

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

Petitioner(s)

vs.

Respondent(s)

CASE NO. _____

**CALENDAR NOTE: (NTC)
FAMILY LAW MOTIONS**

Unless otherwise provided by applicable rule or statute, this form and the motion must be filed with the Clerk not less than twelve (12) calendar days preceding the date requested. Responses to motion must be filed five (5) court days before the hearing. Replies to responses must be filed three (3) court days before the hearing.

****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. FAMILY LAW/DOMESTIC CALENDAR

Monday through Friday at 9:00 a.m.
Courtroom 1C or 1D as assigned

- Oral argument is heard remotely via Zoom unless the Court determines no oral argument is required
- See page 2 for additional information and requirements

Date requested: _____
(mm/dd/yyyy)

Nature of hearing: _____

(CONFIRMATION REQUIRED)
www.snohomishcountywa.gov/Confirmations

**B. FINAL DISSOLUTION / LEGAL SEPARATION /
INVALIDITY CALENDAR**

Thursday at 1:00 p.m. in Courtroom 1B

- Agreed or default attorney involved matters ONLY
- No in-court or remote appearances
- See page 2 for additional information and requirements

Date requested: _____
(mm/dd/yyyy)

Nature of hearing: _____

(CONFIRMATION REQUIRED)
www.snohomishcountywa.gov/Confirmations

C. PRO SE DISSOLUTION CALENDAR

Wednesday at 1:00 p.m. in Courtroom 1D

- Agreed matters and default orders ONLY
- No in-court or remote appearances
- See page 2 for additional information and requirements

Date requested: _____
(mm/dd/yyyy) **(NO CONFIRMATION REQUIRED)**

D. 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

Date requested: _____
(mm/dd/yyyy)

Nature of hearing: _____

(CONFIRMATION REQUIRED)
www.snohomishcountywa.gov/Confirmations

Language needed: _____

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:	Noted by: _____
I hereby certify that a copy of this document and all documents listed on page 4 were mailed to the parties listed on page 4 on:	Name: _____
Date (mm/dd/yyyy): _____	WSBA # _____
Printed name: _____	Attorney for: <input type="checkbox"/> Plaintiff/Petitioner <input type="checkbox"/> Defendant/Respondent

FOR SELF-REPRESENTED (PRO SE) PARTIES:	Noted by: <input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent
If service is required, you must <u>also</u> file a RETURN OF SERVICE. Failure to do so may result in your matter not being considered by the Court.	_____ (Signature)
	_____ (Address)
	_____ (Phone number)
	_____ (Email address)
I am the opposing party and have been provided notice of the hearing date: _____	<input type="checkbox"/> Petitioner
	<input type="checkbox"/> Respondent
	_____ (Opposing party's signature)

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.

FAMILY LAW/DOMESTIC MOTIONS: Matters will be considered based on the written materials submitted and will be heard 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 consistent with court rules. Please note if the hearing limit for the calendar is reached, the parties can agree to a new hearing date, otherwise, the matter will need to be re-noted.

FINAL DISSOLUTION / LEGAL SEPARATION / INVALIDITY MATTERS: Attorney involved default/agreed dissolution, legal separation and invalidity actions shall be considered by the Court based on materials submitted and without oral argument or testimony. Parties shall provide written declarations or affidavits in lieu of oral testimony in the form prescribed by the Court. Forms to present written testimony are available on the court's website at <https://snohomishcountywa.gov/5523/Snohomish-County-Superior-Court-Forms>. Agreed final orders must be provided to the Court by noon one (1) day prior to the hearing.

PRO SE DISSOLUTION MATTERS: Matters will be considered based on the written materials submitted and without oral testimony. Parties shall present declarations or affidavits in lieu of oral testimony in the form prescribed by the Court. Forms to present written testimony are available on the court's website at <https://snohomishcountywa.gov/5523/Snohomish-County-Superior-Court-Forms>. Default or agreed final orders must be provided to the Court by noon one (1) day prior to the hearing. No in-court appearances are needed.

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.

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.

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://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
Domestic Motions Courtroom 1C	987 4546 0230	None, press #	416898
Domestic Motions Courtroom 1D	913 8694 9265	None, press #	831343
Interpreter Calendar Courtroom 1E	940 1043 8049	None, press #	072729
Special Set Hearing Courtroom 1B	985 6007 0867	None, press #	112442
Special Set Hearing Courtroom 1C	969 1121 4224	None, press #	317296
Special Set Hearing Courtroom 1D	970 5626 6382	None, press #	288722
Special Set Hearing Courtroom 1E	980 9785 6107	None, press #	183908

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

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

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

List all documents mailed: _____

