

## Summary of 2016 Local Rule Changes March 25, 2016

The Pierce County Superior Court Local Rules Committee hereby submits its proposed rule changes to take effect **September 1, 2016**. We are soliciting input and comment from the Tacoma-Pierce County Bar Association. We request all comments to be submitted by not later than **May 9, 2016**. Comments may be submitted by email to Judge Elizabeth Martin: [SUPCRTDEPT16@co.pierce.wa.us](mailto:SUPCRTDEPT16@co.pierce.wa.us).

**PCLR 3.** The Committee undertook a major re-organization of PCLR 3 (a) through (d) regarding civil case management in an effort to make the rule a little more understandable. The new proposed rule changes very little substantively but organizes the rule into several categories of civil cases and further separates non-family law civil cases from family law civil cases.

The **first** category of civil cases are those which do not receive **either** a Case Scheduling Order with trial date **or** an Assignment to Judicial Department and setting (Mandatory Case Review) Hearing date at filing. We narrowed the list of cases of this type and for the most part, these are unique cases which are either resolved at filing, go before a commissioner, rather than be assigned to a judicial department, or are handled outside of the normal procedure.

The **second** category consists of non-family law civil cases are those which only receive an Assignment to Judicial Department and setting of a Mandatory Case Review Hearing (MCRH) at filing. The interval for the MCRH varies depending on the type of case as spelled out in the rule. These cases are also known as non-PCLR cases, meaning they do not get an Order Setting Case Schedule with a trial date at the time of filing.

The **third** category of non-family law civil cases are those which **do** receive an Order Setting Case Schedule with trial date at filing. These are also known as PCLR cases and are typically Civil Type 2 cases.

The **fourth** and final category of cases are family law cases (Type 3 cases), some of which receive an Order Setting Case Schedule with trial date at filing and most of which (Dissolutions and Petitions for Residential Schedule/Parenting Plan) receive only an Order Assigning Case to Judicial Department and Setting Hearing Date. The rule makes clear how family law cases are handled.

In addition to the changes to sections (a) through (d), we undertook other minor revisions of a non-substantive nature.

**PCLR 16 (b) (2).** This is a minor rule change to make the sanction for non-compliance consistent with the provisions of current PCLR 3 (k), which was amended in the recent past. Together, these rules make clear that sanctions for non-compliance with the Case Scheduling order,

including disclosure of witnesses, exhibits and discovery, are within the discretion of the court, consistent with applicable case law regarding exclusion of witnesses at trial.

**PCLR 65.** This is another minor rule change to make our local rule consistent with the provisions of the state-wide CR 65 (b) regarding notice to be provided to the opposing party when seeking temporary injunctive relief.

**PCLGR 31.1.** This is a new rule which simply references the provisions of GR 31.1, enacted by the Washington State Supreme Court effective January 1, 2016. The local rule also references the Pierce County Superior Court Policy regarding Court Administrative records, which took effect January 4, 2016.

**PCLMAR 2.1.** We are proposing a minor clarification to the amendments which took effect September 1, 2015. This makes clear that the time frame for filing the Statement of Arbitrability is no sooner than the date the Confirmation of Joinder is **to be** filed and not later than the discovery cut-off date. The only revision is the addition of the words: "to be". We have also clarified this issue with the Clerk's Office regarding use of the Statement of Arbitrability form and timing of such.

**PCLSPR 98.04.** We have undertaken a clean-up of this rule which does not involve any substantive changes.

As always, we welcome your input and comments.

Thank you,

Judge Elizabeth P. Martin,  
Chair, Pierce County Superior Court Local Rules Committee

### **PCLR 3 COMMENCEMENT OF ACTION/CASE SCHEDULE**

(a) **Civil (Non-Family Type 3) Cases that do not receive a scheduling order on filing.** The following case types do **NOT** receive either an **Order Setting Case Schedule** (Form A as set forth in the Appendix) or an **Order Assigning Case to Judicial Department and Setting Hearing Date** (Form B1/B2) at filing:

- (1) **Change of name;**
- (2) **Domestic violence (Chapter 26.50 RCW);**
- (3) **Harassment (Chapter 10.14 RCW);**
- (4) **UIFSA actions (Chapter 26.21A);**
- (5) **Foreign judgments**
- (6) **Abstract or transcript of judgment;**
- (7) **Civil commitment;**
- (8) **Proceedings under Chapter 10.77 RCW (Criminally Insane);**
- (9) **Proceedings under Chapter 70.96A RCW;**

(b) **Civil (Non-Family Law Type 3) Cases receiving a Mandatory Court Review Hearing date only upon filing.** The following case types are ones for which the Clerk shall issue, at the time of filing, or for estate cases when an order appointing personal representative is filed, an **Order Assigning Case to Judicial Department and Setting Hearing Date (Form B1**, except as to certain estate matters as set forth in section (b)(4) below). The time frame for the Mandatory Court Review Hearings vary depending on the type of matter, as indicated below:

**(1) Case types to be reviewed 4 months after filing:**

- Absentee
- Administrative Law Review
- Confidential name change
- Collection
- Commercial
- Compel/Confirm Binding Arbitration
- Confidential Intermediary
- Criminal RALJ Appeal
- Deposit of Surplus Funds
- DOL Revocation – Appeal
- Foreclosure
- Guardianship, Limited Guardianship, Special Needs Trust and Trust, except for annual periodic reviews of guardianships and trusts which are heard by the assigned Judicial Department on its Friday motion docket, and contested guardianships which shall be assigned a Case Schedule when a trial date is requested;
- Injunction
- Interpleader
- Lower Court Appeal – Civil
- Lower Court Appeal – Infraction
- Minor Settlement with or without guardianship
- Miscellaneous
- Petition for Writ
- Proceedings for isolation and quarantine
- Seizure of Property from Commission of Crime

Seizure of Property Resulting from Crime  
Subpoenas  
Unlawful Detainer  
Writ of Habeas Corpus  
Writ of Mandamus  
Writ of Review

(2) **Case types to be reviewed 6 months after filing:**  
[NONE]

(3) **Case types to be reviewed 12 months after filing:**

Adoption  
Child Support or Maintenance Petitions for Modification  
Estate/probate **if court supervision is required** (e.g. bond required, either a guardian or guardian *ad litem* is appointed to represent a minor or incompetent heir, or estate insolvent) or is otherwise governed by **RCW 11.76.010**, except any will contest or litigation matter arising in a probate case shall be assigned an Order Setting Case Schedule when the Petition to Contest the Will is filed or the estate is sued.  
Paternity Parent Determination  
Trust and Estate Dispute Resolution Act (TEDRA)

(4) **Case types to be reviewed 60 months after filing:**

Estate/probate **if full nonintervention powers are granted (Form B2).**

The purpose of the mandatory court review hearing in these case types shall be to assess the progress of the case and assure that the matter is being prosecuted diligently to a conclusion. If necessary and where appropriate, the court may issue an **Order Setting Case Schedule** (Form A) to provide a trial date. **Failure to attend the hearing may result, when appropriate, in dismissal of the case without prejudice or closure of the matter without further notice. In paternity matters, it may result in a resolution of the case without dismissal.**

(c) **Civil (Non-Family Law Type 3) Cases which receive an Order Setting Case Schedule at Filing.** When a new civil, non-family case of a type not specifically identified in sections (a) or (b) above is filed or as otherwise provided in these rules, the clerk shall issue and file a document entitled **Order Setting Case Schedule** and shall provide one copy to the plaintiff/petitioner and one copy to the assigned judicial department. The plaintiff/petitioner shall serve a copy of the applicable Order on the defendant/respondent along with the initial pleadings; provided that if the initial pleading is served prior to filing, the plaintiff/petitioner shall within five (5) court days of filing serve the applicable Order. If the initial pleading is served by publication, the plaintiff/petitioner shall serve the applicable Order within five (5) court days of service of defendant's/respondent's first appearance. When the applicable Order is served pursuant to this section, it may be served by regular mail with proof of mailing/service to be filed promptly in the form required by these rules, see **PCLR 5**. The **Order Setting Case Schedule** shall contain the case heading and otherwise be as set forth in Appendix, **Form A**.

(d) **Family Law (Type 3) Cases.** These cases are governed by PCLR 40(d). As set forth more fully in that rule, it depends on the particular type of family law case whether the matter receives an **Order**

**Setting Case Schedule** OR an **Order Assigning Case to Judicial Department and Setting Hearing Date** at the time of filing.

When a new **Petition for Dissolution** (with or without children) or a **Petition to Establish a Residential Schedule/Parenting Plan** is initiated, the clerk shall issue and file a document entitled **Order Assigning Case to Judicial Department and Setting Hearing Date** and shall provide one copy to the petitioner and one copy to the assigned judicial department. The **Order Assigning Case to Judicial Department and Setting Hearing Date** shall contain the case heading and otherwise be as set forth in Appendix, **Form I**. See PCLR 40(d).

Certain other types of Family Law Cases such as **Non-parental Custody Petitions** and **Petitions to Modify an Existing Parenting Plan** shall be issued an **Order Setting Case Schedule** at filing pursuant to **PCLSPR 94.04(f)** and **(g)** and assigned to a department or to Family Court in accordance with existing court policy and practice.

In every newly initiated family law case or modification proceeding, the petitioner shall serve a copy of the applicable Order on the respondent along with the initial pleadings; provided that if the initial pleading is served prior to filing, the petitioner shall within five (5) court days of filing serve the applicable **Order**. If the initial pleading is served by publication, the petitioner shall serve the applicable **Order** within five (5) court days of service of respondent's first appearance. When the applicable **Order** is served pursuant to this section, it may be served by regular mail with proof of mailing/service to be filed promptly in the form required by these rules, see **PCLR 5**.

**(e) Amendment of Case Schedule.** The court, either on motion of a party or on its own initiative, may modify any date in the Order Setting Case Schedule for good cause, including the track to which the case is assigned, except that the trial date may be changed only as provided in **PCLR 40(g)**. If an Order Setting Case Schedule is modified or the track assignment is changed, the court shall prepare and file the Order Amending Case Schedule and promptly mail or provide it to the attorneys and self-represented parties.

Cases which are transferred to mandatory arbitration pursuant to **PCLMAR 2.1** will have their existing case schedule stricken upon transfer. The assigned judicial department will then set a mandatory court review hearing to monitor the case status. Once a case is resolved, closed or dismissed, the assigned judicial department will cancel any pending mandatory court review hearing. A written request for a trial de novo shall cause a new **Order Setting Case Schedule** to be issued on an expedited track assignment (per PCLR 3(h) below) by the assigned judicial department when the request for trial de novo is filed pursuant to **PCLMAR 7.1**;

**(f) Service on Additional Parties Upon Joinder.** A party who joins an additional party in an action shall be responsible for serving the additional party with the current Order Setting Case **Schedule** together with the first pleading served on the additional party.

**(g) Form of Case Schedule.**

**(1) Original Case Schedule.** The **Order Setting Case Schedule** is set forth in Appendix, **Form A**.

**(2) Amended Case Schedule.** An Order Amending Case Schedule shall be in the same form as the original **Order Setting Case Schedule**; except that an Order Amending Case Schedule shall be entitled Order Amending Case Schedule and it need not include the Notice provisions. An Order Amending Case Schedule issued pursuant to **PCLR 40(e)(4)** shall only contain the following dates: Joint Statement of

Evidence, Pretrial Conference and Trial date. Additional dates may be added to the Order Amending Case Schedule upon order of the court.

**(h) Track Assignment.** Each case receiving an Order Setting Case Schedule at filing shall be assigned to a track as set forth in this rule.

**(1) Expedited Cases.** Expedited cases shall have a discovery cutoff of 20 weeks and trial in 26 weeks. There shall be depositions of the parties only without leave of court. Interrogatories shall be limited to twenty-five (25) in number and each subpart of an interrogatory shall be counted as a separate interrogatory for purposes of this rule. There shall be no limit on requests for admissions. Any case in which it is expected there will be no more than a total of four (4) witnesses shall be presumptively an expedited track case. Requests for a de novo trial following a mandatory arbitration proceeding shall likewise receive an expedited track assignment unless the parties request otherwise.

**(2) Standard Cases.** Standard cases shall have a discovery cutoff of 45 weeks and trial in 52 weeks. There shall be no limitations with respect to depositions, except as otherwise ordered pursuant to the state civil rules. Interrogatories shall be limited to thirty-five (35) in number and each subpart of an interrogatory shall be counted as a separate interrogatory for purposes of this rule. There shall be no limit on requests for admissions. Actions for breach of contract, personal injury, title to land, construction claims involving questions of workmanship and discrimination claims shall presumptively be standard track cases. Any case wherein it is expected there will be no more than a total of twelve (12) witnesses shall be presumptively a standard track case.

**(3) Complex Cases.** Complex cases shall have a discovery cutoff of 67 weeks and trial in 78 weeks. There shall be no limitations with respect to depositions, except as otherwise ordered pursuant to the state civil rules. Interrogatories shall be limited to thirty-five (35) in number and each subpart of an interrogatory shall be counted as a separate interrogatory for purposes of this rule. There shall be no limit on requests for admission. Medical or professional malpractice, product liability and class action claims shall presumptively be complex track cases.

**(4) Dissolution Cases.** All dissolutions shall presumptively be a family law track at filing. If not resolved within 122 days of filing, the case will be assigned to the dissolution track by the assigned Judicial Department and an Order Setting Case Schedule will be created. There shall be no limitations with respect to depositions except as otherwise ordered pursuant to the civil rules. Interrogatories shall be limited to one hundred (100) in number and each subpart of an interrogatory shall be counted as a separate interrogatory for purposes of this rule. There shall be no limit on requests for admissions.

**(5) LUPA Cases.** All LUPA cases shall be LUPA track cases.

**(i) Time Intervals for Cases receiving an Order Setting Case Schedule.** The events and time intervals included in the original **Order Setting Case Schedule** shall be measured in weeks from the date of filing or assignment of a **Case Schedule** as follows:

**CASE SCHEDULE AND TRACK ASSIGNMENT-Measured in Weeks:**

	EXPEDITED	STANDARD	COMPLEX	DISSOLUTION
Confirmation of Service	2	4	6	3
Confirmation of Joinder of Parties, Claims and Defenses *	8	17	26	
Jury Demand *	9	18	27	

	EXPEDITED	STANDARD	COMPLEX	DISSOLUTION
Set Settlement Conference Date with Assigned Judicial Officer**				14
Status Conference ( <b>contact court for specific date</b> )	10	21	32	14
Plaintiff's/Petitioner's Disclosure of Primary Witnesses	12	25	38	18
Defendant's/Respondent's Disclosure of Primary Witnesses	15	29	42	21
Disclosure of Rebuttal Witnesses	17	36	57	23
Deadline for filing motion to Adjust Trial Date	19	40	60	25
Discovery Cutoff	20	45	67	30
Exchange of Witness and Exhibit Lists and Documentary Exhibits	21	47	70	32
Deadline for Hearing Dispositive Pretrial Motions *	22	48	72	
Joint Statement of Evidence	22	48	72	32
Alternative Dispute Resolution to be held before	23	48	72	
Settlement Conference to be held before				34
Pretrial Conference ( <b>contact Court for specific date</b> )	25	50	75	35
Trial	26	52	78	36

\* Does not apply to family law type 3 cases.

\*\*Applies only in family law type 3 cases

#### LUPA CASE SCHEDULE:

CASE EVENT	DEADLINE
Petition for Review of Land Use Decision Filed and Schedule Issued ( <b>RCW 36.70C.040</b> )	
DEADLINE to contact assigned Judge to confirm Initial hearing ( <b>RCW 36.70C.080</b> )	7 days after Petition is filed
DEADLINE to Stipulate or File Motion for Change of Hearing Date or Adjustment of Schedule ( <b>RCW 36.70C.080(1)</b> ; <b>RCW 36.70C.090</b> )	28 days after Petition is filed
Initial Hearing on Jurisdictional and Preliminary Matters (FRIDAYS ONLY) ( <b>RCW 36.70C.080</b> )	40 days after Petition is filed
DEADLINE to file Certified Copy of Local Jurisdiction Record ( <b>RCW 36.70C.110</b> )	45 days after Initial Hearing
DEADLINE to file Brief of Petitioner ( <b>RCW 36.70C.080(4)</b> )	20 days after deadline to file Record
DEADLINE to file Brief of Respondent ( <b>RCW 36.70C.080(4)</b> )	40 days after deadline to file Record
DEADLINE to file Reply Briefs ( <b>RCW 36.70C.080(4)</b> )	50 days after deadline to file Record

Review Hearing/Trial Date – <b>(RCW 36.70C.090)</b>	Within 60 days of the date set for submitting the Record
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**(j) Trial by Affidavit.**

i. **Affidavit.** Parties may agree to submit unresolved issues to the assigned judicial department by affidavit. This shall be determined at the discretion of the assigned judicial department at the status conference or as determined by agreement of the parties and approval of the assigned judicial department. If the request for trial by affidavit is granted the self-represented parties or their attorneys shall file and serve a form entitled **Trial By Affidavit Certificate**, as set forth in Appendix, **Form C**. The assigned judicial department shall issue an Order Amending Case Schedule.

ii. **Trial and Notice.** If the matter is to be submitted on affidavit, the parties shall be given a trial date approximately 20 weeks from filing. Fourteen (14) days prior to the trial date the parties shall serve and file their affidavits. Rebuttal affidavits, if any, shall be served and filed no later than seven (7) days prior to trial. Sur-rebuttal affidavits, if any, shall be filed and served two (2) days before the trial. Working copies of all affidavits shall be provided to the assigned judicial department. Affidavits filed beyond these deadlines shall not be considered.

iii. **Priority.** Matters set for trial by affidavit may take priority over other matters set for the same day. On the day of trial, unless otherwise ordered, each side shall have one-half hour to argue their respective positions to the court.

iv. **Case Schedule.** Once a matter is set for trial by affidavit, the self-represented parties and attorneys shall no longer be bound by the Order Setting Case Schedule, except for the new trial date in the Order Amending Case Schedule issued by the Judicial Assistant.

**(k) Monitoring.** Each judicial department of the Superior Court, the Superior Court Administrator's Office, and at such time as the Presiding Judge may direct, the Clerk of the Court shall monitor cases to determine compliance with these rules.

**(l) Enforcement.** The assigned judicial department, on its own initiative or on motion of a party, may impose sanctions or terms for failure to comply with the **Order Setting Case Schedule** established by these rules. If the court finds that an attorney or self-represented party has failed to comply with the **Order Setting Case Schedule** and has no reasonable excuse, the court may order the attorney or party to pay monetary sanctions to the court, or terms to any other party who has incurred expense as a result of the failure to comply, or both; in addition, the court may impose such other sanctions as justice requires. As used in this rule, "terms" means costs, attorney fees, and other expenses incurred or to be incurred as a result of the failure to comply; the term "monetary sanctions" means a financial penalty payable to the court; the term "other sanctions" includes but is not limited to the exclusion of evidence.

## **PCLR 16 (b)**

**(2) Exchange of Exhibit and Witness Lists.** In cases governed by an Order Setting Case Schedule pursuant to **PCLR 3**, the parties shall exchange: (A) lists of the witnesses whom each party expects to call at trial; (B) lists of the exhibits that each party expects to offer at trial, except for exhibits to be used only for impeachment; and (C) copies of all documentary exhibits except for those items agreed to by counsel and self-represented parties, such as identical copies of items already produced to avoid unnecessary duplication. Counsel and self-represented parties are encouraged to ascertain that each has full and complete copies of any document to be presented at trial to avoid unnecessary duplication expenses. In addition, non-documentary exhibits shall be made available for inspection by all other parties no later than fourteen (14) days before trial. Failure to comply with this rule shall be subject to the provisions of PCLR (3)(l).

**Note that under the proposed revision of PCLR 3, the appropriate reference is PCLR 3 (l). Under the existing PCLR, the reference would be to PCLR 3 (k).**

## **PCLR 65 TEMPORARY RESTRAINING ORDERS AND INJUNCTIVE RELIEF**

**Family law matters.** A party requesting an Ex Parte Temporary Restraining Order/Order to Show Cause or other temporary injunctive relief under **CR 65** in a family law matter shall present the proposed order to the Ex Parte Division. Notice shall be given pursuant to CR 65(b). If the injunctive relief or temporary restraining order is granted, the hearing shall be set in accordance with the timing requirements of **CR 65(b)** and shall be heard in Civil Division A, B or C as assigned by the Ex Parte Division or by the judicial department which ruled on the initial request for relief. In the interim, the adverse party may move to have the order set aside prior to the hearing in accordance with the time limits set forth in **CR 65(b)**. Such motion shall be heard in Civil Division A, B or C as assigned by the Ex Parte Division or by the judicial department which ruled on the initial request for relief.

**Non-family law matters.** In non-family law matters, a party requesting a temporary restraining order/preliminary injunctive relief under **CR 65** shall present the proposed order to the Superior Court Presiding Judge. Notice shall be given pursuant to CR 65(b). The Presiding Judge shall grant, deny, refer the matter to the assigned judicial department, or if not assigned to a department, refer the matter to court administration for assignment to a judicial department. If the injunctive relief or temporary restraining order is granted, the hearing shall be set in accordance with the timing requirements of **CR 65(b)** and may be heard before the judicial officer who ruled on the requested order, referred to the judicial department to which the case has already been assigned, or if not assigned to a judicial department, then referred to administration for assignment to a judicial department. In the interim, the adverse party may move to have the order set aside prior to the hearing in accordance with the time limits set forth in CR 65(b). Such motion shall be heard by the judicial department which ruled in the initial request for relief.

In all cases, the time period for hearing the preliminary injunction or temporary restraining order may be extended in accordance with **CR 65(b)**.

# GENERAL RULES - PCLGR

## PCLGR 31.1 ACCESS TO ADMINISTRATIVE RECORDS

See GR 31.1 and [Policy 6](#): Pierce County Superior Court Policies and Procedures for Administrative Records Requests.

## **PCLMAR 2 -- TRANSFER TO ARBITRATION AND ASSIGNMENT OF ARBITRATOR**

**2.1 Transfer to Arbitration (a) Statement of Arbitrability.** In every civil case, the party filing the note for trial provided by **CR 40(a)(1)** and **PCLR 40** shall, upon the form prescribed by the court, complete a Statement of Arbitrability; except that a party may file a Statement of Arbitrability requesting arbitration at any time after filing of the complaint, but **no sooner than the date the confirmation of joinder is to be filed and no later than the discovery cutoff date**. After the deadline has passed, the Statement of Arbitrability may be filed only by leave of the court for good cause shown.

**PCLSPR 98.04 -- ESTATES – PROBATE – NOTICES (a) Presentation.** The initial presentation of an order appointing a Personal Representative or Administrator in a testate or intestate estate may be presented to the Court Commissioner in the Ex Parte Division. This appointment shall be at the discretion of the court and in the event the court determines that notice shall be given, may direct the petitioner to make said presentation on the Commissioner's Probate calendar conducted in Civil Division A.

**(b) Notice and Hearing.** All hearings shall be scheduled with a Note for Commissioner's Calendar by using the electronic filing and scheduling process provided by LINX via the public website (<https://linxonline.co.pierce.wa.us/linxweb/Main.cfm>) or from a public kiosk in the Clerk's Office. The Note shall be filed at least six (6) court days prior to the scheduled hearing date. The Court Commissioner may set special hearings at other times if complex or unusual issues are present. Self-represented parties may contact the Clerk's Office for a LINX e-filing account or use the Clerk's Office kiosk to file and schedule a Note for Commissioners Calendar.

**(c) Working Copies/ Proposed Orders.** All parties shall be responsible for ensuring working copies and proposed orders are delivered to the Commissioner Services Department no later than 12:00 noon two (2) court days prior to the hearing or by using the Clerk's electronic working copy delivery process as defined in **PCLGR 30(b)(5)(B)**. A copy of the Note for Commissioner's Calendar shall be attached to each set of copies delivered to the Commissioner's Service Department. In the upper right hand corner mark "Working Copies" the name of the calendar, the date and time of the hearing and indicate who is providing the copies (moving party or opposing party). A Guardian ad Litem shall be responsible for providing a working copy of his/her report. Anyone e-filing documents shall be responsible for ensuring working copies are timely provided to the Commissioner Services Department. A fax or email transmittal of working copies shall not be acceptable delivery.

**(d) Bonds.** All bonds required of personal representatives/administrators shall be signed by the principal and shall contain the address of the surety.

**(e) Probate Homesteads/Prior Claims.** In all cases where a petition for allowance in lieu of homestead or in addition thereto is filed by the surviving spouse, receipts evidencing the payment of funeral expenses, expenses of last sickness, and of administration, including fees of appraisers, or a signed written statement by the creditor that such payment has been provided for, shall be filed at or before the time of the hearing on said petition.

**(f) Oaths.** The Personal Representative(s)/Administrator(s) name shall be typed or printed on the oath as it appears in the order. The oath shall conform to the requirements as set forth in **RCW 11.28.170** and **RCW 11.36.010**. When a Personal Representative/Administrator changes his or her name, he or she shall obtain an order for new letters and file an oath under the new name in order to receive new letters. The expiration date of the letters shall remain the same unless changed by the new order.

**(g) Order Appointing Personal Representative/Administrator.** The order shall contain the name(s) for the Personal Representative(s)/Administrator(s) as it appears in the oath.

**(h) Notification of Change of Address.** Any person appointed as Personal Representative or Administrator of an estate shall file a notice of change of address with the court within thirty (30) days of the change.