

SUPERIOR COURT WASHINGTON, COUNTY OF KING

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: _____, _____
(E-mail 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 1:30 pm)
- 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 and Zoom link 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

APPEARING AT HEARINGS: All hearings will be conducted remotely unless directed to appear in person by the court. For the Default/Invalidity calendars on Friday at 1:30 p.m., go to www.zoom.us and enter **Conference ID No. 890 1018 5680** and **Passcode 639499**. Call or email the bailiff at 206-477-1367 or Helson.court@kingcounty.gov if you cannot appear by Zoom.

For the Weapons Surrender Calendar, email weapons-surrender@kingcounty.gov to provide a phone number where you can be reached between 8:30 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 to 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.