

Response/Declaration Instructions ~ Please Read

As of April 4, 2020 the PROTECTION ORDER OFFICE will be closed to the public. During the current public health crisis & due to current EMERGENCY ORDERS in place, protection order filings must be submitted electronically by email or by fax.

Please note the names of the parties on the court papers you received should remain the same for all document filed in your case. The person who filed the case is always the petitioner, the person the case is filed against is always the respondent regardless of who is filing the documents.

DECLARATIONS: Written by either yourself or other individuals with knowledge of incidents specifically related to allegations in the petition filed against you. All declarations to be considered by the court must be signed under penalty of perjury. If you have referred to evidence attach and include as 1 document.

COVER SHEET: If you are not filing a declaration and only submitting evidence, use this as a "Table of Contents" for attached documents. List or describe documents you are filing. (i.e. police reports, witness statements, medical records, photos)

RETURN OF SERVICE: To be completed by the person who served the other party. Must be submitted prior to the hearing.

FILING YOUR RESPONSE

1. Once you are ready to file your response they can be submitted to the Clerk's Office by fax (425-388-3127 or email (protection.orders@snoco.org)).
2. If you have a smartphone, free scanning applications are available to download which allow you to scan documents and submit by email. (Scannable by Evernote or Smart Doc Scanner have been successful apps used).
3. Documents scanned by an office supply store/business (i.e. Staples/Fed Ex/Minuteman Press) should be emailed to our office and your e-mail. Faxes must include a cover sheet with your contact information.

NOTE: The Clerk's office does not endorse the above stores or apps, they are simply options to consider

4. If you are unable to submit your documents electronically, you may "file" them at the Snohomish County Courthouse under the door of our office, Room #1526 (formerly C-125) at 3000 Rockefeller Ave in Everett. Please call us at 425-388-3638 to let us know you have "filed" them.
5. **DOCUMENTS SUBMITTED BY EMAIL must be in WORD or PDF format.** For security reasons we are unable to open documents in other formats or documents saved to a personal cloud or storage drive.
6. **Submitted photos taken of original documents or documents of poor quality or illegible (i.e. dark, blurry, etc.) WILL be rejected.**
7. More than 5 items (photos, text) provided as evidence should be cut and pasted into a WORD document, not sent as individual items.
8. Once we receive your response we will provide a copy to the judicial officer and file the original in your case.

IMPORTANT: If your response/declaration is more than 25 pages - you are responsible for providing a working copy to the court.

SERVICE OF DOCUMENTS

9. **YOU are required** to have the other party served with your response 3 days prior to your hearing. These may be served personally by someone other than yourself over the age of 18 or by mail.
10. You are required to provide the Declaration of Mailing or Return of Service indicating that the documents have been served either by mail or personal service.

➤ **QUESTIONS? YOU MAY CONTACT US BY:**

EMAIL: protection.orders@snoco.org

PHONE: 425-388-3638

FAX: 425-388-3127

WEBSITE: <https://snohomishcountywa.gov/5520/Protection-Orders>

**SUPERIOR COURT OF WASHINGTON
FOR SNOHOMISH COUNTY**

NO.

Petitioner/Plaintiff(s),

vs.

COVER SHEET

Respondent/Defendant(s).

ATTACHED HERETO IS:

**Superior Court of Washington
For Snohomish County**

Petitioner (Protected Person)

vs.

Respondent (Restrained Person)

No.

**Return of Service
Domestic Violence
(RTS)**

Identification of server:

1. My name is _____. I am a peace officer 18 years of age or older and not the petitioner or the respondent.

Able to serve:

2. I served _____ (name of person served)
on _____ (date) at _____ (time) at this
address: _____,
with the documents checked in paragraph 3.

List of documents:

3. I served the:

<input type="checkbox"/> Declaration / Response: _____ _____ _____	<input type="checkbox"/> Other: _____ _____ _____
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NEXT HRG:

Not able to serve:

4. I was unable to make personal service on the respondent. I notified the petitioner that respondent was not served.
- I was unable to make personal service on the petitioner. I notified the respondent that petitioner was not served.
- Personal service was attempted on the following date(s) _____
_____.
- No service was attempted because _____
_____.
5. **Other:** _____

I certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

Dated: _____ at _____, Washington.

Fees: Service _____
Mileage _____

Signature of Server

Print or Type Name

Total _____

Law Enforcement Agency

PLEASE RETURN COMPLETED FORMS TO:

Snohomish County Clerk's Office
Court Services Division M/S 605
1st Floor, Room C125
3000 Rockefeller Ave
Everett, WA 98201

FAX: 425-388-3127

PHONE: 425-388-3638