

**IN THE DISTRICT COURT
FOR THE COUNTY OF GRAYS HARBOR**

IN THE MATTER OF)	EMERGENCY ADMINISTRATIVE ORDER
)	
Emergency Amendment to LGR 30)	NO. <u>2026-1</u>
)	

IT IS ORDERED:

LGR 30

ELECTRONIC FILING AND SERVICE

(1) Electronic filing (“eFile”) authorization, charges, exceptions, and waiver

- a. *Mandatory Electronic Filing.* Effective July 6, 2026, attorneys must 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 strongly encouraged to do so.
- b. *Documents That Shall Not Be e-Filed.* The following documents may not be eFiled:
 - i. 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);
 - ii. 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;
 - iii. Documents incapable of legible conversion to an electronic format by scanning, imaging, or any other means;

- iv. Documents larger than permitted in the User Agreement.
- c. *Working Copies.* Attorneys and other eFilers are neither required nor encouraged to provide duplicate paper pleadings as “working copies” for judicial officers.
- d. *Waiver of the Requirement to eFile for attorneys.*
 - i. Case specific. If an attorney is unable to eFile documents in a particular case, 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 must file a copy of the waiver in each applicable case within five days of the date the waiver was signed. Attorneys who receive a waiver must 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.
 - ii. Document(s) specific. 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.
- e. *Non-Compliance with this Rule.* Beginning September 8, 2026, 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 that attorney for each paper document filed.
- f. *Time.* Materials must be eFiled no later than one day before a scheduled hearing, unless a different period is fixed by these rules, other court rules, or by order of the court. Materials eFiled after the time required for filing may not be considered by the court.

(2) **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.

DATED this 13th day of February 2026.



Presiding Judge



Assistant Presiding Judge