

Dependency Operations

Step Up Plan

PHASE FIVE

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. [Hearings involving transport must be scheduled for the 8:30 am for the motions calendar or at 1:30 pm for the review calendar.]

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.]

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	https://kingcounty.zoom.us/j/4604238467	(253) 215-8782	460 423 8467
Pretrial	https://kingcounty.zoom.us/j/4604238467	(253) 215-8782	460 423 8467
FTC Hearing	https://kingcounty.zoom.us/j/8024247476	(253) 215-8782	802 424 7476

SEATTLE CALENDAR INFORMATION

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

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 or 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



There is a limit of 5 motions per day (regardless of whether with or without argument). The motion hearing date must be pre-approved by appropriate dependency coordinator.

For Motions for Withdrawal in cases that are on the trial board, contact the Dependency Lead Judge's bailiff to schedule the motion date. Language should be added to the order if DPD is directed to assign new counsel for a party.

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

Motions – Emergency/Certification



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 if you need a copy of those instructions.

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

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, 2022.

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.