

vs.

CASE NO.

KNT/SEA

**NOTICE OF COURT DATE**

**CHIEF UFC JUDGE**

(Clerk's Action Required) (NTMTDK)

**IMPORTANT!** Use this form **ONLY** to set hearings in front of the Chief UFC Judge. Please refer to **Local Family Law Rule 5** for information about which hearings should be noted before the Chief UFC Judge.

My name is: \_\_\_\_\_  I do not have an attorney, OR  
 I am counsel for \_\_\_\_\_, WSBA # \_\_\_\_\_.

The court can contact me at: \_\_\_\_\_, \_\_\_\_\_  
(email address) (phone)

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

The date I have picked for my hearing is \_\_\_\_\_.

**To:** \_\_\_\_\_ (Name of Other Party) **A court date has been scheduled on the above motion for:**

**Date:** \_\_\_\_\_.

**Where:** 516 3rd Ave, Seattle, WA 98104 Room W331.  
**Important!** Hearings are by phone or video until further notice. See notices below.

**Time/Day of the Week:**

- Weapons Surrender Motions or Hearings (Wednesday at 8:30 am)
- Invalidity Final Orders (Friday 8:30 am)
- Motions for Default when there has been an appearance (Friday 1:30 pm)
- All other motions/matters heard by the Chief UFC Judge (For motions with oral argument, you must obtain a date from the Chief UFC Bailiff before filing this Notice)

**For cases without an assigned judge (Monday-Friday):**

- Motions without Oral Argument
- Reconsideration of Chief UFC Orders\*\*
- Motions for revision (Your date may be changed based on Judicial availability)

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 (including any Guardian Ad Litem, CASA, or Deputy Prosecuting Attorney, with Family Support Unit).  
**You** must serve a copy of this form, with all motion documents, on all of these parties.

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 MOTIONS IN FRONT OF THE CHIEF UFC JUDGE**

**HEARINGS BY PHONE:** Parties must appear by phone. To appear for the hearing call the court at the date and time listed above. **Call (206) 263-8114** and enter conference ID number **504484#**. For the Weapons Surrender Calendar, email [weapons-surrender@kingcounty.gov](mailto:weapons-surrender@kingcounty.gov) to provide a phone number where you can be reached between 8:30 am and 11:30 am on the scheduled date.

**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 12:00 p.m. (noon), five (5) court days (not including court holidays) before the court date. Your response must be delivered to:

- 1) The Superior Court Clerk via e-Filing or in-person at Room E609.
- 2) All parties or their attorney.

**\*\*Important!** Do **not** file a response for motions for reconsideration unless the court requests one.

**REPLY:** The person who scheduled the court date can reply, in writing, to the response. The reply is due by noon three (3) court days prior to the hearing.

**SUBMISSION LIST:** Parties are encouraged to file a [Submission List](#) with the last set of documents submitted to the court.

**PROPOSED ORDERS:** Proposed Orders must be submitted in Word format to [Helson.Court@kingcounty.gov](mailto:Helson.Court@kingcounty.gov).

**SWORN STATEMENTS NECESSARY:** Any statements of a party or witness must be signed, dated and sworn to under penalty of perjury and must contain the state and city where signed.

**OTHER HEARINGS SET BEFORE THE CHIEF UFC JUDGE:** LFLR 5 and LFLR 18 outline which motions are heard by the Chief UFC Judge, which include:

- Motions to Change the Case Assignment Area or Consolidate Cases
- Surrogacy Motions
- Motions related to an appeal of a Commissioner’s order where there is no assigned judge
- Certain motions if there is no assigned judge
- Emancipation of Minors

**MOTIONS WITHOUT ORAL ARGUMENT:** You should NOT appear in court on the date of the hearing if the motion is noted without oral argument.

This is only a partial summary of the family law local rules. All parties are advised to consult with an attorney