

**SUPERIOR COURT WASHINGTON, COUNTY OF KING**

vs.

**CASE NO.**

**SEA**

**NOTICE OF COURT DATE**  
**EX PARTE COMMISSIONERS- SEATTLE**  
(Clerk's Action Required) (NTMTDK)

**\*\*NOTICE\*\*** Due to the Public Health Emergency and the Emergency Court Operations currently in effect, most hearings are being conducted remotely. For the most current information SEE THE COURT'S EMERGENCY ORDERS at <https://www.kingcounty.gov/courts/superior-court.aspx>. **Important:** To keep everyone safe during COVID19, the Court is asking that parties, participants, families, and attorneys attend their hearings as indicated below, virtually, by video or telephone participation through Zoom. Virtual Courtrooms: <https://kingcounty.zoom.us/j/95589486575>

My name is: \_\_\_\_\_ . WSBA # \_\_\_\_\_ .

I am counsel for \_\_\_\_\_ .

The court can contact me at: Email: \_\_\_\_\_ **Phone:** \_\_\_\_\_

I am asking the court to have a hearing about: \_\_\_\_\_ (Name of Motion)

The date I have picked for this hearing is: \_\_\_\_\_

You must check that the court session is available before you schedule a hearing. You can see whether a session is full on the Clerk's web page: <https://tinyurl.com/EXPCAL>

**Where:** 516 Third Avenue Seattle, WA 98104. Room W325

- |  |  |
|--|--|
| <input type="checkbox"/> 9:00 AM Unlawful Detainer   | <input type="checkbox"/> 9:00 AM Civil Motions                   |
| <input type="checkbox"/> 10:30 AM Probate/Guardianship/Minor Settlement/Vulnerable Adult/TEDRA |  |
| <input type="checkbox"/> 1:30 PM Adoptions (M/W/F)   | <input type="checkbox"/> 1:30 PM Pro Se Guardian Calendar (T/Th) |
| <input type="checkbox"/> 1:30 PM Other Motions   | <input type="checkbox"/> 2:00 PM Emergency Motions               |

**Virtual Hearing Information**

DIRECT LINK: <https://kingcounty.zoom.us/j/95589486575> TELEPHONE: +1 253 215 8782

VIRTUAL COURTROOM ID NUMBER (SUBJECT TO CHANGE): 955 8948 6575

- Please only visit by phone if you are unable to join online or by the app. If you are connecting by phone you will not be able to join the correct courtroom without assistance. Please plan to call in to your hearing at least 15 minutes early to speak to someone.

**OPTIONAL INFORMATION:**

- If a particular Court Commissioner retains on this case OR has already heard a recent motion in the matter, please indicate that Court Commissioner’s name here: \_\_\_\_\_.
- If you are asking this matter be heard concurrent to a related motion or cause number, please provide the case information here: \_\_\_\_\_.
- If you have other hearings noted during the same calendar, please provide the cause number(s) here: \_\_\_\_\_.

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Self-represented parties only: I want to receive documents from the other party at:

the email address above or  this address: \_\_\_\_\_.

Fill out a box for each party who needs to be informed about this court date. Attach an additional page if needed. **You** must serve a copy of this form, with all motion documents, on all of these parties AND provide a copy to the department hearing your case (Working Papers).

Name _____	Name _____
WSBA# _____ Attorney for: _____	WSBA# _____ Attorney for: _____
Service Address: _____	Service Address: _____
City, State, Zip _____	City, State, Zip _____
Email Address: _____	Email Address: _____
Telephone #: _____	Telephone #: _____

**IMPORTANT NOTICES REGARDING EX PARTE MATTERS**

**PICKING A HEARING DATE:** If you schedule a motion on a calendar that is designated for a different case type, or in certain cases without confirming availability, you will be contacted and will be required to reschedule your hearing. In some cases, you may also need to obtain a Court Order setting the hearing date. File this form first to reserve your hearing date. **You must pick an available date that is at least:**

- Nine (9) court days after filing for most civil matters (see Emergency Orders (modifying LCR 7(b)), LCR 40.1).
- Fourteen (14) calendar days after filing for most adoption, probate, minor settlement and guardianship matters (see LCR(s) 93.04, 98.20, 98.14, 98.16, and 98.20).

**RESPONSE:** If you do not agree with the motion, you must file a response. Your response **must be in writing** and must be delivered no later than four (4) court days (not including court holidays) before the court date. The person who scheduled the court date can reply, in writing, to the response. The reply is due two (2) court days prior to the hearing.

**EMERGENCY MOTIONS:** Except in the case of imminent harm, or if it is impracticable to do so, the moving party shall pick their hearing date, file this notice and any other required forms, and give the other party at least two days' notice of his or her intent to seek immediate orders. Such notice is required in all cases unless the moving party clearly shows by sworn declaration that **immediate and irreparable harm** will result if notice is given. Hearings on the Emergency Motions calendar will only be heard if parties complete the following steps *by 12:00 PM the date of hearing:*

- ✓ File a Motion for Temporary Orders or Immediate Restraining Order AND a Notice of Hearing – Ex Parte, and
- ✓ Sent an email to [SCEXPORTEORDERS@KINGCOUNTY.GOV](mailto:SCEXPORTEORDERS@KINGCOUNTY.GOV) indicating 1) The date and time of hearing, 2) How working papers were submitted, and 3) The case number and names of the parties. Attach a copy of your **filed** Notice of Hearing and proposed Orders to the Ex Parte Department. If you do not have email you may be permitted to deliver documents in person to the Court mailroom and confirm via phone (206) 477-2517.

## Instructions for Appearing to your Zoom Meeting

### Joining by Computer or Smartphone

Zoom hearings can be joined from the internet, the Zoom application (“App”), landline or mobile phone (**Instructions below**), and with a H.323 or SIP device.

You will need the **Zoom Meeting ID** number for the hearing. The **Zoom Meeting ID** for your calendar can be found on the first page of this Notice and on the court’s website.

1. Go to <https://zoom.us/>
2. Once on the Zoom site and click the “Join a meeting” option, or use this link:  
<https://zoom.us/join>
3. Enter the Meeting ID and click “Join”

You can also download an application (“App”) to your smartphone or device. To download the Zoom mobile application, visit the zoom website at

<https://zoom.us/download>

4. Once you have joined, you will enter the virtual waiting room. Prior to the start of your hearing, the judicial officer or court employee will admit you into the virtual hearing. You might have to wait past the start of your hearing time. Please be patient.
5. If you know which courtroom your hearing is in you can self-select following the below instructions.

Click the **Breakout Rooms** option in your



meeting controls.

This will display the list of virtual courtrooms. Click **Join** next to the virtual courtroom you wish participant in, then confirm by clicking **Join** again.

### Join by telephone only if:

- You do not have a microphone or speaker on your PC/Mac,
- You do not have a smartphone (iOS or Android), or
- You cannot connect to a network for video

and VoIP (computer audio)

### DO NOT RECORD ANY COURT HEARINGS

The Court keeps a record of all proceedings. Do not record any court proceedings. You can order copies of the hearing from the Court. If you would like to order a copy of the record of the proceeding, information can be found on the Court Clerk’s Web:

<https://kingcounty.gov/courts/clerk/access-records/records.aspx>

### To join by telephone:

If you are joining via telephone, call one of the telephone numbers listed in the box, then enter your calendar **Zoom Meeting ID** number. The **Zoom Meeting ID** for your calendar can be found on the first page of this Notice and on the court’s website.

1. Call 253-215-8782 or visit [www.zoom.us](http://www.zoom.us) to find a local number.
2. Enter the assigned **Zoom Meeting ID** number found in section 3 followed by # symbol.
  - \*6 - Toggle mute/unmute
  - \*9 - Raise hand

### Considerations for Virtual Hearings:

Virtual hearings are just like attending court in person.

- Dress appropriately
- Mute your microphone unless you are asked to speak
- Follow judicial officer’s stated rules or risk being removed from the hearing
- You can only attend one virtual hearing at a time, please contact the court if you are scheduled to appear in multiple hearings.