



# YAKIMA COUNTY CLERK

OFFICE OF COUNTY CLERK & EX-OFFICIO CLERK OF SUPERIOR COURT

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[WWW.YAKIMACOUNTY.US/CLERK](http://WWW.YAKIMACOUNTY.US/CLERK)

## DESIGNATION OF CLERK'S PAPERS - INSTRUCTIONS

***From the Superior Court to the Court Of Appeals or WA State Supreme Court only.***

From the above web site, you can obtain the following forms to use in requesting copies of pleadings filed in Superior Court be duplicated and transmitted to the Court Of Appeals:

- ◆ Designation of Clerk's Papers      ◆ Designation of Exhibits

◆ The Designation of Clerks Papers form includes a column for the “**EVENT**” (or **INDEX or Sub NUMBER**, the **DOCUMENT TITLE**, and the **DATE FILED**). Please use this format to designate the documents. Each of these items helps our office to ensure accuracy in reproducing the Clerk's Papers. (Please remember to list your Notice Of Appeal on the Designation form if you create your own form.) My office will create an Index and you will receive a copy. You should review the Index for accuracy, once you are satisfied that all items requested have been included in the Index, you need to forward payment to my office, at which time the transcript(s) will be sent to the appellate court. You will be billed a per page rate defined in RCW 36.18.016(4), plus any applicable postage at the time you receive your Index. It is highly recommended that you review the Index prior to submitting payment to my office. Court authorized indigent defense matters will be billed directly to the Office Of Public Defense.

If you need a detailed Case Summary (listing all the pleadings and dates filed) to assist you in preparing the Designation Of Clerk's Papers, please visit the Washington State Court web site at:

<http://dw.courts.wa.gov/?fa=home.superiorSearch>.

◆ The Designation of Exhibits form includes a column for the exhibit identification number as listed on the Exhibit List which has been Filed in the Superior Court case file. (*Not all cases have physical 'Exhibits.'*) All exhibits you wish to have forwarded to the appellate court must be listed in writing on the Designation of Exhibits form. Our office will provide you with a copy of the Exhibit List, pursuant to RAP 9.7(b). Only the exhibits you list will be forwarded to the Appellate Court. Contraband will not be forwarded per RAP 9.8(b).

◆ To order an FTR or JAVS recording of Court Hearings, please refer to the Clerk's web site at: <https://www.yakimacounty.us/163/Pay-for-Copies-of-Court-Hearings-on-a-CD> for instructions and forms. A detailed list of available Court Reporters / Transcriptionists is also available at this web site. You will need to make arrangements directly with the Court Reporter(s) for the transcription of the FTR / JAVS recordings onto paper.

Sincerely,

YAKIMA COUNTY CLERK