

# **Submission of Electronic Bench Copies**

The submission of electronic bench copy documents **IS NOT** a substitute for filing documents with the Court Clerk (The Skamania County Court Clerk does not accept electronic filings).

The **ORIGINAL** of every bench copy document submitted electronically **MUST** be filed with the Clerk of the appropriate court. A copy of every document submitted as a bench copy electronically **MUST** also be served upon every party or his/her attorney.

## **Guidelines for Bench Copies**

1. Do not electronically submit the following: Notices of hearings, notes for motion docket, notices of presentment, or proofs of service (unless the sufficiency or timeliness of service is at issue).
2. Electronically submit bench copies of all motions and supporting documents, trial briefs, trial motions and proposed jury instructions and indicate in your email what date the hearing is on the calendar. **Also submit paper copies of cited and uncited jury instructions to the trial judge on the first day of trial.**
3. Assign descriptive names to all documents submitted. Use the actual title of each document, unless multiple documents are consolidated and submitted as one file. (Then call it something like "Motion to Compel with Supporting Documents")
4. **Do not use the case name as the document name.**
5. It is the user's responsibility to edit the hearing date whenever a matter has been continued.
6. Bench copies may, but need not be signed, so long as the originals filed with the Clerks have been signed. Therefore, users may convert documents created with word processors to pdf files and submit them in that form. Some may find this to be a useful alternative to scanning documents.
7. Users should consolidate all documents submitted for a hearing into a single document, if possible. That is, submit motions, legal memoranda and affidavits as a single file. However, if a file is greater than 25 megabytes, it must be separated into multiple parts and each part submitted separately. Try not to separate exhibits from affidavits.
8. Do not submit hard copies if documents have been submitted electronically (except jury instructions).
9. Request a read receipt in your email program when sending for confirmation that it has been received and opened.
10. Please contact, Pamela Bell, in Court Administration if you have questions at (509) 427-3765.

Click [HERE](#) to submit Bench Copies.