

## SUPERIOR COURT WASHINGTON, COUNTY OF KING

vs.

**CASE NO.**

**SEA**

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

**IMPORTANT: Most hearings are being conducted virtually.** For the most current information regarding Ex Parte Department operations visit <https://kingcounty.gov/courts/superior-court/ex-parte-probate.aspx>

<b>To the Superior Court Clerk and all parties:</b>	
A court hearing has been scheduled for: _____ (date) at _____ (time).	
The name of the motion or type of hearing is: _____.	
The motion was filed on: _____ (date) by _____ (name of party).	
Email of party: _____.	
<b>IMPORTANT:</b> 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: <a href="https://tinyurl.com/EXPCAL2">https://tinyurl.com/EXPCAL2</a>	
<input type="checkbox"/> Unlawful Detainer Monday, Tuesday, Wednesday, Thursday at 9:00 AM	<input type="checkbox"/> Other/Civil Motions Monday, Tuesday, Wednesday, Thursday at 1:30 PM
<input type="checkbox"/> Probate/Guardianship/Minor Settlement/Vulnerable Adult/TEDRA Monday, Tuesday, Wednesday, Friday at 10:30 AM	<input type="checkbox"/> Adoptions Tuesday, Thursday at 1:30 PM
<input type="checkbox"/> Minor Guardianship Thursday only at 10:30 AM – Approval Required	<input type="checkbox"/> Special Set/Other (Approval Required): _____
<input type="checkbox"/> Emergency Motions <input type="checkbox"/> 2:00 PM <input type="checkbox"/> 3:00 PM Monday – Friday at 2:00/3:00 PM. Confirmation Required. See page two for further instructions.	OPTIONAL INFORMATION - If a Court Commissioner retains on this case, you are asking this matter be heard concurrent to a related motion or cause number, or you wish to strike this hearing please email to <a href="mailto:SCEXPORTEORDERS@KINGCOUNTY.GOV">SCEXPORTEORDERS@KINGCOUNTY.GOV</a> .

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 deliver 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 #: _____

#### INSTRUCTIONS FOR SCHEDULING EMERGENCY MOTIONS

**You must schedule emergency hearings by 12:00 PM the day of the scheduled hearing.** 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.

To schedule an emergency motion, file a notice of hearing, the motion, supporting materials, and proposed order(s) by 12:00 pm the day of the scheduled hearing. **Working copies are not required** but any Proposed Orders should be submitted to Orders for Review (Ex Parte In-Court). Your filed documents must be accessible in KCSCRIPT or the hearing will not be confirmed. To confirm your hearing, send an email to [SCEXPORTEORDERS@KINGCOUNTY.GOV](mailto:SCEXPORTEORDERS@KINGCOUNTY.GOV) with 1) The date and time of hearing, 2) The case number and names of the parties. 3) Attach a copy of your filed Notice of Hearing. 4) Confirm you have submitted Proposed Orders to Orders for Review. If you do not have email you may be permitted to deliver documents in person and confirm by phone (206) 477-2517. **CONFIRMATION IS MANDATORY FOR HEARINGS TO GO FORWARD.**

***Only CONFIRMED Emergency Motions will be heard on this calendar. You must schedule this hearing, file the required documents, and confirm your hearing by 12:00 PM on the desired date.***

#### IMPORTANT NOTICES REGARDING EX PARTE MATTERS

**PICKING A HEARING DATE:** The Ex Parte and Probate Department has adopted a case management policy that establishes a total number of case settings for each calendar. If you schedule a motion on a calendar that is designated for a different case type, or if the calendar is full you 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 LCR 7(b)), LCR40.1).
- 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, 98.20, 98.22).

**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.

## **Instructions for Appearing for Your Virtual Hearing**

**Virtual Hearing Information:** <https://kingcounty.zoom.us/j/95589486575>

### **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