

Lower Kittitas County District Court
Emergency Local Rule

LGR RULE 30(b)(4)
ELECTRONIC FILING AND SERVICE

A. Electronic filing (“eFile”) authorization, charges, exceptions, and waiver.

1. Mandatory Electronic Filing.

Effective June 3, 2026, attorneys shall electronically file (eFile) all documents using the court’s designated eFiling service, eFile & Serve, unless this rule provides otherwise. Non-attorneys or pro se parties are not required to eFile, but are encouraged to do so.

2. Documents That Shall Not Be e-Filed.

The following documents shall not be eFiled:

- (a) A criminal case initiation document (e.g., complaint, citation, or notice of infraction) that is not submitted through a statewide electronic collision and traffic records program provided by the Washington State Patrol per GR 30(d)(2)(D)(ii);
- (b) A document that is required by law to be filed in non-electronic format, for example, original wills, certified records of proceedings for purposes of appeal, negotiable instruments, and documents of foreign governments under official seal;
- (c) Documents incapable of legible conversion to an electronic format by scanning, imaging, or any other means;
- (d) Documents larger than permitted in the User Agreement.

3. Working Copies.

Attorneys and other eFilers are not required to provide duplicate paper pleadings as “working copies” for judicial officers.

4. Waiver of the Requirement to eFile for attorneys.

- (a) If an attorney is unable to eFile documents, the attorney may request a waiver from the court. The attorney must make a showing of good cause and explain why paper document(s) must be filed in that particular case. The court will consider each application and provide a written approval or denial to the attorney. Attorneys who

receive a waiver shall file a copy of the waiver in each case in which they file documents. Attorneys who receive a waiver shall place the words "Exempt from eFiling per waiver filed on (date)" in the caption of all paper documents filed for the duration of the waiver.

(b) Upon a showing of good cause the court may waive the requirement as to a specific document or documents on a case by case basis.

5. Time.

Materials must be eFiled no later than end of business two days before a scheduled hearing, unless a different period is fixed by these rules, other court rules, or by order of the court. Materials eFiled after the time for filing may not be considered by the court.

B. Electronic Service.

If a party serves another party electronically or via email, that party must likewise accept service from the other parties electronically or via email.

Comments

LGR 30(b)(4) is adopted pursuant to the Lower Kittitas County District Court converting from the State of Washington Administrative Office of the Court's previous court management system for courts of limited jurisdiction, Judicial Information System (JIS), to the newly adopted system, Enterprise Justice (EJ). The court deems that an emergency exists which requires a change in its rules and accordingly this local rule goes into effect immediately and applies retroactively to any document created or filed in accordance with the provision of this rule.

Signed this 29 day of April, 2026 in chambers



Paul R. Sander
Presiding Judge
Lower Kittitas County District Court