

**SUPERIOR COURT WASHINGTON, COUNTY OF KING**

vs.

**CASE NO.**

**SEA**

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

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

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

The court can contact the other party at: \_\_\_\_\_, \_\_\_\_\_  
*(email address)* *(phone)*

I am asking the court to hear the following Motion(s):

1. \_\_\_\_\_ filed (date) \_\_\_\_\_
2. \_\_\_\_\_ filed (date) \_\_\_\_\_
3. \_\_\_\_\_ filed (date) \_\_\_\_\_
4. \_\_\_\_\_ filed (date) \_\_\_\_\_

The  Petitioner  Respondent will require interpreter services in \_\_\_\_\_  
*(language)*

**I have scheduled each of the motions at <https://superiorcourt.kingcounty.gov/famlaw/scheduling/> and reserved the following date:**

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

You must pick an available 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.) Once you have found an available date, fill out the table below.

**Important:** This court date is not guaranteed. You must **file this Notice and your motion within three days of making your reservation, file a Submission List, and appear at your hearing via Zoom.** See the notice section on page 2.

To: \_\_\_\_\_ (Name of Other Party)

A court date has been scheduled on the above motion for:

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

Where: 516 Third Avenue Seattle, WA 98104.

**Important!** Hearings are via Zoom until further notice. See notices below.

Time/Day of the Week:  Family Law Motion **1:00 p.m.** (check one below)

Attorney Calendar: Mon. Tues. Thurs. or Fri. (if available)  
(if one or more parties have an attorney)

Self-Represented Calendar: Wed or Fri.  
(if both parties are self-represented)

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

**ZOOM HEARINGS:** Effective 6/1/2021, all Family Law Motions Commissioner Calendars are being conducted by Zoom until further notice. Check the family law website for the latest information. **You must**

go to <https://kingcounty.gov/courts/superior-court/family/virtual-hearings.aspx>, to get the Zoom link to appear for your hearing. The link will be published on that website two days before your hearing. Check in is at 1 p.m. Please log on then.

If you cannot access the internet to obtain the phone number or link, call:

- 206-477-1523 for motions noted in Kent, or
- 206-477-2750 for motions noted in Seattle

at least two days before your hearing. Court staff will contact you to let you know how to appear.

**PICKING A HEARING DATE:** The family law motions calendar has a limited number of spaces available. Prior to filing this notice, you must visit <https://superiorcourt.kingcounty.gov/famlaw/scheduling/> to find an available court date and schedule your motion. You must file this form along with the motion within three (3) days of reserving your hearing or your reservation may be canceled.

**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, and submission list (see below) must be delivered to:

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

**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.

**SUBMISSION LIST/CONFIRMATION:** 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 3 court days prior to the hearing (reply deadline). The responding party must submit the list 5 court days prior to the hearing (response deadline). **The person filing the motion must timely file this list or the hearing will not move forward (be confirmed).**

**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.

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