

Format Guidelines: (Yakima Superior Court)

- ❖ Please do NOT use staples. Use a paperclip to secure multiple pages of the same pleading together. When filing multiple pleadings in the same case, please put a rubber band, binder clip or large paperclip on the left side, mid way down, to secure all the pleadings being filed in that case number. If it is a large pleading (with attachments) please use a large rubber band or binder clip and do not staple each individual attachment. As a rule of thumb 'one pleading no matter how many attachments = one clip'.
- ❖ In the TOP RIGHT corner of the first page of your pleading, (the face page), place the total number of pages you have to your pleading. This will assist staff when the pleading is scanned / imaged to verify we have all the pages you submitted.

ATTACHMENTS / SEPARATOR / Cover Pages to attachments:

- ❖ Do NOT use "Index Tabs." Index tabs (side or bottom) do not process through our high-tech scanning machines and will be removed from your pleading(s), and they will not be replaced once the pleading is scanned.
- ❖ Do NOT use COLORED pages anywhere in your attachments &/or pleadings. For best quality, use only WHITE paper. (Colored pages image as solid black.)
- ❖ USE a – white- ATTACHMENT "cover" page. If you want the Judge to easily find your referenced attachment, please include the attachment 'cover page' (also referred to as an attachment 'index page' or 'separator page') as shown below. Use 28 point font or larger for the wording: "Attachment ____"

FORMAT GUIDELINES:

- ❖ 8-1/2" x 11" WHITE paper
- ❖ 3" TOP MARGIN
- ❖ 1" SIDE & Bottom MARGIN
- ❖ Font / Text size at least 11 point or larger (*recommended*)
- ❖ Rubber band or Binder clip multiple pleadings of the same case number together.
- ❖ No Staples.
- ❖ One Paperclip or Binder Clip for one pleading
- ❖ Place large bold lettering "Attachment ____" in the center of a WHITE index page for each attachment you are submitting to your pleading. (1/4" high or 28 point or larger will suffice).
- ❖ **EXAMPLES:**

The left page is a legal pleading form. At the top right, it says "4 pages". The text reads: "IN THE SUPERIOR COURT OF THE STATE OF WASHINGTON IN AND FOR YAKIMA COUNTY". Below that, it lists "JOHN ADAM DOE Plaintiff(s)" and "JANE E. DOE Defendant(s)". The case number is "04-3-08999-7". The title is "RESPONSE TO PETITION FOR DISSOLUTION OF MARRIAGE". Below the title, it says "To the Above-Named Petitioner." and "I. Response". Under "1.1 Admissions and Denials", it says "The allegations of the petition in this matter are admitted or denied as follows (check only one for each paragraph):". Below that is a table with columns for "Paragraph of the Petition", "Admitted", "Denied", and "Lacks Information". The table has 5 rows, each with a paragraph number (1.1 to 1.5) and checkboxes for "Admitted", "Denied", and "Lacks Information". At the bottom right, it says "PERRY & TRIM LAW OFFICES 120 N. 2nd STREET YAKIMA, WA, 98901-1234-5678".

The right page is a simple cover page with "ATTACHMENT A" in the center.