

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30

**KITSAP COUNTY SUPERIOR COURT
STATE OF WASHINGTON**

IN RE COURT OPERATIONS FOR THE SUPERIOR COURT OF THE STATE OF WASHINGTON FOR KITSAP COUNTY	No. 2024-01 ADMINISTRATIVE ORDER RE - BENCH COPIES
---	---

THIS ADMINISTRATIVE ORDER is issued for the purpose of providing direction for filing of bench copies on an interim basis in which e-filing of original pleadings is available in the Kitsap County Clerk’s Office but where a corresponding e-bench copy system is still in development. The Court finds and concludes as follows:

Effective September 1, 2024, the Kitsap County Superior Court’s revised rule regarding bench copies becomes effective. See KCLCR 7(1)(B). This rule requires that bench copies be provided to the court at the time the original pleadings are filed with the Clerk’s office.

The Kitsap County Superior Court bench recognizes that this revised rule is difficult to comply with when utilizing the e-filing process as remote filing renders simultaneous filing with the court difficult.

As such, the following shall apply to the submission of bench copies pending further consideration of an e-benching process:


IT IS SO ORDERED:

- (1) If filing in-person in the courthouse, bench copies must be hand-delivered to the Superior Court Office, Room 210, on the same day no later than 4:30 p.m. See KCLCR 7(1)(B), effective 09/01/2024.

1 (2) If e-filing either moving and/or responsive pleadings, bench copies must be hand-
2 delivered to the Superior Court Office, Room 210, no later than 4:30 p.m. the judicial
3 day following the day of electronic filing.

4 (3) If filing reply materials electronically, bench copies must be hand-delivered to the
5 Superior Court office, Room 210, no later than the deadline for filing of those reply
6 materials. Existing rules in place that authorize replies (family law matters) to be sent
7 electronically to Superior Court are not affected by this rule.

8 DATED – AUGUST 28, 2024

9 
10 JENNIFER A. FORBES
11 Presiding Judge
12 Kitsap County Superior Court
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30