

SPOKANE COUNTY DISTRICT COURT

GUIDELINES FOR FILING DOCUMENTS FOR PROTECTION ORDERS

- Unless you have authorization from the Court, the parties **should not** submit inappropriate or pornographic materials.
- Testimony and/or declarations by minors are disfavored and the Court may in its discretion refuse to consider such evidence.
- Exhibits **shall not exceed 20 pages** and include Declarations, Statements, Affidavits, or any narrative document of the parties or witnesses. This also includes text messages, emails, and other social media examples. Media such as audio/video is also included.
***This limit **does not** include the Petition, the Respondent's Initial Response Declaration or Police Reports.*
- All exhibits must be filed by **Noon (12:00PM) four** business days prior to the court hearing. You must provide two identical (2) copies to be filed (one for the Court and one for the other party.)
- All Declarations should contain information that provides the Court with basic information such as the name of the declarant, relationship to one or both parties, age, education, city and state of residence and occupation. This information should be provided in a summary fashion at the beginning of each declaration.
- All filed documents must be legible. If typed or computer printed, documents should be in 11 point or larger font and double spaced.
- Thumb drives/CDs are to be used for **audio/video only**. You **must provide** a log (*ask for form before filing*) that identifies and names the clip, and the clip **must be edited** to show not more than **2 minutes**.
 - Audio/video need to in **.wmv, .wav, .mp4, .ivf, .avi, .mov** or any additional file formats compatible with Windows Media Player 12.

*****If you wish to exceed any of the guidelines*****

You will be asked to Motion for Excess of Page/Audio/Video Limit in the Ex-parte Court which is held Monday through Friday at 1:15 pm to 3:15 p.m. in the Broadway Centre Building, 721 N. Jefferson, 2nd Floor, Courtroom 202.