

SKAGIT COUNTY DISTRICT AND MUNICIPAL COURT LOCAL RULES

ADMINISTRATIVE RULES

SLARLJ 2 – SCOPE OF RULES

1. Promulgation: These rules shall be known as the Local Rules for the District Court of the State of Washington for Skagit County. The provisions of these rules are supplemental to the rules adopted by the Supreme Court of the State of Washington for courts of limited jurisdiction and shall not be construed in conflict with them.
2. These rules are authorized by GR 7, CRLJ 83, CrRLJ 1.7 and IRLJ 1.3. They may be amended at the discretion of the Skagit County District Court.
3. These rules are effective September 1, 2026, and supersede all prior rules of the court.

SLARLJ 3 – DEFINITIONS

1. Name of Court. The Skagit County District Court consists of the District Court and three Municipal Court departments as follows:
 - (1) Skagit County District Court
 - (2) Anacortes Municipal Court
 - (3) Burlington Municipal Court
 - (4) Mount Vernon Municipal Court
2. “Judge” means a current appointed or elected Skagit County District Court Judge.
“Judicial Officer” means Judge as defined herein, Skagit County District Court Commissioners, and Skagit County District Court Judges Pro Tempore.

SLARLJ 5 – Rescinded

SLARLJ 7 – Rescinded

SLARLJ 9(b) – Rescinded

SLARLJ 30 – Rescinded

GENERAL RULES

SLGRLJ 30 – ELECTRONIC FILING AND SERVICE

Electronic filing (“eFile”) authorization, charges, exceptions, waiver, and non-compliance.

1. **Mandatory Electronic Filing.** Effective November 11, 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 may not be e-Filed:
 - a. A criminal case initiation document (e.g., complaint, citation, or notice of infraction) that is not submitted through the 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. **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.
4. **Non-Compliance with this Rule.** If an attorney files a document in paper form and does not have an approved waiver from eFiling, the court may assess a fee against the attorney for each paper document filed.
5. **Time.** Documents eFiled less than 48 hours before a scheduled hearing, unless a different period is fixed by these rules, other court rules, or by order of the court, may not be placed in the file in time for the hearing, or may not be considered by the court .

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.

SLGRLJ 31(I) – RECORDING OF PROCEEDINGS

The recording or dissemination of the broadcast of any court proceedings through video conferencing is not permitted without written permission of the Judicial Officer conducting the hearing.

CIVIL RULES

SLCRLJ 1.2A – VIDEO CONFERENCE APPEARANCES Rescinded

- ~~1. Attorneys and parties may appear by video conference in civil matters by agreement of the parties, either in writing or on the record, and upon the approval of the Judicial Officer.~~

SLCRLJ 2.5(e) 3(k) – FILING OF CIVIL AND SMALL CLAIMS CASES

1. Civil and Small Claims cases shall be filed in Skagit County District Court located at 600 S. 3rd Street, Mount Vernon, WA.
2. Impound Hearings shall be filed in Skagit County District Court.
3. Dangerous Dog cases shall be filed in the court where the owner of the alleged dangerous dog resides.
4. Petitions for civil protective orders shall be filed in Skagit County District Court.
5. The filing of a case in the improper court does not create a jurisdictional defect and does not deprive the court of jurisdiction otherwise conferred by law.

SLCRLJ 7(b)(5) – Rescinded

SLCRLJ 38 – JURY TRIAL

1. Confirmation Required. On the **Monday Friday** before the commencement of a civil jury trial, any party demanding a jury trial shall email confirmation to districtcourt@co.skagit.wa.us not later than 11:00 a.m. and confirm that the case is going to proceed to jury trial. Confirmation must include the name of the person confirming, the party they represent, and the case number. Failure to confirm may result in a jury panel not being available.
2. This procedure may be modified by written order entered in a particular case.

SLCRLJ 40(b) – NOTE FOR TRIAL ASSIGNMENT & MANDATORY MEDIATION

1. Any party may file a notice requesting that a civil case be set for trial. Said notice shall set a hearing date for trial assignment. In lieu of appearance at said hearing, the parties may submit their trial conflicts in writing in advance of the date for trial assignment. By noting the matter for trial, the moving party certifies that discovery is complete and that the case is ready for trial. By not objecting to trial assignment, the non-moving party joins in the motion.

SLCRLJ 40(d) – MANDATORY MEDIATION FOR SMALL CLAIMS COURT

2. Mediation is mandatory before a trial is allowed in Small Claims Court. Mediation is held at the first scheduled appearance date unless continued by the court for good cause. Both parties must attend the mediation unless the court finds that mediation should not be required. If the plaintiff fails to appear at the first appearance date, a dismissal may be entered. If the defendant fails to appear at the first appearance date, a default judgment may be entered. Parties may bring their evidence to the mediation; however, no witnesses are allowed. Mediation will be held at first appearance for one hour only. If more time is required to resolve a dispute, further mediation may be scheduled directly with the mediation service and a further review date set. The purpose of mediation is to settle the case if possible. If no settlement is reached, the case will be set for trial. Attorneys and paralegals may not represent parties at mediation without prior written approval by the Judicial Officer.

SLCRLJ 40(g) – Rescinded

SLCRLJ 43(I) – DOCUMENT ADMISSIBILITY

Certain Documents Admissible. Subject to the requirements of ER 8904, the following documents are admissible in a civil case: The written statement of any witness, including the written report of an expert witness, and including a statement of opinion which the witness would be allowed to express if testifying in person, if it is made by affidavit or by declaration under penalty of perjury.

Parties are required to provide discovery to the opposing party by the deadlines ordered by the Court. Parties are required to file hard copies of their exhibits with the Court one week prior to trial.

SLCRLJ 54 – Rescinded

SLCRLJ 56(h) – SUMMARY JUDGMENT MOTIONS AGAINST PRO SE LITIGANTS Rescinded

~~In all cases where a motion for summary judgment is brought against a litigant who is not represented by an attorney, the moving party must attach a copy of CRLJ 56 to the motion for summary judgment. Said copy shall be attached to the motion filed with the court and the copy of the motion served on the non-moving party. In the event a copy of said rule is not so attached, the motion shall be stricken subject to being re-noted without terms.~~

SLCRLJ 64.1 – Rescinded

CRIMINAL RULES

SLCrRLJ 2.5 – Rescinded

SLCrLJ 3.1 – **CERTIFICATES OF COMPLIANCE FOR INDIGENT DEFENSE** Rescinded

1. ~~Certificates of Compliance with the Standards for Indigent Defense required by CrRLJ 3.1 shall be filed quarterly with the respective Skagit County District or Municipal Court Clerk's Office.~~

SLCrRLJ 3.1(e) – Rescinded

SLCrRLJ 3.1(g) – Rescinded

SLCrRLJ 3.2(o)(2) – RELEASE OF ACCUSED

In the absence of a judicial order authorizing release, any individual who is booked into the Skagit County Community Justice Center for a DUI, physical control or any domestic violence offense shall be held without bail until the next judicial day.

SLCrRLJ 3.3 – Rescinded

SLCrRLJ 3.3(f) – Rescinded

SLCrRLJ 3.4(a) – Rescinded

SLCrRLJ 3.4(e) – Rescinded

SLCrRLJ 3.6 – MOTIONS

1. Pre-Trial Motions to Admit, Exclude, or Suppress Evidence. Unless otherwise ordered by a judicial Officer, all pre-trial motions to admit, exclude, or suppress evidence that require the presentation of testimony or other evidence shall comply with the requirements of CrRLJ 3.6.
2. CrRLJ 3.5 Motions: Unless otherwise ordered by a Judicial Officer, hearings pursuant to CrRLJ 3.5 shall be heard not later than the Monday immediately preceding the trial date.
3. Timing.
 - A. All pretrial motions as set forth under 3.6(1) herein, must be filed and calendared for hearing *prior to the Readiness hearing*, absent good cause or waiver by the court.
 - B. The filing, content, and calendaring of motions is governed by CrRLJ rules 3.6, 8.1, and 8.2 except that any responsive pleading must be filed and served not later than 12:00 noon two court days before the scheduled hearing.

SLCrRLJ 4.1(d) – Rescinded

SLCrRLJ 4.1(g) – Rescinded

SLCrRLJ 4.2(g) – GUILTY PLEAS & DEFERRED PROSECUTIONS

(e) The Statement of Defendant on Plea of Guilty shall be eFiled with the clerk 24 hours in advance of the scheduled hearing on guilty plea.

(i) The defendant petitioning for a Deferred Prosecution, prior to filing said petition, shall meet with a District Court Probation Officer for the purpose of evaluating whether or not the defendant is an appropriate candidate for a deferred prosecution and to ensure that the defendant understands the obligations required for successful completion of a deferred prosecution.

SLCrRIJ 4.12 – Rescinded

SLCrRLJ 5.1 – COMMENCEMENT OF ACTIONS

1. (a) **Under Municipal Ordinances.** Complaints for the violation of a municipal ordinance shall be heard in the division in which the municipality exists.
2. (b) **Under Other Laws.** All criminal and criminal traffic actions should be filed in the division where the violation is alleged to have occurred.

SLCrRLJ 5.2 – TRANSFER OF CASES

A Judicial Officer may transfer criminal cases to another division upon the court's own motion or motion of any party upon finding of good cause.

SLCrLJ 6.1.1 – JURY TRIAL CONFIRMATION

(e) Confirmation Required. ~~In the District Court, on the Friday~~ ~~Monday~~ before the commencement of a jury trial, ~~the both parties demanding a jury trial~~ shall email confirmation not later than 11:00 a.m. and confirm that the case is going to proceed to jury trial. Confirmation must include the name of the person confirming, the party they represent, and the case number. ~~In the Municipal Courts, on the Friday before the commencement of a jury trial, any party demanding a jury trial shall email confirmation not later than 11:00 a.m. Confirmation shall include the name of the person confirming, the party they represent, and the case number. Failure to confirm may result in a jury panel not being available.~~ **One party may confirm for both parties with authorization from counsel to do so.**

(f) Confirmation shall be sent to the following email addresses:

- A. For Skagit County District Court – districtcourt@co.skagit.wa.us.
- B. For Anacortes Municipal Court – court@anacorteswa.gov
- C. For Burlington Municipal Court – bcourts@burlingtonwa.gov
- D. For Mount Vernon Municipal Court – mvcourts@mountvernonwa.gov

(g) This procedure may be modified by written order entered in a particular case.

SLCrRLJ 6.1.31(h) – TRIAL BRIEFS AND MOTIONS IN LIMINE

All trial briefs and motions in limine shall be filed with the Court and opposing party no later than noon the Monday prior to the first day of trial for which the trial date

has been confirmed. All motions in limine that will take longer than 15 minutes shall be timely filed and noted for hearing prior to trial and no later than the Monday of trial week.

SLCrRLJ 6.13(b) – Rescinded

SLCrRLJ 6.13(f) – Rescinded

SLCrRLJ 7.2(g) – Rescinded

SLCrRLJ 8.2 – Rescinded

INFRACTION RULES

SLIRLJ 2.3 – FILING

Notice of Infraction shall be filed in the District Court or the Municipal Court department where the violation is alleged to have occurred.

SLIRLJ 3.2(b) – MOTION TO SET ASIDE DEFAULT JUDGMENT FOR FAILURE TO APPEAR

A defendant, against whom a judgment for a traffic infraction has been entered by default for failure to appear, may file a motion in writing requesting that said judgment be set aside. The motion will then be presented to a Judicial Officer, ex parte, for determination. If, upon review, the court determines a hearing upon the motion is necessary, the matter shall be set for hearing. Defense counsel or the defendant must be present in the event the matter is set for hearing. The motion will be evaluated in conformity with CRLJ 60(b). If the court grants the motion ex parte, the matter shall be set for hearing by the clerk, either mitigation or contested as requested by the defendant, and a notice will be sent to the defendant. Mitigation hearings may be heard at the time of the motion if the calendar allows.

SLIRLJ 3.5(a) – DECISIONS ON WRITTEN STATEMENTS AND VIDEO CONFERENCE APPEARANCES

1. Decisions on written statements are authorized pursuant to IRLJ 2.4(b)(4), 2.6(c), and 3.5 for alleged infractions which are contested or where the Defendant requests a mitigation hearing.
- ~~2. Appearances by video conference of infraction mitigation hearings are authorized pursuant to IRLJ 3.5(b). Hearings shall be conducted on the record in open court.~~

SLIRLJ 6.6 – MAINTAINING CERTIFICATES AS PUBLIC RECORDS

Documents maintained as public records pursuant to IRLJ 6.6 may be filed and maintained either by hard copy or electronically in a format accessible by the public. Any documents received from a Law Enforcement Agency or the Prosecuting Attorney may be placed on the Court's website for viewing, along with instructions for requesting

printed copies. Hard copies of any documents received from a Law Enforcement Agency or the Prosecuting Attorney that are maintained on the Court's website will be retained for a period of 60 days pursuant to the Court's scanning policy.

[Adopted effective 9/2021; Rescinded effective 9/2023; Amended effective 9/2026]

~~[All Local Rules effective September 1, 2023]~~