

KING COUNTY SUPERIOR COURT CLERK'S OFFICE

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ISSUED BY: Barbara Miner, Director and Superior Court Clerk

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King County

CLERK'S ALERT

Reminder: General Rule 14 (GR 14) Formatting Requirements

State Court General Rule 14 governs formatting requirements for documents filed in the courts of the state of Washington and states, in part:

“Format Requirements. All pleadings, motions, and other papers filed with the court shall be legibly written or printed. The use of letter-size paper (8-1/2 by 11 inches) is mandatory. The writing or printing shall appear on only one side of the page. The top margin of the first page shall be a minimum of three inches, the bottom margin shall be a minimum of one inch and the side margins shall be a minimum of one inch. All subsequent pages shall have a minimum of one inch margins. Papers filed shall not include any colored pages, highlighting or other colored markings. This rule applies to attachments unless the nature of the attachment makes compliance impractical.”

In accordance with the above rule, documents with writing or printing on both sides are not acceptable and will be rejected back to the filer.

Also, bonds submitted to the court for approval that do not comply with the formatting requirements will be rejected back to the filing party. Bonds can be filed behind a GR 14 compliant coversheet. The coversheet can be found at <https://kingcounty.gov/courts/clerk/forms.aspx> as form #38.

Documents rejected back to the filer for non-compliance may be subject to a faulty document fee.



King County

Department of Judicial Administration

www.kingcounty.gov/courts/clerk