

**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 by noon five (5) court days before the hearing. Replies to responses must be filed by noon three (3) court days before the hearing.

NOTICE: See page 2 to determine where to note various matters.

A. FAMILY LAW/DOMESTIC CALENDAR

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

- See page 2 for additional information and requirements

Date requested: _____
(mm/dd/yyyy) (3000 Rockefeller Ave.)

Nature of hearing: _____

**(CONFIRMATION
REQUIRED**www.snohomishcountywa.gov/Confirmations)

B. PRO SE DISSOLUTION CALENDAR

Monday in chambers

- Matters scheduled will be heard without oral argument in chambers only (parties do not appear)
- Final orders and other working copies are to be submitted at least 5 court days before the hearing.
- Agreed matters and default orders ONLY
- See page 2 for additional information and requirements

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

C. INTERPRETER CALENDAR

Tuesday at 9:00 a.m. Courtroom 1E
(3000 Rockefeller Ave. -Main Courthouse)

Date requested: _____
(mm/dd/yyyy) (3000 Rockefeller Ave. 1E)

Nature of hearing: _____

Wednesday at 11:00 a.m. DJJC3
(2801 10th St. -Denney Juvenile Justice Center)

Date requested: _____
(mm/dd/yyyy) (2801 10th St – DJJC3)

Nature of hearing: _____

Friday at 1:00 p.m. DJJC3
(2801 10th St. -Denney Juvenile Justice Center)

Date requested: _____
(mm/dd/yyyy) (2801 10th St – DJJC3)

Nature of hearing: _____

- Interpreters are arranged through Court Administration.
- See page 2 for additional information and requirements

Language needed: _____

(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>

Motions for reconsideration are without oral argument. Motions for presentation of orders from a previous ruling are typically heard without oral argument.

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).

WHERE TO NOTE VARIOUS MATTERS:

SEE THE COURT'S MOST RECENT EMERGENCY ORDERS AT <https://www.snohomishcountywa.gov/5643> for information regarding current procedures. For the most current information regarding where to calendar various matters, See Administrative Order 11-22 which can be found here: [Administrative Orders | Snohomish County, WA - Official Website \(snohomishcountywa.gov\)](#).

FAMILY LAW/DOMESTIC MOTIONS: Most family law & domestic motions are heard on a Court Commissioner's calendar. The exceptions are matters relating to trial settings, trial continuances, motions for revision, and motions to enforce CR2A agreements; please refer to the Civil Motion calendar notes regarding these motions. Proposed orders shall be provided to the Court at the time working copies are submitted and consistent with court rules. Please note if the maximum hearing limit for the calendar is reached, your matter may be continued.

PRO SE DISSOLUTION CALENDAR: The pro se dissolution calendar will be heard in chambers only on Mondays.

You will not attend a live hearing. You will need to complete and file written testimony (form found on Snohomish County Website, link below) and submit your final documents (Findings and Conclusions about a Marriage [FL Divorce 231], Final Divorce Order/Legal Separation Order/Invalid Marriage Order [FL 241]) as working copies to the Commissioners Working Copies location in the courthouse, room 1300 at least 5 court days before the hearing date. All final orders must be completed (filled-in) and signed by the necessary parties. In cases with children, in addition to the written testimony and final orders referenced above, you will also need to submit the following completed orders: Parenting Plan [FL ALL Family 140], Residential Time Summary Report [FL Divorce 243], Child Support Order [FL All Family 130], Child Support Worksheets, Financial Declarations [FL ALL Family 131], and a copy of your parenting Seminar Certificate (if not previously filed). Cases with minor children also require a background check. Instructions regarding background checks can be found at [JIS Background Checks | Snohomish County, WA - Official Website \(snohomishcountywa.gov\)](#). Background check assistance is available in room 5-620 of the courthouse. Remember, background check requests must be submitted at least 5 court days before the hearing date. You will need to submit a new background check form even if you have previously submitted one.

The form documents referenced above can be found at www.courts.wa.gov with the exception of the Written Testimony Forms which can be found under Domestic Relation Forms here: <https://www.snohomishcountywa.gov/5523/Snohomish-County-Superior-Court-Forms>

INTERPRETER CALENDAR: 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. Matters **may** be heard remotely. See below for instructions on 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. (continues on next page)

Motions for Summary Judgment set on the Judge’s Civil Motions calendar must be confirmed before 12:00 noon three (3) court days prior to the hearing; all other motions set on the above calendars must be confirmed before 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 12:00 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: If you have been notified that your hearing is occurring remotely, 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.

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 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. Make sure to confirm the location of your hearing using the following link before selecting a Zoom meeting from below: [Commissioner Daily Calendars | Snohomish County, WA - Official Website \(snohomishcountywa.gov\)](http://www.snohomishcountywa.gov)

| Calendar | Meeting ID | Participant ID | Password |
|------------------------------|--------------|--------------------|----------|
| Commissioner Courtroom 1B | 569 104 5009 | None, press # only | 772071 |
| Commissioner Courtroom 1C | 307 878 5917 | None, press # only | 821291 |
| Commissioner Courtroom 1D | 753 915 9763 | None, press # only | 308792 |
| Commissioner Courtroom 1E | 221 411 0318 | None, press # only | 559533 |
| Commissioner Courtroom DJJC3 | 643 690 6771 | None, press # only | 995624 |

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>

All Family Law and Pro Se Calendars *but only* Tuesday Interpreter Calendars are heard at:

Snohomish County Superior Court
3000 Rockefeller Ave
Everett, WA 98201

Only Wednesday and Friday Interpreter Calendars are heard at:

Denney Juvenile Justice Center
2801 10th St
Everett, WA 98201

NOTED BY:

Pro Se: Petitioner Respondent

Attorney for: Plaintiff/Petitioner Defendant/Respondent

Signature: _____

Printed Name: _____

WSBA#:
(If applicable) _____

Address: _____

Phone Number: _____

Email Address: _____

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: _____

Declaration of Service:

I declare under penalty of perjury under the laws of the State of Washington that I am over the age of 18, and that I mailed a copy of this document and all the documents listed above to the parties listed above on the following date:
_____ (date mailed).

Signed at _____ (city) _____ (state) on _____ (date).

Signature

Print Name

I am the opposing party and have been provided notice of the hearing date: _____
 Petitioner/Plaintiff Respondent/Defendant (Opposing Party's Signature)