

# THE BASIC FILING PROCEDURES

## PERMANENT ADOPTION

### Step 1:

File CR-101	RCW 34.05.310
Exemptions from CR-101 process	RCW 34.05.310(4)(a)-(g)
No text needed	WAC 1-21-010
Must be published 30 days before filing CR-102 (use calendar to ascertain this date)	RCW 34.05.310(1) WAC 1-21-010

### Step 2:

File CR-102	RCW 34.05.320
Text in Bill Drafting Style	RCW 34.05.395
Must be published 20 days before hearing (use calendar to Ascertain this date)	RCW 34.05.320(1) and 34.05.345
Withdrawal of proposal by agency	WAC 1-21-030(1) RCW 34.05.335(1)
Withdrawal of proposal after 180 days	RCW 34.05.335(3)

### Step 3:

File CR-103P	RCW 34.05.360
Text in Bill Drafting Style	RCW 34.05.395
Must not be adopted before date specified as "Date of Adoption" in CR-102	RCW 34.05.335(4)
Must be filed at least 31 days before rule can become effective	RCW 34.05.380(2)
Exceptions: Earlier effective date	RCW 34.05.380(3)

## EMERGENCY ADOPTION

File CR-103E	RCW 34.05.350
Text in Bill Drafting Style	RCW 34.05.395
Effective for 120 days after filing	RCW 34.05.350(2)

## EXPEDITED RULE MAKING

### Step 1:

File CR-105	RCW 34.05.353(1)-(3)
Text in Bill Drafting Style	RCW 34.05.395
Must be published 45 days before going to Step 2 (use calendar to ascertain this date)	RCW 34.05.353(6)

### Step 2:

No objections:	
File CR-103P (normal process)	RCW 34.05.353(7)
Objections:	
Agency may file CR-102 (normal process)	RCW 34.05.353(8)
<b>OR</b>	
Withdraw	