

What are Working Copies?

What are working copies?

When you file documents with a court, you give the court documents for processing. Often you must give a court “working copies” of these documents. The judge/commissioner uses these extra copies to prepare for your case. Then the court does not need to make copies itself.

Are there other names for working copies?

Yes:

- working papers
- courtesy copies
- judge’s copies
- bench copies (“the bench” means “judges”)

Can I submit working copies electronically?

In some courts, you can file documents electronically (“e-filing”). You can also submit working copies electronically. If you do not have a lawyer, it is usually cheaper and easier to file documents and submit working copies in paper form (not electronically).

Where can I find rules about working copies?

Each Washington County has its own local rules. This list has most of them:

www.courts.wa.gov/court_rules. Click on the links under “Local Court Rules.” There are links for superior, district, and municipal courts.

-
- ❖ If your county is not on this list, contact them directly to ask about working copies.
-

You must follow all the rules for working copies. Your court may have rules about

- When and where to deliver working copies
- How many copies to make
- How to label working copies

Usually you file your documents in the clerk’s office at the court. Ask there where to deliver your working copies.

The chart below shows which Washington Superior Courts have local rules about working copies. “LR” usually means “Local Rule.” “LCR” usually means “Local Civil Rule.”

Superior Court	Rule About Working Copies
Adams County Superior Court	n/a
Asotin County Superior Court	LCR 5
Benton County Superior Court	LCR 5
Chelan County Superior Court	LR 7
Clallam County Superior Court	LCR 2
Clark County Superior Court	Rule 0.4
Columbia County Superior Court	HCCLR 3
Cowlitz County Superior Court	CCLCR 10
Douglas County Superior Court	LR 7 and LR 56
Ferry County Superior Court	LCR 5
Franklin County Superior Court	LCR 5
Garfield County Superior Court	LCR 5
Grant County Superior Court	n/a
Grays Harbor County Superior Court	LCR 5
Island County Superior Court	n/a
Jefferson County Superior Court	LCR 7.4
King County Superior Court	LCR 5 and LCR 7
Kitsap County Superior Court	KCLCR 7
Kittitas County Superior Court	LCR 7
Klickitat County Superior Court	n/a
Lewis County Superior Court	LCR 5
Lincoln County Superior Court	LCR 7
Mason County Superior Court	n/a
Okanogan County Superior Court	LR 7
Pacific County Superior Court	n/a
Pend Oreille County Superior Court	LCR 5
Pierce County Superior Court	PCLR 7
San Juan County Superior Court	LCR 8
Skagit County Superior Court	Rule 7
Skamania County Superior Court	n/a
Snohomish County Superior Court	Rule 7
Spokane County Superior Court	n/a
Stevens County Superior Court	LCR 5
Thurston County Superior Court	LCR 5
Wahkiakum County Superior Court	n/a
Walla Walla County Superior Court	n/a
Whatcom County Superior Court	n/a
Whitman County Superior Court	WCLAR 6
Yakima County Superior Court	n/a

Where can I get more info about court procedures?

Online: www.washingtonlawhelp.org or at the Administrative Office of the Court's website: <http://www.courts.wa.gov/>.

Northwest Justice Project gratefully acknowledges the work of Legal Voice, whose original publication we largely adapted here.

This publication provides general information concerning your rights and responsibilities. It is not intended as a substitute for specific legal advice.
This information is current as of April 2017.

© 2017 Northwest Justice Project — 1-888-201-1014

(Permission for copying and distribution granted to the Alliance for Equal Justice and to individuals for non-commercial purposes only.)