

EDMONDS MUNICIPAL COURT
SNOHOMISH COUNTY, STATE OF WASHINGTON

COURT ADDRESS
250 5th Avenue North
Edmonds, WA 98202

JUDGE
LINDA W.Y. COBURN
Administrator
Joan Ferebee (425) 771-0210

Local General Rules (EDM-GR)
EDM-GR 30
Electronic Signatures and Filing

- (A) Judicial Electronic Signatures
- a. Judicial officers may sign orders and search warrants with a digital or electronic signature as defined in GR 30 in one of the following formats:
 - i. The judicial officer affixes the electronic signature, saves the signed document in .pdf format, and emails the document to the intended recipients using the judge's secure email account; or,
 - ii. The judicial officer affixes the electronic signature in the body of an email using the judge's secure email account; or,
 - iii. The judicial officer uses any other reliable means approved by the court by general order.
 - b. Documents may be signed by judicial officers using a facsimile of the judicial officer's signature so long as the original facsimile of the signature used in the document is only accessible by the judicial officer. The document or email may also be signed in the following format if the document or email is sent from the judge's secure email account:

Judge X
Edmonds Municipal Court
250 Fifth Avenue North
Edmonds, WA 98020
Telephone: 425-771-0210
Fax: 425-771-0269
Email: first.last@edmondswa.gov

- c. The printed version of the document signed by the judge pursuant to this rule shall constitute an original document that shall be made part of the court file or search warrant return file.
 - d. Nothing herein alters the ability of the judge to sign documents in person or delegate the affixing of signatures by others if allowed by law or court rule.
- (B) Supplemental rules regarding electronic filing of documents are as follows:
- a. Speed Measuring Device Certifications.
 - i. Speed Measuring Device Certifications will be deemed filed with the court pursuant to IRLJ 6.6(b) at the time the document is added by the prosecutor's office to a secure website that allows the documents to be viewed by the public through a hyperlink on the court's website.
 - ii. Nothing herein alters the ability of the prosecutor's office to file hard copies of the certifications with the court, which also would be deemed filed with the court pursuant to IRLJ 6.6(b).
 - b. Pleadings.
 - i. Pleadings signed by attorneys or pro se defendants, may be filed electronically by attaching the signed document in .pdf format to an email addressed to edmcourt@edmondswa.gov. The pleadings will not be considered filed until a clerk acknowledges receipt of the document by return email.
 - ii. Nothing herein requires the electronic filing of documents by counsel.
 - c. Infraction Hearings.
 - i. Any request for a written contested or mitigation hearing may be submitted electronically through the court's website, if available, as long as the document has the defendant's digital signature as defined by RCW 19.34.020; or by scanning in the court-approved "Request for Written Hearing" form, completed with signature, and emailing it to the court at edmcourt@edmondswa.gov as an attached PDF.

Adopted Effective September 1, 2015