



IMPORTANT NOTICE FROM THE SPOKANE COUNTY CLERK

Effective April 1, 2001

Adopted by the Washington State Supreme Court

General Rule 14 - FORMAT FOR PLEADINGS AND OTHER PAPERS

- All papers filed 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 only on one side of the page.
- Margins: First page - top margin = three inches, other margins = one inch.
Subsequent pages - all margins = one inch.
- Papers filed shall not include any colored pages, highlighting or other colored markings.

Filing Procedures - COUNTY CLERK'S IMAGING SYSTEM

- Use binder clips (not staples) on large documents.
- Use only one staple per document. Do not staple sub-documents within the pleading (such as attachments/exhibits).
- Use tape inside documents instead of staples. Please use tape to affix small notes, return receipts, etc., to 8-1/2 x 11" paper.
- Side tabs will not scan and should not be used. All side tabs will be removed from the document and discarded. The use of bottom tabs is recommended.
- Do not use colored divider sheets. Colored pages (used as divider sheets) will not scan and will be removed from the document and discarded.
- Use clean, readable documents. When using Forms, a clean, readable original copy, properly centered on the page, is necessary.
- Illegible Forms/Filings - If any document is not readable by the scanner, the original will be stamped showing it was of poor copy quality for scanning.

The margin and paper requirements are required for scanning purposes. Anything outside the rule might not be scanned and might not become a part of the court's or county clerk's electronic archive.