



Proud part. promising future

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CLERK'S ALERT

To: Bar Association
From: Sherry Parker, County Clerk
Date: April 2008
Re: **New e-mail available for JIS searches & Criminal Change of Plea Citations**

The procedures adopted by the Clark County Superior Court bench and the Clerk's Office since September of 2007 due to the JIS search required before a judicial officer signs a final parenting plan (per 2SSB 5470, Section 304), have been slightly modified. (See #3)

1. All final parenting plans should be presented on one of the following dockets: Family Law, Show Cause, Modification or Ex Parte. They should **NOT** be presented off docket or in chambers. The court needs lead time to perform the JIS search.
2. Any Citation for presentation of final parenting plans on any of the above named dockets, except the Ex Parte docket held at 1:15 pm daily, should indicate "**JIS Search Required**".

Note: Final Parenting Plans should include the following statement before the judge's signature:

"Before signing the final parenting plan, the court consulted the judicial information system and databases, if available, to determine the existence of any information and proceedings that are relevant to the placement of the children."

3. If a final parenting plan will be presented on the daily Ex Parte docket, the attorney is required to advise the Clerk's Office staff at the civil counter or contact the Clerk's office at exparte@clark.wa.gov by **11:00 AM** the day of presentation. The minimum information required is the case number for a case type 3. For a case type 5 you should include the case number and the date of birth for each of the parties. Final parenting plans presented for signature without this prior notification will **NOT** be signed by the judicial officer. (Previously, we had asked that attorneys presenting final parenting plans at the daily Ex Parte docket telephone Kalen in our office before 11:00 with the information needed for the JIS Search. However, we now have other staff doing the Ex-parte docket and needed to change our procedures. Thus, we ask that in lieu of the telephone call to one person, we have created an e-mail address that assigned staff will access on a daily basis by 11:00 a.m.)

Criminal Change of Plea Citations

Change of Plea Citations for any of the Change of Plea dockets may be faxed to the Clerk's Office at (360)397-6099. The faxed citation will constitute an original for all court purposes. The attorney or party sending the document via fax to the clerk shall retain the original signed document until 60 days after completion of the case per GR17. The Clerk will no longer require an original filing of the citation. Citations filed via fax shall bear the notation: "SENT on _____ (DATE) VIA FAX FOR FILING IN COURT. Citations for other criminal dockets must be filed at the Clerk's Office. Faxed citations are only accepted for the Change of Plea dockets. Click for a [change of plea citation form](#).

If a case is presently calendared for the Readiness docket and a citation for the Change of Plea Docket is filed for the same date and time, the case will be moved to the out-of-custody Change of Plea docket if the defendant is out of custody. In custody defendants will remain on the Readiness per Superior Court policy shown below.

If you have any questions please do not hesitate to contact me at 360-397-2292 x2287 or my chief deputy, Teri Nielsen at 360 397-2292 x4242.