



KING COUNTY SUPERIOR COURT

EX PARTE DEPARTMENT PROCEDURES AND INFORMATION (JULY 2020)

IMPORTANT: Updated procedural information and answers to frequently asked questions are available on the Ex Parte & Probate Department Website:

www.kingcounty.gov/courts/superior-court/ex-parte-probate.aspx

Important New Changes:

- **Defaults & Garnishment.** Motions for default and motions for default judgment request for entry of the Judgment and Order to Pay on Writs of Garnishment may be filed consistent with existing moratoria.
- **Noting Civil Motions.** Changes to LCR 7 apply to civil motions noted in Ex Parte. The moving party shall serve and file all motion documents no later than *nine court days* before the date the party wishes the motion to be considered; opposing documents will be filed and served no later than 4:30 p.m. *four court days* before the motion is to be considered; and any optional strict reply will be filed and served no later than 4:30 p.m. *two court days* before the hearing.
- **Unlawful Detainers.** The court is hearing evictions consistent with federal, state and local Executive Orders. Parties requesting exception to these moratoria must follow specific procedures outlines in current Emergency Orders. All parties shall make a good faith effort to mediate prior to setting show cause hearings. The court will cap in-person Orders to Show Cause to meet social distancing requirements.

Continuing Changes to Normal Practice:

- **Adoptions:** All agreed Adoption matters which can be completed telephonically are permitted. Adult Adoptions must be noted. More information [HERE](#).
- **Agreed & Default Family Law Orders:** Proposed Orders which would have previously been presented in person pursuant to LFLR 5, and are not eligible for submission Ex Parte via the Clerk should be submitted online through "Orders for Review". Instructions available [HERE](#).
- **Guardianship/Probate:** New matters must be initiated online via e-filing [Ex Parte via the Clerk](#). GALs are authorized to arrange video interviews as needed.
- **Protection Orders.** Protection orders may be submitted via drop-box or email to the [Clerk's Protection Order Office](#).
- **Temporary Family Law Orders.** Motions for temporary orders and restraining orders are TO BE filed and submitted via email. Instructions available [HERE](#).
- **Pro Se Final Decree Calendar.** Hearings set on this calendar are canceled. Pro Se parties should contact the [Facilitator](#) for assistance. Other helpful information for navigating the court during the pandemic is posted [HERE](#).
- **Walk-In Matters.** Matters which would have otherwise been presented in person and are not addressed specifically herein, should be noted for hearing pursuant to LCR 7 (9 days' notice) for

civil matters or LFLR 5 (14 days' notice) for family law matters. Such motions should be set at 1:30 PM.

- **Working Papers.** Parties are strongly encouraged to utilize E-Working Copies. Working papers in fee waived Guardianship matters may be submitted via email to SCEXPORTEORDERS@KINGCOUNTY.GOV. Parties **must** comply with the mandatory deadlines set forth in LCR(s) 7, 98.04, 98.14, 98.16, 98.20 and any other relevant rules. Late working papers may not be considered by the Judicial Officer at the time of hearing.

How are hearings being conducted?

All court hearings will be conducted by telephone, video, or other electronic means. In rare circumstances and with the court's approval, the parties may appear in-person and must comply with social distancing requirements. The moving party must give notice of hearing procedures in every case. Further instructions are posted online [HERE](#). The court may require a party to appear in person at a hearing, conference, or proceeding if the court determines on a hearing-by-hearing basis that a personal appearance would materially assist in the determination of the proceedings or in the effective management or resolution of the particular case.

Public Health and Safety Procedures:

- If you are ill or have symptoms of illness, **do not** enter the courthouse or courtrooms.
- Masks or other facial coverings of the nose and mouth **must** be worn at all times.
- Observe proper social distancing in all areas of the courthouse, including courtrooms.
- Observe posted signs providing public health instructions.
- Follow all public health instructions of court staff.

Ex Parte Contact Information

Ex Parte and Probate Department: (206) 477-2517

Due to the volume of inquiries, parties are strongly encouraged to email:

- General email inquiries: SCExParte@kingcounty.gov
 - All "normal" correspondence goes here.
- Inquires related to telephonic appearance: SCExPartePhone@kingcounty.gov
 - This email is primarily used to arrange emergency telephonic appearances.
- Submissions of Pleadings (only as permitted): SCExParteOrders@kingcounty.gov
 - Public Pay Guardianship working papers, updated proposed orders or other documents at Judicial Officer's request.