**IN THE COURT OF APPEALS OF THE STATE OF WASHINGTON**

**DIVISION [ ]**

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| **[NAME],** **Respondent/Appellant,** **v.****[NAME],** **Appellant/Respondent** |  | **no. [ ]****MOTION TO AMEND NOTICE OF APPEAL** |

I. IDENTITY OF MOVING PARTY

 [NAME], Appellant requests this Court grant the relief stated below.

II. RELIEF REQUESTED

So that the ends of justice might be served, [Name] asks the court for an order granting a motion to amend the notice of appeal.

III. BASIS FOR RELIEF

As the reasons for and in support of this request [Name] declares the following:

1. I filed the Notice of Appeal on [date of filing]
2. In the Notice, I asked to appeal the [insert the name(s) of the documents that you asked to appeal]
3. However, I failed to attach [document/order name(s)] that should have been attached to the Notice of Appeal.
4. Granting this motion will not cause any harm to the other party. [Give one sentence reason why]

IV. ARGUMENT

This Court has the authority to permit an amendment of a notice to include additional parts of a trial court decision that relate to the act designated in the original notice. RAP 5.3(h). RAP 1.2(a) requires this Court to liberally interpret its rules to promote justice. *Weeks v. Chief of Washington State Patrol,* 96 Wn.2d 893, 639 P.2d 732 (1982).

The appellant is responsible for ensuring that this Court has the information necessary to conduct a meaningful review of the issues. RAP 9.2(a); RAP 9.6(a). [Name] requests this amendment, which relates to the order(s) originally listed in the Notice of Appeal, to provide the court with such information. Without permission to amend the notice, [Name] will fail in [his/her] duty to provide this Court with a fair statement of the issues raised, pursuant to RAP 10.3(a)(3)-(4), and [his/her] duty to provide argument in support of those issues, with citations to legal authority and references to relevant parts of the record, pursuant to RAP 10.3(a)(5). Granting this amendment will not prejudice the other party. Therefore, granting [Name’s] request is in the interests of justice.

V. CONCLUSION

 [Name] respectfully requests this Court grant an order to amend the notice of appeal.

This document contains \_\_\_\_\_\_\_\_words, excluding the parts of the document exempted from the word count by RAP 18.17.

DATED this [\_\_]th day of [\_\_\_], 2022.

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|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name, Appellant  |

**DECLARATION OF SERVICE**

 The undersigned certifies under penalty of perjury that on [DATE], I caused service of the foregoing to the following of:

|  |  |
| --- | --- |
| *Attorney/Respondent:*[Name of Attorney or Respondent][Name of Law Firm][Address] WSBA # Ph: Email:  | [ ]  via U.S. Mail[ ]  via Hand Delivery[x]  E-Service[ ]  via Facsimile[ ]  via E-mail w/ hard copy to follow per agreement[ ]  via Overnight Mail |

 **Dated:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name, Appellant