

**SUPERIOR COURT WASHINGTON, COUNTY OF KING**

vs.	<p style="text-align: right;"><b>CASE NO.</b> _____ <b>SEA</b></p> <p><b>NOTICE OF COURT DATE</b> <b>FAMILY LAW COMMISSIONERS CALENDAR NON-CAPPED - SEATTLE</b> (Clerk's Action Required) (NTMTDK)</p>
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***This form is used ONLY to set motion hearings for: Trial by Affidavit (TBA) motions without oral argument, Motions for Reconsideration to a FL commissioner, Family Support Prosecutor Parentage & Adjustment calendars, and State/Defense contested contempt motions***

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 \_\_\_\_\_.

*You must pick a date that is at least fourteen (14) calendar days after you file this form with the clerk's office AND serve the other party. (Note: for Summary Judgment Motions, it is 28 days, not 14.)*

**Important!** This court date is not guaranteed. The moving party must **file a Submission List by the specified deadline**, or your hearing will not go forward. See the notice section below.

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

**DATE:** \_\_\_\_\_ (fill out date you've chosen)

**COURT:** King County Courthouse 516 3<sup>rd</sup> Ave., Seattle WA 98104.

**Important!** Hearings are by phone or video until further notice. See notices below.

**Check the appropriate box below for time/day of the week based on the type of hearing**

- Motions for Trial by Affidavit (TBA) Commissioner** (See *without oral argument* notice on Page 2)
- Family Support Prosecutor Case Motions: (limit 4 SumJmt, 4 Adj per)**
  - ADJUSTMENT 9:00 AM
  - PARENTAGE Wednesday 1:30 PM
- Family Support Prosecutor Child Support Contempt Calendars (limit 2 per):**
  - Contempt, TRACK B: Monday, 1:30 PM
  - Contempt, TRACK A: Wednesday, 1:30 PM
  - Contempt, TRACK B: Thursday, 1:30 PM
- Motion for Reconsideration** (without oral argument; see *notice* on page 2)  
(Name of) Family Law Commissioner: \_\_\_\_\_

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

**IMPORTANT NOTICES REGARDING FAMILY LAW CASES**

**RESPONSE:** If you do not agree with the motion, you must file a response (*except for motions for reconsideration – see below*). 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 E912.
- 2) All parties or their attorney(s).

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

**WORKING PAPERS/CONFIRMATION ON MOTIONS:** Each party must file a submission list. The Submission List form can be found at: <https://kingcounty.gov/courts/clerk/calendars.aspx>. The Submission List is a list of the documents you want the court to consider. The party filing the motion must submit the list by noon 3 court days prior to the hearing (reply deadline). The responding party must submit the list by noon 5 court days prior to the hearing (response deadline). The person filing the motion must timely file this list or the hearing will not be confirmed, and will not take place.

**PHONE HEARINGS:** All hearings will be conducted by phone or videoconference. You must supply your email address and include the phone number you want the court to use to contact you on the Submission List. Please provide a direct number that will not be routed through a receptionist and be available from 1:30 to 4:30 for the court to call you. If you do not answer, the hearing may take place without you.

**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.

**TBA WITHOUT ORAL ARGUMENT:** All TBA motions hearings are being conducted without oral argument. You should NOT appear in court on the date of the hearing. You must schedule your motion with the family law department by going to <https://superiorcourt.kingcounty.gov/famlaw/scheduling/>.

**RECONSIDERATION WITHOUT ORAL ARGUMENT:** All Motion for Reconsideration hearings are without oral argument unless the commissioner sets an argument date. You should NOT appear in court on the date of the hearing. Reconsideration motions only require a response if the commissioner asks for you to file one. Do NOT file a response unless you are directed to do so. If a response is requested and submitted, a reply may be filed. You must schedule your motion with the family law department by going to <https://superiorcourt.kingcounty.gov/famlaw/scheduling/>.

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