

KING COUNTY DISTRICT COURT

) GENERAL ADMINISTRATIVE ORDER
) No. GAO 25-05
)
) Re: FILED IN ERROR CASE
DESIGNATIONS

On occasion, cases may be initiated with errors that require clarification or correction. The authority to amend or remove official court records is strictly regulated and must comply with judicial and administrative protocols to ensure accuracy, accountability, and transparency. This order defines the circumstances under which the Court may administratively mark a case as “Filed in Error” and when corrections must be initiated through proper motion practice by the prosecuting authority.

Therefore, it is now ORDERED:

A. Court-Originating Errors

Infractions and Limited Civil cases that were filed or processed in error solely due to a clerical or procedural mistake made by court personnel shall be administratively marked as “Filed in Error” by court staff. This also includes duplicate cases created due to system malfunctions.

B. Errors by Law Enforcement or the Prosecuting Authority

When the error originates from law enforcement or the prosecuting authority, the Court shall not mark the case as “Filed in Error”. Instead, the case will remain as filed, and the Prosecuting Authority will be notified. The Prosecuting Authority may take one of the following actions:

- File a motion to amend the citation or complaint
- File a motion to dismiss the case with appropriate justification
- File a motion to mark the case “filed in error.”

The case record shall remain intact unless or until a motion is filed and granted by the Court. The Prosecuting Authority retains discretion and responsibility to determine appropriate course of action for correction in the case of their error or law enforcement error.

To avoid duplicate or inaccurate charges appearing on a person's record, or in the interest of justice, a judge may, at their discretion, sign an order designating the case as "Filed in Error" if they determine it is appropriate to do so. The order must be presented by the Prosecuting Authority along with a motion.

C. Filings Submitted and Withdrawn by the Public

When a member of the public files a petition and later requests to have it rescinded, the matter will be reviewed by a judicial officer. If the dismissal is warranted, the case will be dismissed by court order and administratively closed. However, because the filing originated from outside the Court, the case will not be designated as "Filed in Error" and will remain as part of the public record, with the final status reflecting the judicial action.

No case shall be administratively removed or altered at the request of a law enforcement agency, the prosecuting authority or a member of the public without a corresponding court order or confirmed internal error.

Done this 20th day of November, 2025



Rebecca C. Robertson, Chief Presiding Judge
King County District Court