
- (A) Child Support Worksheet
 - (B) Decree of Dissolution
 - (C) Judgment and Order Determining Parentage
 - (D) Order on Contempt
 - (E) Order Setting Review Hearing
 - (F) Decree of Custody

(8) Below is a list of common documents sent to WSSR.

WSSR DOCUMENTS *SEND CIF WITH ANY DOCUMENTS IF IT HAS NOT PREVIOUSLY BEEN SENT*		
CODE	DESCRIPTION	WSSR EXCEPTIONS
AD	ADDENDUM	IF ORS FILED
	DCS ADMINISTRATIVE SUPPRT ORD	SEND ALL ORDERS: FNFCL; DCD; PP; ORS
AGOR	AGREED ORDER	IF SUPPORT LANGUAGE STATED
CSW	CHILD SUPPORT WORKSHEETS	IF ORS FILED
DCC	DECREE OF CUSTODY	IF WSSR CASE & ORS FILED
DCD	DECREE OF DISSOLUTION	IF WSSR CASE & ORS FILED; SEND IF ORS FILED & NAME CHANGE EVEN IF NOT WSSR CASE
DCINMG	DECREE OF INVALIDITY	IF WSSR CASE & ORS FILED; SEND IF ORS FILED AND NAME CHANGE EVEN IF NOT WSSR CASE
DCLGSP	DECREE OF LEGAL SEP	IF WSSR CASE & ORS FILED; SEND IF ORS FILED AND NAME CHANGE EVEN IF NOT WSSR CASE
DFJG	DEFAULT JUDGMENT	IF SUPPORT LANGUAGE STATED
FNFCL	FINDINGS OF FACT	IF WSSR CASE & DECREE IS FILED
JD	ORDER AND JUDGMENT	IF SUPPORT LANGUAGE STATED
JOA	JUDGMENT ON ARBITRATION	IF SUPPORT LANGUAGE STATED
OR	ORDER	IF SUPPORT LANGUAGE STATED
ORCN	ORDER ON CONTEMPT	IF SUPPORT LANGUAGE STATED
ORCNT	ORDER OF CONTINUANCE	IF SUPPORT LANGUAGE STATED
ORDP	ORDER DETERMINING PARENTAGE	IF ORS FILED
ORDSL	ORDER DISMISSING LITIGANT	IF ORDP or ORS FILED; DON'T SEND IF NON-WSSR
ORFB	ORDER FORFEITING BAIL	IF SUPPORT LANGUAGE STATED
ORRR	ORDER REVISING RULING	IF SUPPORT LANGUAGE STATED
ORGSJ	ORDER GRANTING SUMMARY JDGMT	IF WSSR CASE & ORS FILED
ORMD	ORDER MODIFYING	IF WSSR CASE & RELATES TO SUPPORT
ORMDD	ORDER ON MODIFICATION	IF WSSR CASE & RELATES TO SUPPORT
ORRVH	ORDER ON REVIEW HEARING	IF WSSR CASE & RELATES TO SUPPORT
ORS	ORDER OF SUPPORT	SEND ALL SUPPORT ORDERS

ORSC	ORDER ON SHOW CAUSE	IF SUPPORT LANGUAGE STATED
PP	PARENT PLAN - FINAL	IF WSSR CASE & ORS FILED
RS	RESIDENTIAL SCHEDULE	IF WSSR CASE & ORS FILED
RTSR	RESIDENTIAL TIME SUMMARY RPT	ALWAYS
STFJG PRTSJG	SATISFACTION OF JDGMT PARTIAL SATISFACTION	IF JDGMT WAS SUPPT ISSUES AND SATISFACTION NOT FILED BY STATE
TMO	TEMPORARY ORDER (also see notes)	IF WSSR CASE & ORS FILED, OR HAS SUPPORT LANGUAGE
TMORS	TEMP ORDER OF SUPPORT	SEND ALL SUPPORT ORDERS
TSCCYO	OUT OF STATE SUPPORT ORDER	SEND ALL SUPPORT ORDERS

[Adopted effective August 9, 2016; Amended effective September 1, 2017; September 1, 2020.]