

LAR 3
Yakima County Superior Court

COURTROOM RESPONSIBILITIES AND PROCEDURES
ASSIGNED TO CLERK

This rule describes actual current courtroom procedures and the responsibilities of the Clerk of the Court while in court. The purpose of the rule is to maintain and continue current practice without interruption. The Clerk of the Court does not have the authority to modify or regulate these procedures without the express, written permission of the Presiding Judge.

The Clerk of the Court or her/his deputy shall be responsible for the following courtroom duties: opening and closing the courtroom before or after each court session, ensuring the courtroom is provided with supplies and such other customary requirements as directed by the judicial officer, and announcing the opening and closing of each session of court. The Clerk of the Court or her/his deputy shall continue to assist in efficiently carrying out the court process and assist in court as directed by the judicial officer. Such assistance shall include, but is not limited to, providing the judicial officer any forms necessary for the administration of the docket, calling the CourtCall operator to connect attorneys and/or parties on line, calling for security, paging interpreters, etc. The Clerk of the Court or her/his deputy shall ensure the scanned files for all cases and/or hearings assigned to the individual judicial officers shall be loaded into said judicial officers' Liberty/Odyssey folders as soon as possible but no later than 4:30 PM the day before the matters are scheduled. This requirement does not apply to last minute re-assignments of judicial officers.

During those court sessions in which the proceedings are digitally recorded, the Clerk of the Court or her/his deputy shall before each session of court ensure the digital recording system is working correctly by performing a systems test. The Clerk of the Court or her/his deputy shall activate the recording for each session and ensure the integrity of the recordings by periodic checks.

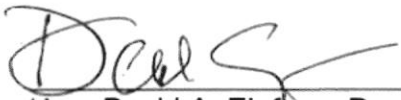
Contemporaneous with the recording of each court session the Clerk of the Court or her/his deputy shall maintain a log which describes the events which occur in the courtroom and are the subject of the recording. For high volume court sessions which do not involve testimony the log may be limited to the items described in Attachment A, unless otherwise directed by the court. For hearings or trials in which evidence is presented the log shall be more specific and detailed and shall capture the events described in Attachment B and C. Attachment D is an exemplar of the log which shall be used and completed by the Clerk of the Court or her/his deputy for each session.

The Clerk of the Court or her/his deputy, as custodian, shall save, maintain and catalog each recorded session in a manner allowing ease of access.

On request of the court, a lawyer, or the public, the Clerk of the Court or her/his deputy shall make available copies of such digital recordings. The Clerk of the Court may charge a reasonable fee of the public and lawyers for the copying of the requested recordings. The Clerk of the Court shall have the authority to certify such recordings as authentic.

During all court proceedings the Clerk of the Court or her/his deputy shall comply with all statutory requirements and otherwise conform to the order and direction of the court.

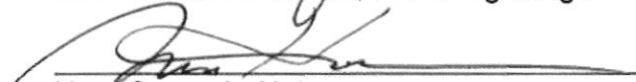
Adopted by the Yakima County Superior Court Judges this 20th day of April, 2015.



Hon. David A. Eloffson, Presiding Judge



Hon. Blaine G. Gibson



Hon. Susan L. Hahn




Hon. Ruth E. Reukauf



Hon. Michael G. McCarthy



Hon. Gayle M. Harthcock



Hon. Douglas L. Federspiel



Hon. Richard H. Bartheld

MULTIPLE CASE SESSIONS

Personal Motions Community Motions Protection Order Docket Domestic Relations Docket Unlawful Detainer Docket Summary Judgments Preliminary Injunctions Ex-Parte	Criminal Docket Supplemental Proceeding Docket Dependency Docket Juvenile Offender Docket Family, Gang, Drug, and MHT Dockets Adoption Docket Ceremonial Sessions
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- Convened
- Introduction of case
- Case number – Complete 10-digit number
- Case name
- Attorneys
- Exhibits
 - Marked
 - Identified
 - Introduced
 - Admitted or Objection –not admitted
- Witness name/Witness Sworn
- Sworn Testimony
- On the record/Off the record
 - On Record - Waiting
 - Court Recessed
 - Court Reconvened
 - Adjournment
- Playback
- ❖ **Capture any time the Court “notes for the record” and attorney requests a situation being noted for the record**

REQUIRED LOG NOTE ENTRIES PRE-TRIAL / BENCH TRIAL

- Convened
- Introduction of case
- Case number – complete 10 digit number
- Case name
- Attorneys
- Type of hearing
- Preliminary remarks
- Opening Statement (plaintiff/ defendant/ waived opening)
- Recess
- Court reconvened
- Objections (nature of objection)
 - Response
 - Court's ruling on objection
- Motions – indicate type of motion
- Ruling on motion
- Exhibits
 - Marked
 - Identified
 - Introduced
 - Admitted or Objection –not admitted
- Witness name
- Witness called/ sworn
- Witness excused
- Witness Examination
 - Direct Examination
 - Cross Examination
 - Redirect Examination
 - Recross Examination
 - Rebuttal
 - Surrebuttal
- Return to Examination
- Stipulations
- Judge's ruling
 - Findings / Ruling
- Colloquy
- Playback
- Closing argument (plaintiff/defendant/plaintiff rebuttal)
- On the record/Off the record
 - On Record - Waiting
 - Court Recessed
 - Court Reconvened
- Plaintiff Rests
- Defendant rests
- Adjournment
- ❖ Capture any time the Court "notes for the record" and attorney requests a situation being noted for the record