

**SUPERIOR COURT OF WASHINGTON FOR KITSAP COUNTY**

**IN RE:**

**LOCAL RULES OF THE SUPERIOR COURT  
OF WASHINGTON FOR KITSAP COUNTY**

**EMERGENCY ORDER  
AMENDING LOCAL COURT  
RULES**

Pursuant to Civil Rules for Superior Court, the Superior Court of the State of Washington for Kitsap County hereby adopts and/or renews the following emergency local rules, local rule amendments, and/or associated forms exhibits, to be effective March 2, 2026:

KCLCR 11(a) Signing and Drafting of Pleadings, Motions, and Legal Memoranda; Sanctions; Accuracy of Pleadings

KCLCR 47(a) Jurors; Examination of Jurors

LCLFLR 12 Motions for Revision

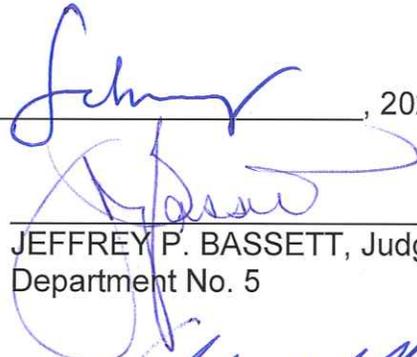
KCLCrR 2.4(c)(2)(h) Justification of Bail Bond Companies and Sureties; Petition Contents; Documentation

**Copies of these rules are attached.**

DATED and SIGNED this 20 day of February, 2026.



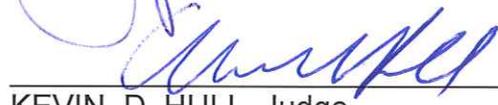
TINA ROBINSON, Judge  
Department No. 1



JEFFREY P. BASSETT, Judge  
Department No. 5



MICHELLE ADAMS, Judge  
Department No. 2



KEVIN. D. HULL, Judge  
Department No. 6



MELISSA A HEMSTREET, Judge  
Department No. 3



JENNIFER A. FORBES, Presiding Judge  
Department No. 7



WILLIAM C. HOUSER, Judge  
Department No. 4



CADINE FERGUSON-BROWN, Judge  
Department No. 8

**KCLCR 11 SIGNING AND DRAFTING OF PLEADINGS, MOTIONS, AND LEGAL MEMORANDA: SANCTIONS**

**(a) Accuracy of Pleadings**

1. Attorneys and unrepresented litigants are cautioned against submitting to the Court any pleading, written motion, or other paper drafted using generative artificial intelligence (e.g., ChatGPT, Harvey.AI, generative AI services) without checking the submission for accuracy as certain technologies may produce factually or legally inaccurate content and should never replace the lawyer's independent legal judgment. Any attorney or unrepresented litigant who signs a pleading, written motion, or other paper submitted to the Court will be held responsible for the contents of that filing under CR 11, regardless of whether generative artificial intelligence drafted any portion of that filing.
2. Any pleading offered by an attorney or unrepresented party that contains references to caselaw or statutes that do not exist shall be subject to sanctions – including nonmonetary directives, striking of a pleading, a penalty payable to the court, or payment to the opposing party of attorney's fees and expenses directly resulting from the violation—if, after notice and a reasonable opportunity to respond, the Court determines that CR 11 has been violated.
3. Attorneys are professionally trained to do legal research and are subject to the Rules of Professional Conduct which carry with it an explicit duty of candor to the court and other parties. As such, any violation of KCLCR 11(a)(2) by an attorney shall carry with it a presumptive sanction of \$2,000 per violation which may be increased, decreased, or waived by the court depending on the circumstances. Any such sanction shall be entered as a judgment against the attorney personally and not their client.

*Amended on an emergency basis August 1, 2025, effective September 1, 2025; amended/renewed on an emergency basis, effective December 1, 2025; amended/renewed on an emergency basis, effective March 2, 2026.*

## KCLCR 47 JURORS

### (a) Examination of Jurors.

- (1) At the commencement of trial, the clerk will assign numbers randomly, beginning with the number one, to all jurors called for trial.
  - (A) Prior to the questioning of prospective jurors by counsel, the Court will allow time for counsel to review juror profiles and questionnaires.
  - (B) These jurors will be given large badges with their assigned numbers on them. These will be large enough to be easily read by the Court, counsel, and the court reporter. The jurors will arrange themselves in order as directed by the Court.
  - (C) If alternate jurors are to be selected, the parties are encouraged to stipulate that all peremptory challenges will be exercised against the entire panel. Otherwise, each side will only be allowed the number of peremptory challenge(s) against the alternate juror or jurors as allowed by CR 47(b).
- (2) The Court will then ask general questions of the prospective jurors.
  - (A) “General questions” means those questions that are designed to discover those jurors who should be excused for cause (e.g., those prospective jurors who are related to a party or who cannot be available for the full time the trial is estimated to take).
  - (B) Counsel may request general questions to be asked by the Court as long as they meet the definition in section (2)(A) above. The purpose and proper scope of voir dire is to learn the state of mind of prospective jurors, to determine if a basis exists for a challenge for cause, and to determine the advisability of a peremptory challenge. Counsel will generally not be permitted to educate the jury as to the facts of the case, to compel jurors to commit themselves to vote a particular way, to argue the law, or to instruct the jury as to matters of law.
- (3) After prospective jurors have been excused for cause, the Court may excuse those jurors who are in excess of the number needed for the trial. The number needed for trial will be equal to 12, plus the number of alternates, plus the total number of peremptory challenges to which all parties are entitled, plus two to five additional as a cushion for possible additional challenges for cause.
- (4) Counsel will then question the remaining prospective jurors.
  - (A) Each side will be allotted time by the Court for questioning. The amount of time shall be determined by the Court prior to jury selection

commencing. Each side may reserve that amount of the allotted time as allowed by the Court for additional questions following the questioning by the other side.

- (i) Any time expended in arguing a challenge for cause will not be charged to either side.
  
  - (B) Counsel may use their allotted time in any manner and may question prospective jurors in any order. Counsel may ask group questions or ask jurors to respond to remarks made by other members of the jury panel. (e.g., the first question may be addressed to juror #3 in the box, then a question to juror #21 on the benches, then to juror #9 in the box, then back to juror #3 in the box, then a question addressed to the entire panel, or just to jurors #3 and #9, etc.)
  
  - (C) Challenges for cause must be made when they are discovered but should be made outside the presence of the jury panel.
  
  - (D) Objections to questions are made in the usual manner.
  
  - (E) If counsel is pursuing an important issue that relates to the qualifications of the prospective jurors to serve, and time has run out, counsel may request that the Court grant additional time.
  
  - (F) The entire panel of prospective jurors is passed for cause when counsel so announces or when the time allotted has been consumed.
  
  - (G) The procedure set forth in this rule shall not apply to cases involving charges of aggravated first degree murder as defined by RCW 10.95.020 if a notice of special sentencing proceeding has been filed.
- (5) The parties then exercise their peremptory challenges.
- (A) All peremptory challenges shall be exercised in open court.
  
  - (B) Challenges may be made to jurors who are not seated in the box.
  
  - (C) When a peremptory challenge is exercised, the next juror on the bench with the lowest number shall replace the juror who was excused from the jury box.
  
  - (D) Upon request of counsel, time will be allowed between voir dire and the exercise of peremptory challenges.

(6) Additional provisions.

- (A) Counsel may submit, and the Court may allow, special questionnaires focused to the specific case (or type of case) to be submitted to the jurors to answer on the morning of trial before the voir dire process begins. Copies will be made and available to counsel during the questioning of the jurors. Counsel must submit proposed questionnaires to the Court and serve copies on opposing counsel at least five days prior to trial. If this is not done, the Court, in its discretion, may not allow special questionnaires. (If a standard questionnaire has been adopted by the Court for particular types of cases, counsel may refer to the standard questionnaire rather than serving copies.)

- (k) **Jury - Jurors.** Jurors shall be called on a one trial/one day basis. Those persons selected to serve on a jury will be obligated for the duration of that one trial. Those not seated on a jury by the end of the selection will have fulfilled their jury obligation.

*Amended June 21, 2011; effective September 1, 2011; amended on an emergency basis, effective November 3, 2025; amended/renewed on an emergency basis, effective December 1, 2025; amended/renewed on an emergency basis, effective March 2, 2026.*

**KCLFLR 12 MOTIONS FOR REVISION**

- (a) A motion to revise a court commissioner's decision shall be filed within 10 days after the entry of a written order or judgment of the court commissioner and shall be noted on the Domestic Presiding Calendar. All orders, both oral and written, granted by the court commissioner shall remain valid and in effect pending the outcome of the motion for revision unless stayed pending the outcome of a motion for revision by the court commissioner granting the order or by the Presiding Domestic Relations Judge.
- (b) All motions for revision of a commissioner's order shall be based on the written materials and evidence originally submitted to the commissioner, including documents and pleadings in the court file. No new, additional or supplemental materials shall be received. The moving party shall provide the assigned judge a bench copy of all materials submitted to the commissioner in support of and in opposition to the motion.
- (c) Oral arguments on a motion to revise shall be limited to 10 minutes per side. Bench copies shall be submitted pursuant to the requirements of KCLCR 7.
- (d) The presiding Domestic Relations Judge or their designee may, in their sole discretion order the motion for revision to be decided on the submitted material and without oral argument.

*Adopted June 21, 2011; effective September 1, 2011; amended effective September 1, 2013; amended, effective September 1, 2019; amended by emergency order December 15, 2020, effective January 1, 2021; amended by emergency order March 1, 2021, effective April 1, 2021; amended by emergency order June 25, 2021, effective July 1, 2021; amended, effective September 1, 2021; amended by emergency order September 22, 2025, effective October 1, 2025; amended/renewed on an emergency basis, effective December 1, 2025; amended/renewed on an emergency basis, effective March 2, 2026.*

**2. PROCEDURES PRIOR TO ARREST AND OTHER SPECIAL PROCEEDINGS****KCLCrR 2.4 JUSTIFICATION OF BAIL BOND COMPANIES AND SURETIES.**

(a) Any bail bond company or surety desiring to post bail bonds in Kitsap County Superior Court, District Court or Juvenile Court is required to annually obtain an Order of Justification by filing a petition and proposed order with the Kitsap County Superior Court for an order of justification and paying a filing file.

(b) Petition Filing; Procedures; Hearing.

- (1) All petitions and orders shall be in the form provided by the Kitsap County Superior Court and filed with the Kitsap County Superior Court Clerk's Office no later than March 1 of each year, if the bail bond company or surety wishes to be justified to conduct business in Kitsap County Courts for the following year. A conformed copy of the petition and order shall also be provided to the Civil Division of the Kitsap County Prosecuting Attorney's Office, not later than March 1 of each year.
- (2) Not later than March 31<sup>st</sup> of each year, the Civil Division of the Kitsap County Prosecuting Attorney's Office shall file either an objection to the issuance of the order of justification or, if no objection, an agreed order of justification. A copy of filed objections shall be served on the petitioner. Any reply by petitioner shall be filed with the Court and served on the Civil Division of the Prosecuting Attorney's Office no later than April 10.
- (3) The Court may either issue an order on the pleadings, or in its discretion set a justification hearing regarding a petition before April 30 of each year, with notice provided to the parties, and require the petitioner to attend and be examined under oath as to the petitioner's justification qualification as provided in RCW 19.72.040 and this rule. If testimony is taken, it shall be recorded.

(c) Petition Contents.

- (1) The petition for justification shall provide the following information identified below and such other additional identified in the form provided by the Kitsap County Superior Court:
  - a. Courts. Identify the name of the court(s) in Kitsap County in which authorization to post bail bonds is sought.
  - b. Types of bonds. Identify the types of bonds the petitioner is seeking to post.
  - c. Current suretyship obligations. Provide a current list of all suretyship obligations to all courts within the geographic limits of Washington State, including the following: i) the name of the courts; ii) the name of the defendants; iii) the amount of the bonds; and, iv) the dates issued.
  - d. Current bond forfeitures. Provide a list of current obligations to the courts in the way of bond forfeitures or other obligations incurred by the bonding company which have not been paid, or a statement that there are none.

- e. Ownership. Provide for all persons, partnerships or corporations having any ownership interest in the bonding company, surety or any interest in its profits, a list of the names, addresses and dates of birth and percentage of ownership of each owner.
- f. Agent List. Provide an alphabetical listing of the proposed bail bond agents who will engage in the sale or issuance of bail bonds on behalf of the petitioner in Kitsap County.
- g. Jurisdictions. Identify all jurisdictions where the petitioner is currently and has previously been justified or denied justification.

(2) Documentation. Provide a true and correct copy of each of the following documents:

- a. Business License/UBI. Documentation from the Washington State Department of Revenue or Department of Licensing listing the bail bond company's UBI number.
  - b. Washington State Insurance Commission Certification. Current Washington State Insurance Commission Certification which contains a statement indicating if: i) the corporate surety is duly licensed and authorized to transact business of surety insurance; ii) the corporate surety is in compliance with all State insurance laws; iii) the corporate surety has paid all fees and taxes; iv) identifies all offices and employees of the bonding company appointed as agents of the corporate surety; and v) identifies all offices and employees of the bonding company licensed as insurance agents in the State of Washington.
  - c. Power of Attorney. A current fully executed power of attorney for each agent authorized to execute surety bonds and the maximum dollar amount of any single bond which the agent is authorized to execute.
  - d. Current Bonds. A current list of petitioner's total bond obligations by county, segregating property bonds from surety bonds;
  - e. Agent Licenses. A current copy of every agent's current Washington State Department of Licensing Bail Bond Agent License.
  - f. Declaration. A declaration signed under penalty of perjury by each owner and proposed agent stating that person's full name, any aliases, former name(s), including maiden name(s), address, dates of birth, criminal history conviction information including date of conviction and name of sentencing court; Washington State Department of Licensing disciplinary actions and open investigations.
  - g. Verified Financial Statements. As identified in the petition.
  - h. All petitions for an Order of Justification shall be verified under oath or certified under penalty of perjury as authorized by RCW 5.50.010(4).
- (d) Bond Limits. No Order of Justification shall authorize a bonding company to write bonds exceeding two hundred fifty thousand dollars (\$250,000) for any single bond, provided that

any company justified by the county may seek approval for authorization to bond for additional sums on an individual case.

- (e) Denial. The court may deny an order of justification in whole or in part to the extent a petitioner files a pleading that is incomplete, inaccurate or insufficient under the terms of this rule, and may deny an order of justification in whole or in part for other good cause.
- (f) Order of Justification. If approved, the court shall sign an order of justification that shall designate the corporate surety on which surety bonds may be written, identify the name the authorized agents, set the maximum amount that may be written on any one bond by each surety, and specify any other conditions of justification.
- (g) Term. Unless revoke or suspended, an order of justification shall be in full force and effect for the period specified in the order, in any event not to exceed one year. All Orders of Justification shall expire at midnight on April 30 of each year.
- (h) Suspension; Revocation. An order of justification may be suspended or revoked at any time upon a determination of insufficiency or unreliability of the sureties or their agents or for such other reason as the court deems good cause. Suspension or revocation may be initiated by the Office of the Prosecuting Attorney upon filing a notice of intent to seek suspension or revocation with the Kitsap County Superior Court Clerk. The notice of intent to seek suspension or revocation shall include a short statement of the basis on which suspension or revocation is sought and shall be served on the bail bond company whose justification is at issue. A hearing will be set within thirty (30) days of filing and service of the notice of intent to seek suspension or revocation.
- (i) Additional Bail Bond Agents. During the period an order of justification is in effect, a petitioner may seek to add additional agents by filing with the Kitsap County Superior Court Clerk and serving on the Civil Division of the Kitsap County Prosecuting Attorney's Office a Notice of Intent to Add Agent(s) together with supporting information as required in paragraphs (c) (1) and (2). Absent objection by the Prosecuting Attorney, the intended agent(s) will be added without further order no later than the end of ten (10) court days after filing and service of said notice. In the event of objection, Petitioner may file a motion for review of the Notice of Intent to Add Agents(s), which shall be heard and determined by the Kitsap County Superior Court.
- (j) Removal of Bail Bond Agents. Bail bond companies shall notify the Kitsap County Superior Court and the Civil Division of the Kitsap County Prosecuting Attorney's Office when an agent authorized to post bonds under an order of justification is terminated from employment with the bail bond company. Failure to provide notice within twenty (20) days of the termination may constitute grounds for suspension or revocation of an order of justification.
- (k) Expiration or Revocation. Bail bond companies shall notify the Kitsap County Superior Court and the Civil Division of the Kitsap County Prosecuting Attorney's Office of any expired, revoked or otherwise invalid Washington State Department of Licensing or Insurance Commissioner Certification for the bail bond company or any agents of the bail bond company within three business days of the changed status. Failure to provide notice may constitute grounds for suspension or revocation of an order of justification.

- (1) Bail bond companies may file petitions and proposed orders to amend orders of justification to reflect changes in company information, including bond amounts and agents. Conformed copies of all petitions and orders shall be served on the Civil Division of the Kitsap County Prosecuting Attorney's Office. Absent objection by the Prosecuting Attorney, the orders may be amended no later than the end of ten (10) court days after filing and service of said notice. In the event of objection, petitioner may file a motion to amend orders of justification, which shall be heard and determined by the Kitsap County Superior Court.

*Amended on an emergency basis, March 12, 2018, June 5, 2018; amended on a permanent basis, effective September 1, 2018; amended on an emergency basis, effective March 2, 2026.*