

King County Superior Court Ex Parte Procedure for Submission of Immediate Family Law Restraining Orders in Response to COVID-19

Information

Motions for Temporary Relief are heard daily at 2:00 PM & 3:00 PM.

Family Law Matters: The Ex Parte Department will hear motions on family law immediate restraining orders, and other emergency family law issues where there is a threat of imminent harm requiring immediate relief.

Survivors of Domestic Violence or Unlawful Harassment: If another parent has a history of physically harming you or the children, or has threatened to, and if you have had a dating, roommate, marital, or family relationship, or you are a victim of unlawful civil harassment by them, you may be able to file a petition for an [Order for Protection](#) for immediate protection.

Timing of Hearings

The court is currently hearing emergency motions two judicial days following filing, unless a request for a same day hearing is made pursuant to the submission process outlined below. Parties may set a motion for temporary orders two or more days in advance without approval.

Emergency Motions: Same Day Presentation

Parties with emergencies which require court orders shall e-file their emergency motion materials, and shall email SCEXPARTEPHONE@KINGCOUNTY.GOV, as well as opposing party/counsel, and shall attach their motion materials and any proposed orders. The subject line should read "URGENT

REQUEST: Ex Parte Application for Emergency Relief/CASE NUMBER." Upon receipt, the court will review the applications and—where appropriate—notify the parties by 1:30 PM, to appear for a telephonic hearing set within two judicial days. Any request for immediate relief (e.g. the same day that emergency motion materials are submitted to the court) shall be considered if the materials are submitted after 11:00 AM, in which case the order shall be granted or denied on the next day of judicial business in sufficient time for the order to be filed that day with the clerk of the court.

Instructions

- 1. Complete the required forms.** Any request for the issuance of an immediate restraining order, with or without notice shall be noted using the Ex Parte Notice of Hearing form (form(s) 16 & 17 in the [Forms Directory](#)). Most matters should be scheduled no sooner than two judicial days from the date of filing.
 - Self-Represented litigants may contact the [Facilitator](#) for assistance. Forms and instructions are also available online [HERE](#).
- 2. Give Notice.**

King County Superior Court Ex Parte Procedure for Submission of Immediate Family Law Restraining Orders in Response to COVID-19

- See LFLR 8: The party asking for an Ex Parte Restraining Order (the moving party) shall give prior written or oral notice to the attorney for the opposing party or, if unrepresented, to the opposing party. The moving party or attorney shall certify to the court in writing the efforts which have been made to give notice to the opposing party. *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.*
 - **If you gave written notice, attach a copy of your email or fax or letter to the Motion. Email or give the other party/their attorney a set of your motion papers before the hearing and include a copy of the [Notice of Telephonic Hearing](#).**
3. **File.**
- File the originals with the court clerk's office in the superior courthouse where you are filing your motion. Click [HERE](#) for instructions on how to electronically file your documents without having to go to the courthouse.
4. **Submit working papers**, including a proposed order, using [E-Working Copies](#).
- Parties should submit proposed Orders in WORD to the extent practicable. Parties **MUST** indicate on their working papers submission the correct date and time of presentation. All parties should also submit copies of their modification or case initiating documents (e.g. Petition for Dissolution) and a **Law Enforcement Information Sheet (LEIS) with their working papers.**
 - Self-Represented litigants and represented parties with active fee waivers may submit their working papers via email to SCEXPARTEPHONE@kingcounty.gov or to the Clerk's office via mail or drop-box at the appropriate courthouse. The subject line of their email should read: URGENT/CASE NUMBER/HEARING REQUEST. Staff will respond with instructions.

IMPORTANT: A lawsuit generally must be pending in order for the court to have jurisdiction to enter restraining orders. If the action is filed under a prior dissolution or parenting action, in most cases a modification petition must be filed before the court can enter restraining orders affecting children. Parties should submit copies of any such pleadings as working papers or otherwise be prepared to show cause why temporary orders should be entered absent such a filing.