

Superior Court

Notice to the Bar & Public

June 20, 2007

ATTENTION Law Office Personnel: Please ensure that ALL staff, attorneys and non-attorneys are aware of the contents of this notice.

- **Practice Notes from Judicial Assistants: Judge Copies/Confirmations/Proof of Service**
- **New Adoption Background Check Requirements, effective 7/22/2007**
- **Guardianship Monitoring**

- **Practice Notes from the Judicial Assistants**

Dept. 1	Judge Uhrig	Marsha Scevers	715-7461
Dept. 2	Judge Mura	Christy Martin	676-6793
Dept. 3	Judge Snyder	Carol Ortner	738-2457

JUDGE'S COPIES

CIVIL MOTIONS/SPECIAL SETTINGS: Please provide Judge's copies of all civil motions, responses and replies for all Judges, regardless of how many days in advance you are filing with the court. Judge's copies should be left in the Clerk's office and the Judicial Assistants will retrieve them from there. Please be sure to mark the date and time the motion is scheduled to be heard. A Proposed Order should be filed with your Motion; bring your original Order to the hearing. Be mindful that Orders, Findings & Conclusions, and Judgments should be entered within 20 days of oral ruling.

CRIMINAL PRETRIAL MOTIONS: If fewer than two days before the hearing, please get a copy directly to the appropriate Judicial Assistant.

CONFIRMATIONS

Friday Civil Law & Motion settings should be confirmed directly with the Judicial Assistant for which your hearing is scheduled. Confirmations are taken Monday mornings through Wednesdays at 12:00 noon for the upcoming Friday. **Please make use of our e-mail link** for confirmations at the Superior Court Home Page at www.whatcomcounty.us/superior.

If the motion is continued, please call the Judicial Assistant with the new date. That way we will hold the judge's copies you have already supplied until the new hearing date and a second copy of the same documents can be avoided.

Special settings do not need to be confirmed, but should be scheduled and cancelled directly through the Judicial Assistant. Send your original Note to the Judicial Assistants' box in the Clerk's office.

PROOF OF SERVICE

As soon as possible before your hearing, please file your proof of service with the court as a separate document so that such information is readily available and separately identifiable before the hearing.

- **New Adoption Background Checks Required** SSB 5774 to be effective 7/22/2007 will require that the adoption home study contains FBI background checks of all adopting parents.
- **Guardianship Monitoring** The court will soon begin assessing all its guardianship/trust cases as to their status and the status of the wards. The Court will employ interns for the initial analysis and solicit volunteer attorneys to investigate and monitor cases needing attention. Please advise the Court Administrator if you may be willing to participate in the effort, to any extent.