

Superior Court Clerk's Alert for April/May 2010

Two reminders from the Clerk's Office

Proper Forms Needed for Restraining Orders

When filing new domestic restraining orders or continuations of temporary restraining orders of any type, do not use the blank order forms available in the courtroom.

These orders do not contain the information needed by the Sheriff's office for entry into their computer system. The order will be returned to the Clerk's Office and then to the attorney, delaying protection for the client.

Please use the pattern forms available on the internet at: www.courts.wa.gov/forms/. Forms are provided in the Protective Orders section of that website. There is also a link on the Clerk's website under the Documents section.

Filing Fees for Mandatory Arbitration Services

We recently discovered that parties in civil cases have not been paying the \$220.00 filing fee required when a Notice to Set for Trial and Statement of Arbitrability is filed. Per RCW 36.18.016(25) and Clark County Ordinance No. 2003-04-24 the fee is due whenever section 2.1 or 2.2 is checked on the second page of the document.

The pattern form is available in the Documents section of the Clerk's website at: www.clark.wa.gov/clerk/documents. This form has been revised to include a reminder that the fee is due. Also, the Court Administrator's office will be checking SCOMIS to determine whether the fee has been paid before arbitration hearings are set.

The Clerk has sent reminder letters to attorneys who have active cases with the Court Administrator's office. If you receive one of these letters, we would appreciate prompt payment. If you receive a letter in error, please contact Sherry Parker at 397-2292.