

**SUPERIOR COURT OF WASHINGTON
IN AND FOR SNOHOMISH COUNTY**

Plaintiff/Petitioner(s)

vs.

Defendant/Respondent(s)

CASE NO. _____

CALENDAR NOTE: (NTC)
CIVIL MOTIONS – COMMISSIONER CALENDAR
Unless otherwise provided by applicable rule or statute, this form and the motion must be filed with the Clerk not less than five (5) court days preceding the date requested.

****NOTICE**** Due to the Public Health Emergency and the Emergency Court Operations currently in effect, most hearings are being conducted remotely or without oral argument. For the most current information SEE THE COURT’S EMERGENCY ORDERS at <https://www.snohomishcountywa.gov/5643/Emergency-Orders>
See page 2 to determine where to note various matters. See page 3 for information on remote appearances.

- A. COMMISSIONER CIVIL CALENDAR**
Tuesday through Friday at 10:30 a.m. in Courtroom 1B
- Allowed Unlawful Detainers – oral argument is heard remotely via Zoom
 - All other motions are heard without oral argument unless oral argument is requested by the Court
 - See page 2 for additional information and requirements

Date requested: _____
(mm/dd/yyyy)

Nature of hearing: _____

CONFIRMATION REQUIRED
www.snohomishcountywa.gov/Confirmations

- B. INTERPRETER CALENDAR**
Tuesday at 9:00 a.m./Friday at 1:00 p.m. in Courtroom 1E
- Oral argument is heard remotely via Zoom
 - Interpreters are arranged through Court Administration. Please call 425-388-3421.
 - See page 2 for additional information and requirements
- Language needed: _____

Date requested: _____
(mm/dd/yyyy)

Nature of hearing: _____

CONFIRMATION REQUIRED
www.snohomishcountywa.gov/Confirmations

NOTE: When picking a hearing date, DO NOT schedule your hearing on a court holiday. A list of court holidays can be found at <http://www.snohomishcountywa.gov/354/County-Holidays>

If noting a presentation, or if a particular Court Commissioner has already heard a recent motion in the matter, please indicate that Court Commissioner’s name here: _____

Failure to notify the Court of a continuance or strike may result in sanctions and/or terms. SCLCR 7.

This form cannot be used for trial settings. SCLMAR 2.1 SCLCR 40(b).

CERTIFICATE OF SERVICE BY MAIL:

I hereby certify that a copy of this document and all documents listed on page 3 were mailed to the parties listed on page 3 on:

Date (mm/dd/yyyy): _____

Printed name: _____

Noted by:

Name: _____

WSBA # _____

Attorney for: Plaintiff/Petitioner Defendant/Respondent

FOR SELF-REPRESENTED (PRO SE) PARTIES:

If service is required, you must also file a RETURN OF SERVICE. Failure to do so may result in your hearing not being heard.

Please check in the Law Library for more information regarding service.

Noted by: Plaintiff/Petitioner Defendant/Respondent

(Printed name)

(Address)

(Phone number)

(Email address)

WHERE TO NOTE VARIOUS MATTERS DURING THE CORONAVIRUS HEALTH CRISIS:

SEE THE COURT'S EMERGENCY ORDERS AT <https://www.snohomishcountywa.gov/5643/Emergency-Orders> for the most current information.

COMMISSIONER CIVIL MOTIONS: Defaults, discovery motions and enforcement thereof; supplemental proceedings; receiver actions; removal of wills; and motions to amend pleadings will be considered based on written materials submitted and without oral argument unless oral argument is requested by the Court. Residential Unlawful Detainers (not prohibited by Governor's Proclamation) will be heard remotely with oral argument unless a judicial officer indicates oral argument is not needed. See page 3 for instructions on determining whether the hearing is scheduled for oral argument, and if so, how to appear remotely through Zoom. Proposed orders shall be provided to the Court at the time working copies are submitted and in compliance with court rules.

Petitions to Restore Firearms Rights must follow the procedure outlined in the most recent [Emergency Order](#). Only matters not agreed to by the Prosecuting Attorney's Office will be noted for a hearing.

PRESIDING JUDGE'S MOTION CALENDAR: Motions for trial continuance; pre-assignment; expedited trial date; and motions regarding timeliness of demand for jury trial will be considered by the Court based on materials submitted and without oral argument unless a judicial officer's law clerk contacts you and requests the parties to appear telephonically. Return hearings on Sexual Assault, Vulnerable Adult, and Extreme Risk protection orders will heard telephonically. If appearing telephonically parties must call the Civil Trial Call phone number 5 minutes before the calendar start time at 425-388-5444, enter conference ID number 7507340 when prompted, remain on the line until your matter is called. Proposed orders shall be provided to the Court by noon one (1) day prior to the hearing.

All other civil motions not addressed above are heard before the Civil Motions Judge

RALJ HEARINGS: RALJ hearings are suspended pending further court order. Ex-parte agreed orders re-setting dates or requesting assignment to a judge may be presented to the criminal hearing judge.

SPECIAL SET/EXTENDED MOTIONS BEFORE A COMMISSIONER: Special Set/Extended motions are set by the Commissioner only, not by a party or by counsel. All matters are to be heard remotely, unless ordered or noted otherwise. See page 3 for instructions on determining whether the hearing is scheduled for oral argument, and if so, how to appear remotely through Zoom. Proposed orders shall be provided to the Court at the time working copies are submitted and in compliance with court rules.

INTERPRETER CALENDAR: All matters are to be heard with oral argument. See page 3 for instructions on how to appear remotely and present oral argument through Zoom. Interpreters are arranged by Court Administration at 425-388-3421. Court Administration accepts requests for interpreters from pro se litigants and all attorneys of record. All requestors have an ongoing obligation to provide Court Administration with correct and updated information regarding dates, times and locations of the hearings for which the interpreter is needed. The court requests five (5) days' notice for each hearing when possible. Proposed orders shall be provided to the Court at the time working copies are submitted and in compliance with court rules. Please note if the maximum hearing limit for the calendar is reached, your matter may be continued.

CONFIRMATION NOTES: Except for matters set on the Pro Se Dissolution calendar, all matters set on the Judge's Civil Motion Calendar, Presiding Judge's Motion Calendar or Court Commissioner Calendars must be confirmed prior to the hearing. Motions

for Summary Judgment set on the Judge’s Civil Motions calendar must be confirmed no later than 12:00 noon three (3) court days prior to the hearing; all other motions set on the above calendars must be confirmed no later than 12:00 noon two (2) court days prior to the hearing. During the confirmation window, confirmations are accepted for a 24 hour period beginning at 12:01 p.m. When determining your confirmation deadline, do not count weekends or court holidays. Confirmations can be made online at www.snohomishcountywa.gov/Confirmations. Online confirmations are highly preferred as the confirmation coordinator can respond more efficiently when there are questions or concerns. If you are unable to access the online confirmations webpage, you may call and leave a message with your name, case name, case number, hearing date and time, name of motion and calendar name at 425-388-3587. The Coordinator will not confirm receipt of your phone message and may not be able to answer questions by phone.

All matters specially set on a Judge’s personal calendar must be set/confirmed/continued/stricken through the Judge’s law clerk. Adoptions, reasonableness hearings and minor settlements are specially set on the Judge’s Civil Motions calendar each Monday and are confirmed through the Civil Motions Judge’s law clerk. Judge’s law clerk contact information is available online at <https://www.snohomishcountywa.gov/1345/Judicial-Officers>

REMOTE APPEARANCES: Go to <https://www.snohomishcountywa.gov/5657/Commissioner-Hearings> after 5:30 p.m. two (2) days prior to the hearing to determine if oral argument shall be presented at the hearing. Any matter requiring oral argument will be done remotely through Zoom, unless the Court specifies otherwise. If your hearing has been properly confirmed, connect to the Zoom meeting **15 minutes prior to the start time of the hearing**. Once connected, you will be placed in a waiting room until the court admits you into the meeting room for your hearing. Failure to appear may be grounds to strike the hearing or proceed without the participation of any missing party.

Participants shall not use video during these hearings, they will be conducted via audio connection only. Pursuant to CR 16, SCLAR 0.02(e)(4), and Administrative Order 37-20, the recording of any courtroom proceeding, without the express permission of the judicial officer, is strictly prohibited.

To connect to your hearing via the Zoom application from a computer or tablet, find links to the meetings on the Superior Court Website at: <https://www.snohomishcountywa.gov/5657/Commissioner-Hearings>

To connect to your Zoom hearing via telephone, dial 253-215-8782 or find a more local number on Zoom’s website at <https://zoom.us/>. **If you wish to block your phone number from view in the zoom meeting dial *67 followed by the phone number above.** Follow the prompts by entering the information contained in the table below for the appropriate calendar for your hearing.

Calendar	Meeting ID	Participant ID	Password
Commissioner Civil Calendar	971 5165 7283	None, press # only	874888
Guardianship & Probate Calendars	935 6729 7776	None, press # only	146929
Minor Guardianship Calendar	994 6864 7614	None, press # only	680043
Interpreter Calendar	940 1043 8049	None, press # only	072729

Questions about telephonic appearances should be directed to the following:

Confirmations: SSC-HearingConfirmations@snoco.org

Court Administration: SuperiorCourtAdmin@snoco.org

Judge’s law clerk contact information is available online at <https://www.snohomishcountywa.gov/1345/Judicial-Officers>

Please print the names, addresses etc. of all other attorneys in this case and/or all other parties requiring notice.

Name: _____ WSBA#: _____
Address: _____ Phone # _____ Ext. _____

Attorney for: (CHECK ONE)
 Petitioner/Plaintiff Respondent/Defendant
 Pro Se

Name: _____ WSBA#: _____
Address: _____ Phone # _____ Ext. _____

Attorney for: (CHECK ONE)
 Petitioner/Plaintiff Respondent/Defendant
 Pro Se

Name: _____ WSBA#: _____
Address: _____ Phone # _____ Ext. _____

Attorney for: (CHECK ONE)
 Petitioner/Plaintiff Respondent/Defendant
 Pro Se

Name: _____ WSBA#: _____
Address: _____ Phone # _____ Ext. _____

Attorney for: (CHECK ONE)
 Petitioner/Plaintiff Respondent/Defendant
 Pro Se

List all documents mailed: _____

