

**IN THE SUPERIOR COURT OF THE STATE OF WASHINGTON
FOR THE COUNTY OF KING**

vs.

No.

**Order Setting Administrative Appeal of
Board of Industrial Insurance Ruling Case
Schedule**

ASSIGNED JUDGE:
FILED DATE:
TRIAL DATE:

A Notice of Appeal of a decision of an administrative agency or appeal board has been filed for case management in the King County Superior Court and will be managed by the Case Schedule on Page 3 as ordered by the King County Superior Court Presiding Judge.

I. NOTICES

**THE PARTY (APPELLANT) APPEALING A DECISION OF THE BOARD OF INDUSTRIAL
INSURANCE MUST:**

1. Serve a copy of the Notice of Appeal on the appeal board within the time frames as instructed by applicable statutes.
2. Serve a copy of the *Notice of Appeal* and this *Order Setting Case Schedule* on all other parties as required by the applicable statutes. You, as the party who started this appeal, must make sure the parties and the appeal board are notified of your action and get a copy of the Case Schedule. You may serve the documents by certified mail, personal delivery by someone other than you, or a "process serving service", as otherwise permitted by statute within the service timeframe required.
3. Pay the statutory filing fee to the King County Superior Court Clerk's Office, unless the party filing the *Notice* first secures an "Order of *In Forma Pauperis*" from the Presiding Judge of the Superior Court, or is exempt from paying fees by statute.

You are required to give a copy of these documents to all parties in this case.

I. NOTICES (continued)

TIMELINESS AND DISMISSAL:

In order to comply with the Case Schedule, it will be necessary for attorneys and parties to pursue their appeals vigorously from the day they are filed. All events must occur promptly. If they are late, the Superior Court Clerk is authorized by the *King County Superior Court Local Rules* to schedule the appeal for a dismissal hearing.

REMAINING DUE DATES CANCELED BY FILING PAPERS THAT RESOLVE THE CASE:

When a final decree, judgment, or order of dismissal of all claims is filed with the Superior Court Clerk's Office, and a courtesy copy delivered to the assigned judge, all remaining due dates in this Schedule are automatically canceled, including the scheduled Trial or Final Hearing Date. It is the responsibility of the parties to 1) file dispositive documents within 45 days of the resolution of the case, and 2) strike any pending motions by notifying the bailiff to the assigned judge.

Parties may also authorize the Superior Court to strike all pending due dates and the Trial or Final Hearing Date by filing a *Notice of Settlement* pursuant to KCLCR 41, and forwarding a courtesy copy to the assigned judge. If a final decree, judgment or order of dismissal of all claims is not filed by 45 days after a *Notice of Settlement*, the case may be dismissed with notice.

If the appellant fails to appear in court for the scheduled Trial or Final Hearing Date, the Superior Court Clerk is authorized by KCLCR 41(b)(2)(A) to present an Order of Dismissal, without further notice, for failure to appear.

NOTICES OF APPEARANCE OR WITHDRAWAL AND ADDRESS CHANGES:

All parties to this action must keep the court informed of their current addresses. When a Notice of Appearance, Notice of Withdrawal or Notice of Change of Address is filed with the Superior Court Clerk's Office, the party must provide a courtesy copy to the bailiff for the assigned judge as well as provide a copy to all other parties in the case.

NOTICE OF NON-COMPLIANCE FEES:

All parties will be assessed a fee authorized by King County Code 4A.630.020 whenever the Superior Court Clerk must send notice of non-compliance of schedule requirements and/or Local Rule 41.

King County Local Rules are available for viewing at www.kingcounty.gov/courts/clerk.

II. CASE SCHEDULE

	CASE EVENT	DATE
	Party files Notice of Appeal and Case Schedule	File Date
*	Attorney File Notice of Appearance (If applicable).	F + 28
*	Filing of Jury Demand (If applicable)	F + 84
*	*IF NOT JURY DEMAND IS FILED, Party Who Filed Appeal Notes Motion with Assigned Judge for Final Hearing Date and Amended Case Schedule	F + 100
*	Appellant Files Appellant's Trial Brief	T - 49
*	Respondent Files Responsive Trial Brief	T - 21
*	*DEADLINE to file Joint Confirmation of Trial Readiness – FOR JURY TRIALS ONLY [KCLCR 16(a)(2)].	T - 21
*	*Parties Jointly File Finalized Appeal Board Record for Trial	T - 21
	Deadline for Dispositive Motions Hearing (Moving Party should contact court at least 8 weeks in advance of this deadline to request a hearing date/time)	T - 14
*	Appellant Files Reply Brief	T - 7
*	Parties Each File Renewed Objections From Appeal Board Record	T - 7
*	Parties Each File Proposed Jury Instructions	T - 7
*	Parties File Joint Neutral Statement of Case	T - 7
*	Parties Each File Proposed General Voir Dire Questions	T - 7
	Trial Date [See KCLCR 40] (Monday at 9:00 a.m., unless otherwise advised by Court)	Trial (6 months)

The * indicates a document that must be filed with the Superior Court Clerk's Office by the date shown.

III. ORDER

Pursuant to King County Local Rule 4 (KCLCR 4), it is ORDERED that all parties involved in this action shall comply with the schedule listed above and that failure to meet these event dates will result in the dismissal of the appeal.

It is FURTHER ORDERED that the party filing this action must serve this *Order Setting Administrative Appeal Case Schedule* and attachment on all other parties.

DATED:

PRESIDING JUDGE