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2
3
4 **SUPERIOR COURT WASHINGTON COUNTY OF SKAGIT COUNTY**

5 _____,
6
7 **Petitioner,**
8
9 vs.
10 _____,
11
12 **Respondent.**

Case No.:

NOTE FOR TRIAL ASSIGNMENT
Civil & Probate

*File original of this document with the
County Clerk*

FILL OUT FORM COMPLETELY

13 TO: The Clerk of the Skagit County Superior Court and the parties listed below:

14
15 **This case is ready for trial.** The Clerk is requested to send this case to the Court
16 Administrator for Trial Assignment.

17 NOTE FOR TRIAL ASSIGNMENT: MONDAY @ 9:30 _____
18 **Non Appearance Calendar** (date)

19 Jury Requested? No Yes Number of Jurors: 6 12

20 Date Jury Demand Filed: _____

21 Nature of Cause/Issues to be determined: _____

22 This case is not subject to mandatory arbitration because: _____

23
24
25
26 *(Reason exempt from Mandatory Arbitration)*

27 The undersigned certifies that this case is at issue; that no affirmative pleading remains
28 unanswered; discovery has been completed, that to my knowledge no other parties will
29 be served with summons; and that the case is in all respects ready for trial.

30 **SUBMITTED THIS _____ DAY OF _____, 20____.**

Signature: _____

1 Printed name _____

2 Address of party submitting note: (required):
3 _____

4 Email: _____

6 **Other Party** (use additional page, if required)

8 Name: _____

9 Address (required):
10 _____

11 Email: _____

13 **CERTIFICATE OF MAILING:** I certify that I mailed a copy of this document to the
14 parties listed, postage prepaid on the ____ day of _____, 20__.

16 Signature: _____

1
2
3
4
5 **SUPERIOR COURT WASHINGTON COUNTY OF SKAGIT COUNTY**

6 _____,
7
8 Petitioner,
9
10 vs.
11 _____,
12 Respondent.
13

Case No.:

NOTE FOR TRIAL ASSIGNMENT
Domestic & Family

*File original of this document with the
County Clerk*

FILL OUT FORM COMPLETELY

14 TO: The Clerk of the Skagit County Superior Court and the Parties listed below:

15 **This case is ready for trial.** The Clerk is requested to send this case to the Court
16 Administrator for Trial Assignment.

17 NOTE FOR TRIAL ASSIGNMENT: MONDAY @ 9:30 _____
18 **Non Appearance Calendar** (date)

19 Issues to be Resolved: property/debt distribution; spousal maintenance;
20 parenting plan; child support; other: _____
21

22 The requesting party certifies as follows:

23 I have completed the parenting seminar:

24 Yes No Not Applicable, this case does not involve children

25 If no, why not: _____
26

27 Discovery has has not been completed by all parties.

28 Explanation if discovery has not been completed: _____
29

30 If there are experts or a guardian ad litem (GAL), their reports

have been have *not* been submitted and filed:

Date filed: _____

1 *If you have not completed the required parenting seminar, discovery is not complete,*
2 *and expert reports have not been filed, your note for trial assignment will be stricken*
3 *and a trial date will not be assigned at this time.*

4
5 Have you completed the mandatory mediation?

6 Yes No It was waived by Court order

7 Date certificate filed: _____

8 Date of order waiving mediation requirement: _____

9
10 *By local court rules, mediation must be completed prior to the*
11 *pre-trial conference or your trial will be stricken*

12 **If you are representing yourself, by local court rule you are required to meet with**
13 **the Courthouse Facilitator prior to your trial date.**

14 **SUBMITTED THIS _____ DAY OF _____, 20____.**

15 Signature: _____

16 Printed name _____

17 Address (required): _____

18 Email: _____

19
20
21
22 **Other Party** (use additional page, if required)

23 Name: _____

24 Address (required): _____

25 Email: _____

26
27
28 **CERTIFICATE OF MAILING:** I certify that I mailed a copy of this document to the
29 parties listed, postage prepaid on the _____ day of _____, 20____.

30 Signature: _____

Superior Court of Washington, County of Skagit

_____, Petitioner/Plaintiff,	No. _____
_____, Respondent/Defendant.	PRE-TRIAL CONFERENCE SUMMARY

This Pre-Trial Conference Summary is submitted by _____.

A. PROPOSED LEGAL ISSUES

State your issues separately and as clearly as possible. Number them separately and in sequence.

1. _____
2. _____
3. _____
4. _____

B. WITNESSES AND PARTY CONTACT INFORMATION

List the names, phone numbers and email addresses of all parties and the people who have personal knowledge of the facts related to your case and whom you plan to have testify on your behalf. If you have already submitted a witness list with this information, please refer to that witness list and the date of its filing. Any supplemental witnesses may be listed below:

1. _____

2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

C. PROPOSED EXHIBITS

List the exhibits that you plan to submit in support of your case at your hearing. Exhibits may include documents (such as letters, receipts, etc.) or other physical evidence (such as photographs, drawings, etc.). You do not need to send the exhibits at this time, just list them.

Exhibit notebooks must be submitted by 12:00 p.m. one court day before trial. The *Exhibit Notebook Certification* must accompany exhibits submitted to the Court.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

D. MEDIATION (only required in family law cases)

- Mediation has already been completed. The certificate of completion of mediation was filed on _____ or is attached to this summary.
- The mediation requirement was already waived by court order on _____.

E. OTHER

If you have other issues, questions OR motions you would like to discuss at the pre-trial conference, please list them here or on a separate page:

I declare under penalty of perjury under the laws of the state of Washington that the facts I have provided on this form are true.

Signed at (city and state): _____ Date: _____

Signature

Print name

NOTICE: This form must be completed in preparation for the pre-trial conference in your case. You will need to file the original with the Skagit County Clerk's Office, a judge's copy with Superior Court, and serve a copy of it on the other party. This must be done by noon one court day before your pre-trial conference.

CRIMINAL TRIAL PRE-CONFIRMATION FORM

Defendant's Name	
Cause Number	
Will you confirm this case at trial confirmation?	
Charges Going To Trial	
Estimated Length of Trial (in days):	
Defendant's Custody Status If in custody, length of time in custody	
Estimated Time Needed for Motions in Limine	
Will a jury questionnaire be proposed?	
Does the defendant need an interpreter? If yes, what language?	
Do any witnesses need interpreters? If yes, please identify each LEP (limited English proficient) witness and their language.	
Other special considerations (ex: witness unavailability, experts, etc...)	
Name of person filling out this form	