

SUPERIOR COURT WASHINGTON, COUNTY OF KING

vs.

CASE NO.

SEA

NOTICE OF COURT DATE
EX PARTE COMMISSIONERS- SEATTLE
(Clerk's Action Required) (NTMTDK)

****NOTICE**** Due to the Public Health Emergency and the Emergency Court Operations currently in effect, most hearings are being conducted telephonically. For the most current information SEE THE COURT'S EMERGENCY ORDERS at <https://www.kingcounty.gov/courts/superior-court.aspx>

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 this hearing is: _____

Important: Hearings must be set on the correct calendar at the designated available time(s). Motions set on the incorrect calendar or set at unavailable times will be stricken. Also, you must **submit working papers** or your hearing will not go forward. See the notice section on page 2.

Where: 516 Third Avenue Seattle, WA 98104. Room W325

Important! Hearings are by phone or video until further notice.

Parties must call (206) 263-8114 and enter the appropriate conference ID #.

- ☐ 9:00 AM Unlawful Detainer (6222383#) ☐ 9:00 AM Civil Motions (9325672#)
☐ 10:30 AM Probate/Guardianship/Minor Settlement/Vulnerable Adult/TEDRA**Cases are assigned by the second to last digit in the case number (EVEN: 6222383#) (ODD: 9325672#)
☐ 1:30 PM Adoptions (M/W/F) (The Court will call participating parties).
☐ 1:30 PM Pro Se Guardian Calendar (T/Th) (6222383#) ☐ 1:30 PM Other Motions (9325672#)
☐ 2:00 PM Emergency Motions ☐ 3:00 PM Emergency Motions

*Please contact the Department at SCEXPARTEPHONE@KINGCOUNTY.GOV PRIOR TO SETTING ANY EMERGENCY HEARING TO CONFIRM AVAILABILITY.

NOTICE RE 2:00 PM & 3:00 PM Calendar Times: Except in the case of emergency or if it is impracticable to do so, the moving party shall pick their hearing date, file this notice and any other required forms, and give the other party at least **two days' notice of his or her intent to seek immediate orders.** Such notice is required in all cases unless the moving party clearly shows by sworn declaration that immediate injury, loss or damage will result if notice is given.

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 or person who has filed a Request for Special Notice). Attach an additional page if needed.

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 EX PARTE MATTERS

PICKING A HEARING DATE: If you schedule a motion on a calendar that is designated for a different case type, or in certain cases without confirming availability, you will be contacted and will be required to reschedule your hearing. In some cases you may also need to obtain a Court Order setting the hearing date. File this form first to reserve your hearing date. You must pick an available date that is at least:

- Nine (9) court days after filing for most civil matters (see Emergency Order 18 (modifying LCR 7(b)), LCR 40.1).
- Fourteen (14) calendar days after filing for most adoption, probate, and guardianship matters (see LCR(s) 93.04, 98.20, 98.14, 98.16, and 98.20).

CONFIRMATIONS ARE NOT REQUIRED. YOU ARE REQUIRED TO NOTIFY THE COURT OF ANY CONTINUANCE OR STRIKE PER LCR 7. BEST PRACTICE IS TO FILE A NOTICE STRIKING HEARING.

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 four (4) court days (not including court holidays) before the court date. Your response must be filed/delivered to:

- 1) The Superior Court Clerk in Room E609 2) All parties or their attorney of record.

REPLY: the person who scheduled the court date can reply, in writing, to the response. The reply and submission list are due two (2) court days prior to the hearing.

WORKING PAPERS: Working Copies (electronic or paper) are required for all noted hearings. Working Copies are not required for Ex Parte via the Clerk submissions. **Parties must timely file working papers or the hearing may not move forward.**

VIRTUAL HEARINGS MAY BE REQUIRED: All hearings are being conducted by phone or video until further notice. Check the Ex Parte website for the latest information.