

# Dependency Operations

## Step Up Plan

### PHASE FOUR

Effective Immediately (unless otherwise noted)

In concert with Emergency Order #33, this version of the step up plan will be in effect until such time as local rules can be amended.

#### AGREED ORDERS

The Court continues to accept Agreed Orders via [eFiling](#) and eService protocols. Parties are reminded that an approval from each party on the case needs to be indicated/attached or the Order will be rejected.

If a hearing date is included in the agreed order, that date must have been pre-approved by the dependency coordinators for the Kent or Seattle daily calendar, or by the lead bailiff for hearings before the lead judge.

If submitting an Agreed Order for a matter that is on a dependency calendar, please adhere to the following deadlines for how to submit:

##### DAILY CALENDAR

- If five or more court days in advance, submit through the eFiling queue
- If less than five court days, email Agreed Order directly to the bailiff

##### PRETRIAL CALENDAR

- If three or more court days in advance, submit through the eFiling queue
- If less than three court days, email Agreed Order directly to the bailiff

#### HYBRID CALENDARS

Dependency court is moving to a hybrid hearing model **effective September 1, 2021**.

##### *In Person Appearance at Hearings*

Due to the current risk of Covid-19 variants, in-person attendance at calendars and hearings will be permitted with court approval and subject to the Court's safety protocols.

If an attorney requests a client be transported from detention, the attorney shall appear, in person, with their client.

##### *Professional Party Virtual Appearance at Hearings*

Professional parties are expected to appear on dependency calendars via Zoom. All attorneys appearing in a Zoom proceeding shall utilize a video capable device and be visible on video, unless otherwise permitted by the judicial officer. Professional parties are responsible for ensuring they have all appropriate technology required to appear via video.

##### *Non-Professional Party Virtual Appearance at Hearings*

Parents, youth, caregivers, and any other non-professional parties appearing for a hearing have the option of appearing via whatever method meets their needs; in person, via video or via telephone. Professional parties should confer with their client about which option is appropriate, especially for any case that involves a restraining order or other confidentiality issue.

### Revised Orders

All orders setting a future hearing date should include the Zoom connection information for the relevant courtroom. [See court connection information below.]

### Phase-Out of Conference Call Lines


As conference call and pin information has been included on case schedules and orders, bailiffs will continue to call into the conference lines to ensure any non-professional party appearing via that method is included. It is anticipated that use of the conference call line will no longer be necessary in early 2022.

### Court Connection Information

Be sure you are connected and ready to proceed when the calendar starts and that your phone or computer is on mute until you are asked to speak.

This connection information can also be found on the daily calendars distributed by the court coordinators and online at <https://kingcounty.gov/courts/superior-court/dependency.aspx>.


## KENT CALENDAR INFORMATION

 CONNECTING VIA ZOOM			
Calendar	URL	Phone	Meeting ID
Daily	<a href="https://kingcounty.zoom.us/j/4604238467">https://kingcounty.zoom.us/j/4604238467</a>	(253) 215-8782	460 423 8467
Pretrial	<a href="https://kingcounty.zoom.us/j/4604238467">https://kingcounty.zoom.us/j/4604238467</a>	(253) 215-8782	460 423 8467
FTC Hearing	<a href="https://kingcounty.zoom.us/j/8024247476">https://kingcounty.zoom.us/j/8024247476</a>	(253) 215-8782	802 424 7476

 CONNECTING VIA CONFERENCE CALL LINE For Non-Professional Parties ONLY		
Calendar	Conference Phone Line	Pin Number
Daily	206-263-8114	1216606#
Pretrial	206-263-8114	88334695#

## SEATTLE CALENDAR INFORMATION

 CONNECTING VIA ZOOM			
Calendar	URL	Phone	Meeting ID
Daily	<a href="https://kingcounty.zoom.us/s/5467236866">https://kingcounty.zoom.us/s/5467236866</a>	(253) 215-8782	546 723 6866
Pretrial	<a href="https://kingcounty.zoom.us/j/5070580954">https://kingcounty.zoom.us/j/5070580954</a>	(253) 215-8782	507 058 0954
FTC Hearing	<a href="https://kingcounty.zoom.us/j/99402191726">https://kingcounty.zoom.us/j/99402191726</a>	(253) 215-8782	994 0219 1726

 CONNECTING VIA CONFERENCE CALL LINE For Non-Professional Parties ONLY		
Calendar	Conference Phone Line	Pin Number
Daily	206-263-8114	92245251#
Pretrial	206-263-8114	7036606#

## Security Considerations

- There are no passcodes to enter when connecting to the Zoom URL, as hearings are open to the public. [FTC Staffings do require a passcode as this is for professional parties only.]
- Non-professional participants with a concern about safety of their information (phone number appearing during a hearing) should consult with their attorney to determine how to appear.
- Recording of Zoom court proceedings is not permitted unless authorized by the judicial officer, in advance.
- Parties should inform the court at the time of their hearing of any Zoom needs, i.e., needing a breakout room for a private conversation, screen sharing, etc.

## REGULAR CALENDARS

See below designations for how calendars will be conducted.



*Hearing will be on the Pleadings*



*Hearing will on the Record, in person*



*Hearing will be on the Record, via Zoom*



*Hearing will be on the Record, via Conference Line for Non-Professional Parties*

### TOP Hearings

Email Motions for Publication and Proposed Orders (in Word) to the appropriate dependency email box: [calendar.dependencyseattle@kingcounty.gov](mailto:calendar.dependencyseattle@kingcounty.gov) or [calendar.dependencykent@kingcounty.gov](mailto:calendar.dependencykent@kingcounty.gov).

Notice sent to parent(s) must include the hearing location and Zoom connection information and instruct that they must be in the courtroom or connected to Zoom when court begins at 8:30 am.

### 72 Hour Shelter Care Hearings

These hearings need to be pre-approved by the dependency coordinator and should be set on the appropriate DCYF day (unless there is an emergent reason). There is a limit of 3 hearings per day.

Notice sent to parent(s) must include the hearing location and Zoom connection information and instruct that they must be in the courtroom or connected to Zoom when court begins at 8:30 am.

If electronic discovery could not be exchanged, parties should appear in person.

### 30 Day Shelter Care Hearings OR

If this hearing will be status quo, parties should submit an Agreed Order through the eFiling system. If the hearing will be contested, notify all parties and the Court.

### Preliminary Hearings

Notice sent to parent(s) must include the hearing location and Zoom connection information and instruct that they must be in the courtroom or connected to Zoom when court begins at 8:30 am.

*Motions – Contested/Non-Emergent*  **OR**   

Non-emergency motions will be heard on the pleadings, unless there is a request for the court to approve oral argument. There is a limit of 5 motions per day (regardless of whether with or without argument). Motion date must be pre-approved by appropriate dependency coordinator.

Oral argument is allowed on Motions for Withdrawal, but must be specified on the Note for Calendar. Add language to the order directing DPD to make an assignment if new counsel is needed for a party. [If the withdrawal is for a case on the trial board, contact the lead bailiff for a motion date.]

Counsel will notify their clients as to whether they need to appear for the hearing.

*Motions – Emergency/Certification*  **AND**   

Emergency motions shall be presented to the Court similar to Motions for Orders to Shorten Time. The emergency certification shall be without oral argument and filed by 10:30 a.m. the court day prior to the requested hearing date. If a party wishes to respond, such response shall be filed no later than 1 p.m. the day prior to the requested hearing date. By 2 p.m. that afternoon of the day prior to the requested hearing date, the judicial officer will issue an order that either certifies the matter as an emergency and grants the hearing on the substantive motion, or denies the request.

If the court certifies the matter as an emergency, the substantive motion shall be with oral argument and all parties will be given an opportunity to present their position, whether or not they previously filed a written response.

Emergency motions set for Monday will be filed by Thursday and follow the above deadlines. For Kent, the substantive portion of an emergency motions will not be heard on FTC Wednesdays, but certification may be determined if submitted timely. Motion documents should be sent to the appropriate dependency coordinator email address.

*Motions to Shorten Time*   

Parties are reminded that two hearing dates need to be approved by the coordinators: 1) the date of the motion to shorten time; and 2) the date that the substantive motion will be heard.

Orders sent to parent(s) must include the hearing location and Zoom connection information and instruct that they must be in the courtroom or connected to Zoom when court begins at 8:30 am.

*Disposition Hearing*   

Orders sent to parent(s) must include the hearing location and Zoom connection information and instruct that they must be in the courtroom or connected to Zoom when court begins at 8:30 am.

*Initial Progress Review Hearing*   

Orders sent to parent(s) must include the hearing location and Zoom connection information and instruct that they must be in the courtroom or connected to Zoom when court begins at 8:30 am.

*Permanency Planning Hearing*   

Orders sent to parent(s) must include the hearing location and Zoom connection information and instruct that they must be in the courtroom or connected to Zoom when court begins at 1:30 pm.

## Dependency Review Hearing



Orders sent to parent(s) must include the hearing location and Zoom connection information and instruct that they must be in the courtroom or connected to Zoom when court begins at 3:00 pm.

## WORKING PAPERS

Working Papers should be submitted in accordance with the Pilot Project, effective August 3, 2020. Please contact [stacy.keen@kingcounty.gov](mailto:stacy.keen@kingcounty.gov) if you need a copy of those instructions.

<b>eFiling Link</b>	
<a href="https://dja-efsp.kingcounty.gov/EFiling/Logon/Logon.aspx?ReturnUrl=%2fEFiling%2fdefault.aspx">https://dja-efsp.kingcounty.gov/EFiling/Logon/Logon.aspx?ReturnUrl=%2fEFiling%2fdefault.aspx</a>	
<b>Pilot project applies to:</b>	
<ul style="list-style-type: none"><li>• Contested motions filed pursuant to LJuCR 3.12</li><li>• Motions/pleadings filed pursuant to LJuCr 2.5(a) &amp; (b)</li><li>• Motions/pleadings filed pursuant to LJuCr 1.8 that are not excluded from the pilot</li><li>• Pleadings filed pursuant to LJuCR 3.9 Review Hearings</li><li>• Post-trial discovery motions filed pursuant to LJuCr 1.9</li><li>• Working papers for Dependency TOP hearings</li></ul>	
<b>Pilot project does not apply to:</b>	<b>Submit Working Papers To:</b>
<ul style="list-style-type: none"><li>• Hearings before Lead Dependency Judge</li><li>• Revisions</li><li>• Reconsiderations</li><li>• Pretrial Conference Hearings</li><li>• Family Treatment Court</li><li>• 72 Hour Shelter Care Hearings</li><li>• Emergency Hearings</li><li>• Motions to Shorten Time with Substantive Motion</li><li>• Motions for Orders to Publish</li></ul>	<ul style="list-style-type: none"><li>➤ Email to Lead Dependency Bailiff</li><li>➤ Email to Lead Dependency Bailiff</li><li>➤ Email to Bailiff of Deciding Judge</li><li>➤ Email to Pretrial Bailiff</li><li>➤ Email the FTC Bailiff Box and</li><li>➤ Email the Team Distribution List</li><li>➤ Email to Dependency Email Box *</li><li>➤ Email to Dependency Email Box *</li><li>➤ Email to Dependency Email Box *</li><li>➤ Email to Dependency Email Box *</li></ul>
* Send to appropriate location: For KNT: <a href="mailto:Calendar.DependencyKent@kingcounty.gov">Calendar.DependencyKent@kingcounty.gov</a> For SEA: <a href="mailto:Calendar.DependencySeattle@kingcounty.gov">Calendar.DependencySeattle@kingcounty.gov</a>	

## CERTIFIED COPIES

If a certified copy of an electronically submitted Order is needed, parties need to add additional language to the Order directing the clerk's office to provide that certified copy and whether a voucher will be applied. Please visit <https://kingcounty.gov/courts/clerk/access-records/records.aspx> to get more further information on how to process your certified copy request. A Certified Copy Addendum form is found on the External SharePoint [site](#).

## MEDIATIONS AND SETTLEMENT CONFERENCES

The court will continue scheduling mandatory mediations at the 72 Hour Shelter Care Hearing. Mediations will continue to be held virtually for the time being. Parties or counsel may contact the mediation program directly to request in-person participation at a courthouse. Those requests will be considered on a case-by-case basis by the mediation program. This policy will be reviewed in Fall, 2021.

## TRIAL CALENDAR

There is no change to the trial assignment process. Assigned judges will let parties know their preference as to how a trial will be conducted. Parties are reminded to include the assigned judge when emailing the Clerk's office to set up ShareFile for exhibits.

## FAMILY TREATMENT COURT

FTC holds Staffings and FTC Review, FTC Acceptance Hearings, Permanency Planning and Motion Hearings on Wednesdays in Kent and Thursdays in Seattle. The calendared off weeks for FTC, will remain off weeks for the rest of the year. FTC Staffings and Hearings are held via video conferencing. Video conferencing links are sent out by the Program Specialist and the calendars will designate time blocks for staffing cases as well as for the hearings. If parents need to appear in person for their review hearings, they should reach out to their team prior to their review date. Avenues for in person appearances may be requested and accommodated in certain circumstances. All incoming FTC cases will have an in person court hearing at the time of their acceptance into FTC, however not all parties need to be in attendance for that hearing. If an in person hearing is necessary, parties will be expected to follow any safety protocols issued by King County Superior Court.

All reports for FTC Hearings in FTC should be submitted via the FTC Distribution Lists. The FTC bailiff/coordinator will submit the order for the Judge/Commissioner to sign after receiving it from the FTC AAG of the Day and distribute to the team via the parent distribution list. The Program Specialist will email the order to the FTC parent.