**IN THE SUPERIOR COURT OF THE STATE OF WASHINGTON**

**COUNTY OF KING**

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|     **In re:** v.  |  **NO:**   **EMERGENCY NOTICE RE TELEPHONIC HEARINGS IN THE EX PARTE AND PROBATE DEPARTMENT** |

All **scheduled Ex Parte and Probate Department hearings shall be conducted by telephonic appearance until further notice.** Do not come to the courthouse for a hearing unless specifically directed to do so by a judicial officer. The Court now utilizes a conference call system to appear. Please see visit <https://www.kingcounty.gov/courts/superior-court/ex-parte-probate.aspx> or contact the Ex Parte and Probate Department for further instructions.

Any party who wishes to be heard shall file appropriate responsive documents consistent with the guidelines set forth in Local Civil Rule 7. If you wish to provide the Court with any written documents to consider, the Court strongly encourages you to use the Court’s e-filing system and submit working copies via E-Working Copies.

See https://kingcounty.gov/courts/clerk.aspxfor instructions.

**ASSISTANCE FOR SELF-REPRESENTED PARTIES AND FAMILY LAW SERVICES**

Many services for self-represented parties, including mediation, parenting evaluations, assistance from the Family Law Facilitators are being conducted by telephone and e-mail. *See* Family Law web pages for more information.[***https://www.kingcounty.gov/courts/superior-court/family.aspx***](https://www.kingcounty.gov/courts/superior-court/family.aspx)

**Ex Parte Conference Call Numbers**

All parties appearing by phone must call: **(206) 263-8114** and enter the appropriate Conference ID.

**For Noted Matters Scheduled at the MRJC in KENT**

* Civil Motions and Probate/Guardianship - Conference ID: 368794#
* Motions for Final Decrees, Restraining Orders or Other Temporary Orders – Please email SCEXPARTEPHONE@KINGCOUNTY.GOV TO OBTAIN TELEPHONIC INSTRUCTIONS.

**For Noted Matters Scheduled at the KCCH in Seattle**

* Noted Civil Motions – Conference ID: 9325672#
* Motions for Final Decrees, Restraining Orders or other Temporary Orders (with confirmed presentation times) – PLEASE EMAIL SCEXPARTEPHONE@KINGCOUNTY.GOV TO OBTAIN TELEPHONIC INSTRUCTIONS.
* Probate/Guardianship Matters with an even 8th digit in the case number (Example: 20-4-0987**8**-0 SEA) - Conference ID: 6222383#
* Probate Guardianship Matters with an odd 8th digit in the case number (Example: 20-4-3465**5**-0) - Conference ID: 9325672#

[**Click here for General Instructions for Telephonic Appearance**](https://www.kingcounty.gov/courts/superior-court/ex-parte-probate.aspx#collapseOneDefault)

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| **1.** | **Call the number on your confirmation** at least 5 minutes before your scheduled hearing time. |
| **2.** | **When prompted, dial the Conference ID followed by the # key.** You will be advised whether you are joining the call in progress, if you are the first to call, or you may be placed on “music-on-hold.” As others join you may hear a mild “beep-beep" indicating that others are on the line. Until your case is called, refrain from speaking other than with court staff or the Judicial Officer. ALL SCHEDULED CASE PARTIES MAY BE ON THE LINE (NOT JUST FOR YOUR MATTER). |
| **3.** | **After check-in wait until your case is called.** Use your “speakerphone” feature while waiting only if you are able to mute the microphone to eliminate ambient noise. You must use the handset when speaking with the Court. Identify yourself each time you speak and conduct yourself as you would if you were in the Courtroom. |
| **4.** | **If the Court does not join the call within 15 minutes** after your scheduled hearing time, please email SCEXPARTE@kingcounty.gov. Do not leave the conference line or place the conference line on hold. |
| **5.** | **When Court has commenced, DO NOT INTERRUPT.** You will have an opportunity to speak. If the call is in progress and you hear voices, wait until an opportunity to speak arises without interrupting others. The Clerk may be performing a check-in and will get to you. |
| **6.** | **Once your matter is concluded,** hang-up. If your hearing is canceled or continued you must notify us, prior to the time of your scheduled hearing. |

In most cases parties will be need to obtain copies of orders entered from the [Superior Court Clerk’s Office](https://www.kingcounty.gov/courts/clerk.aspx). Parties requesting a waiver of the copy fees should utilize [Ex Parte Addendum Form A](https://www.kingcounty.gov/~/media/courts/superior-court/docs/COVID-19/Addendum-A.ashx?la=en) for any matters in which they anticipate requesting records. This form will provide direction to the Clerk to issue and disseminate documents in a timely manner without the parties having to separately request documents. All other document requests should go through the clerk’s [online records request application](https://www.kingcounty.gov/courts/clerk/access-records/records.aspx) or request by mail.