

**Administrative Office of the Courts**  
**Format and Style Rules for Mandatory Forms**  
**Developed Pursuant to RCW 13.34.035**  
(June, 2010)

**I. Use of Pleadings and Forms not Developed by the Administrative Office of the Courts**

Pleadings and forms, other than those developed by the Administrative Office of the Courts, may be submitted to the court provided:

- (A) The pleading or form is authorized under civil rules or statute (e.g., interrogatories and subpoenas, declarations of parties, etc.);
- (B) A pleading or form for a similar purpose or hearing is not included in the mandatory forms developed by the Administrative Office of the Courts; and
- (C) The pleading or form complies with the format standards and rules set forth below and the caption of the form or pleading contains the notation "No Mandatory Form Developed."

**II. Form and Pleading Standards**

The following standards apply to written forms, to printed forms and to the electronic reproduction of forms and pleadings required by RCW 13.34.035.

**(A) Required Format Standards**

The format standards in this section are required for all forms, pleadings, motions and other papers filed with the court pursuant to GR 14. The rule applies to all proceedings in all courts of the state of Washington unless otherwise specifically indicated by court rule.

**(1) Paper Size**

Paper size is 8-1/2" x 11".

**(2) Writing or Printing**

Forms and pleadings shall be legibly written or printed on one side of each page only. Forms and pleadings shall be printed in standard text fonts. For captions and paragraph headings, use a Sans Serif font, such as Arial, in bold, 10, 11, or 12 point font. For the text, use a Sans Serif font, such as Arial, in 10, 11, or 12 point font. Other point sizes may be used for captions and footers so long as the captions and footers are legible when faxed, photocopied or scanned. Bold, underlined and italicized type is acceptable where appropriate.

**(3) Margins**

- a) First page:
  - (i) Top Margin: Three inches.
  - (ii) Left Side Margin: One inch.
  - (iii) Right Side Margin: One inch.
  - (iv) Bottom Margin: One inch.
  
- b) Subsequent pages:
  - (i) Top Margin: One inch.
  - (ii) Left Side Margin: One inch.
  - (iii) Right Side Margin: One inch.
  - (iv) Bottom Margin: One inch.

**(4) Filed Forms and Pleadings**

Filed forms and pleadings shall not include any colored pages, highlighting or other colored markings.

**(5) Exhibits**

The required format standards are not mandatory for exhibits, but the use of the exhibits that comply with these format standards is encouraged if it does not impair legibility.

**(B) Recommended Format Standards**

Local rules, if any, should be followed with regard to use of numbered paper, spacing, fonts and related formatting standards. The format recommendations set forth in CR 10(e) must be adhered to in the absence of local rules concerning use of numbered paper, spacing and related formatting standards.

- (1) Footers must be placed at the left side of the bottom of each page, *in* the one inch bottom margin.
- (2) Attorney or firm name, mailing address, telephone number, and URL may be present in the right side of the one inch bottom margin.
- (3) Line numbers may be present in the one inch left side margin.
- (4) Vertical lines may be present in the one inch side margins.

The margin requirements in Section II (A)(3) are required for scanning purposes. Anything present in the margins might not be scanned and might not become a part of the court's or county clerk's electronic archive. Litigants are not prohibited from placing the items listed in 2 through 4 clear of the margins.

### (C) Captions

Captions must include the following:

- (1) **Name of Court.** The name of the court. The court's name may be set forth at the left margin of the pleading or form, or centered at the top of the first page of the pleading or form.
- (2) **Form Title.** The title of the form designated by the Administrative Office of the Courts. The title must be printed in the lower portion of the caption in the right hand field. The document title may not be changed or deleted, except to delete inapplicable portions of the title (e.g., the title of the Order of Dependency may be altered to indicate whether the order is agreed, contested or default as to the mother, father, or “other”).
- (3) **SCOMIS Codes.** The SCOMIS (Superior Courts Management Information System) code is assigned to the form by the Administrative Office of the Courts. The SCOMIS code is to be printed underneath the form title. The SCOMIS codes may not be changed or altered from the assigned code.
- (4) **Designation of Parties and Action.** The parties, the title of the action, and the child’s date of birth. “D.O.B”, shall be designated in the left-hand field of the caption.

### (D) Footers

Footers for the forms are mandatory. The footers shall include the following components:

- (1) **Title.** Place the title of the form on one line in bold font. Abbreviations may be used.
- (2) **SCOMIS Code.** Place the SCOMIS code in parentheses to the right of the form title.
- (3) **Page Numbering.** Each page of a form should have a page number. Place the page number on the same line as the form title. Indicate the number of pages in a form as part of the page number.
- (4) **Form Number.** Forms are numbered according to the sequence of events in court proceedings. The numbering system also is designed to allow for insertion of new forms in the proper sequence in the future. Place the form number, in bold font, and effective date, in parentheses,

on the next line below the title of the form.

- (5) **References to Court Rules and Statutes.** References to court rules and statutes must be listed on the form on the same line as the form number.
- (6) **Example Footer:**

**Dependency Petition (DPP) - Page 4 of 7**  
**WPF JU 03.0100 (11/2009) - JuCR 3.3; RCW 13.34.030, .040**

## (E) Paragraphs

- (1) **Paragraph Number and Header.** Each paragraph of a form includes a paragraph number and, in some instances, a header. The paragraph number and header shall not be changed or deleted. If there is a check box to the right of the paragraph number, the box should be checked if the paragraph applies. If the paragraph does not apply, the box should not be checked. The text following the unchecked box may be deleted as provided below under Section (F).
- (2) **Paragraph Text.** The text of a paragraph shall not be altered, deleted or revised from the text provided in the form or pleading, except if there are check boxes provided in the form or pleading. If there are check boxes in the paragraph, the text preceding the first check box may not be altered, deleted or revised. The text following the check boxes may be deleted as provided below under Section (F). Text may be added to a paragraph only as provided in Section (G) below.
- (3) **Example of Rule (E)(2) above --** The portions of Paragraph 1.4 of the Dependency Petition which are shaded below may not be altered, deleted or revised in any fashion. The text following the check boxes may be deleted as provided below under Section (F):

**1.4 Dependency:** The child should be declared dependent according to RCW13.34.030 as follows:

- (a) the child has been abandoned as defined in RCW 13.34.030;
- (b) the child is abused or neglected as defined in chapter 26.44 RCW; or
- (c) the child has no parent, guardian or custodian capable of adequately caring for the child, such that the child is in circumstances which constitute a danger of substantial damage to the child's psychological or physical development."

**(F) Deletion of Check Boxes that do not Apply**

- (1) Check boxes in the text are used wherever identifiable alternatives to choices exist and precede the statements (choices) to which they apply.

(a) Example -- Paragraph 1.4 of the Dependency states:

**“1.4 Dependency:** The child should be declared dependent according to RCW13.34.030 as follows:

- [ ] (a) the child has been abandoned as defined in RCW 13.34.030;
- [ ] (b) the child is abused or neglected as defined in chapter 26.44 RCW; or
- [ ] (c) the child has no parent, guardian or custodian capable of adequately caring for the child, such that the child is in circumstances which constitute a danger of substantial damage to the child’s psychological or physical development.”

(b) Check boxes and the statements that follow the check box may be deleted if they do not apply to a case.

Example -- If the child is abused or neglected, the check boxes in Paragraph 1.4 which do not apply may be deleted as follows:

**“1.4 Dependency:** The child should be declared dependent according to RCW13.34.030 as follows:

- (b) the child is abused or neglected as defined in chapter 26.44 RCW.”

- (2) A check box after the paragraph number or paragraph heading and before the text is used when the subject matter in the paragraph may or may not apply in a case. If the box is checked, the statement after the box remains in the form (subject to (F.I. above). If the box is not checked, the text after the box may be deleted and replaced with “N/A”:

(a) Example -- Paragraph 2.3 of the First Dependency Review Hearing Order/Dependency Review Hearing Order/Permanency Planning Hearing Order states:

**“2.3 [ ] Pursuant to RCW 13.34.030, the child was found to be dependent as to the [ ] mother [ ] father [ ] guardian/legal**

custodian and a disposition order was entered.”

- (b) The first check box, and any check boxes and statements that follow may be deleted, if they do not apply to a case, and replaced with “N/A”.

Example: If the child was not found to be dependent, the check box and text in paragraph 2.3 may be deleted and replaced with “N/A”:

“2.3 N/A.”

### **(G) Adding Text to a Form or Pleading**

- (1) Text may be added when the form or pleading contains space in which to write information (such as when a colon is followed by space in which to write information or when text ends with “as follows:” followed by space in which to write the requested information).

- (a) Example paragraph 2.1 of the First Dependency Review Hearing Order /Dependency Review Hearing Order/Permanency Planning Hearing Order:

“[ ] The child is an Indian child as defined in 25 U.S.C. 1903(4), and the Indian Child Welfare Act does apply to these proceedings. All notice requirements under the ICWA and RCW 13.34.070(10)(a) have been satisfied as follows:

The tribe was notified on June 10, 2010, by certified mail.”

- (2) Text shall not be otherwise added to a form or pleading unless the word "other" appears as a paragraph heading or as a check box option within a paragraph in the form or pleading. Any text that is added to a form or pleading as a check box option must be preceded by the word "other" to identify the text as added text.

- (a) Example: - paragraph 2.7 of the First Dependency Review Hearing Order /Dependency Review Hearing Order/Permanency Planning Hearing Order:

“2.7 The child has been in out-of-home care for 15 of the last 22 months since the date the dependency petition was filed and:

Good cause not to require the filing of a termination petition exists because of the following:

(GCF) Other: The mother filed a petition for order appointing Title 13 RCW guardian.”

**(H) Miscellaneous**

- (1) ***Names of Parties.*** The names of the parties may be substituted for the terms mother, father, child, guardian, legal custodian etc., wherever appropriate in the body of the forms.
- (2) ***Attachments.*** Attachments to the forms are permissible.
- (3) ***WSBA Numbers.*** Pursuant to APR 13(a) and CR 11, attorneys must include their WSBA number whenever a form or pleading is signed.
- (4) ***Service, Transmittal or Confirmation Stamps on Original Documents.*** Do not place stamps in the upper right space of the first page of the document. You may place these stamps in the upper left space of the first page. GR 14 and CR 10.