

Comments to Ecology re: Instructions, Small Use Claim Form and Full-Length Claim Form

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Claim Forms

- Please add space for a subcase number under the regular case number
- Consider different, more unique verbiage aside from “Court Claim Form,” Consider maybe something like WRIA 1 Claim Form or Water Claim Form? If a change in the title is not made, please consider titling the Instructions more specifically,
- Are these the final titles (Small Use and Full-Length)? If so, there are some inconsistencies in citation related to using Full-Length Court Claim Form with the hyphen and in its entirety on several pages on the Small Use form pps.1 and 3
- Is there a rationale for the use of bold and italics, it seems inconsistent?
- Is there a rationale for using lower case in one heading vs. sentence case in another heading? (See Small Use p. 3, questions 3 and 4 for example)
- Is there a rationale for boxing some of the definitions in the forms but not others? (See Small Use p.1 “claimant” is boxed, p. 3 “domestic use” is not boxed for example).
- Please put parcel number in the same place in corresponding questions on both forms – preferably as the first subquestion (See Small Use, p. 5, question 6a and Full-Length p. 4, question 7).
- While it’s important to have enough blank space for readability, the Small Use form in particular has way too much blank space.
- Are the red RCW citations that are included in the Full-Length form for draft purposes or are they intended to stay in the final document? If the intention is to keep them I would put them in the Instructions instead of the forms themselves.
- For clerk’s purposes I expect that all claimants and claimant contact information will need to be on a separate/additional sheet that is referred to and maybe have signature blocks with them.
- Some fields are free-form and some have lined responses (See Small Use p. 5, questions 6a and 7 for examples).
- In the signature blocks, may want to include “Claimant/Authorized Representative” (in case it is an organization) and possibly include “Title, if for an organization” or something to that effect.
- On Full-Length form, looks like possibly the “move on to Section X” got mis-numbered? (See p. 3 question 5, p. 4, question 6).
- You will need to find out from the clerk’s office if either form need “Clerk’s Action” added to them – which signals the clerk to take action.

Draft Instructions: How to File a Court Claim

- As stated above, please make this Instruction title more specific to water adjudication. My suggestion: How to File a WRIA 1 Water Claim. This is because there are many “court claims” and it will be confusing to court users generally and should be distinguished.
- Overall comments are that these do not read like instructions on how to fill out a form (or forms). It goes from broad concepts (definitions that apply to both forms) to specific areas of forms with separate instructions for Small Use and Full-Length and then some sections that have headers that talk about a broad term but only seem to pertain to Small Use (but it isn’t called out). Overall, I would recommend more user-friendly instructions that take the user step through step throughout each form. Even if you keep both in one set of instructions (I would advise two sets of instructions) you have to break it out better and direct users to the actual questions the sections pertain to. It is not obvious from the sections/headers alone.
- The instructions may be able to incorporate general concepts for both forms at the beginning – definitions that are used in both, instructions of what resources to use (State Wide WRIA Finder), but eliminate duplication (See p. 1 where “direct water users” is defined twice for example).
- Definition of “Claimant” which is defined in boxes in both forms looks differently defined on p.2.