

Remote Appearance Request

Information Form

*This form must be completed and delivered to the court via e-mail at SuperiorCourtRemoteAppearances@snoco.org or the ex parte basket with a **Motion and Declaration for Order Permitting Remote Appearance at Protection Order Hearing** and a **Proposed Order on Motion for Remote Appearance at Protection Order Hearing**. Parties who do not complete this form are not guaranteed to receive notification from the court when their motion is reviewed.*

IMPORTANT:

This document is for court administration use only and should not be filed.

Name of Moving Party:

(who is making the motion for remote appearance)

Email Address of Moving Party:

(parties providing an email address will receive a copy of any order signed in relation to their motion)

Phone Number of Moving Party: (_____) _____ - _____

(parties without an email address should include a phone number for notification purposes)

**Superior Court of Washington
of Snohomish County**

No. _____

Petitioner,
vs.

**Motion and Declaration for Order
Permitting Remote Appearance at
Protection Order Hearing**

Respondent.

I. Motion

- 1.1 I am the petitioner respondent in this action.
- 1.2 This action is for a:
- Domestic Violence Protection Order
 - Anti-Harassment Protection Order
 - Sexual Assault Protection Order
 - Vulnerable Adult Protection Order
 - Extreme Risk Protection Order
- 1.3 I am asking for permission to appear remotely via zoom at the protection order hearing scheduled on _____ at _____ a.m./p.m. in Courtroom _____.

II. Declaration

I declare that,

- 2.1 I would like the court to consider the following as reasons for my request to appear remotely:

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

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

Signature

Print or Type Name

Complete and submit a Remote Appearance Request Information Form and Proposed Order.

**Superior Court of Washington
of Snohomish County**

No. _____

Petitioner,
vs.

**Order on Motion for Remote
Appearance at Protection Order
Hearing**

Respondent.

I. Findings

- 1.4 The petitioner respondent motioned the court for an order permitting remote appearance
- 1.5 The Court finds that the declaration supports does not support remote appearance.
- 1.6 Additional findings:

II. Order

It is ordered:

The motion for an order permitting remote appearance for the petitioner respondent at the hearing scheduled on _____ at _____ a.m./p.m. in Courtroom _____ is:

Granted

Denied

Date

Judge/Commissioner



Remote Hearing Instructions

Protection Order Hearings

Before your hearing, get prepared

- Make sure you have a good Internet connection.
- Remember that you are still appearing in court and should act appropriately.
- Charge your computer or mobile device. If you are calling in by phone, make sure you have enough minutes.
- Find a quiet place where no one will interrupt you.
- Have all your papers ready, including a list of what you want to say to the judge or commissioner.
- Connect 10 minutes prior to your hearing time.

Please use the Zoom information below to connect to your hearing if the Court has ordered remote appearance by Zoom is allowed.

The connection information for Zoom is based on the courtroom for your hearing. To determine the courtroom for your hearing either check your order or check the court’s website at <https://www.snohomishcountywa.gov/5659/> after 5:30pm two court days prior to your hearing.

Location	Phone Number	Zoom Meeting ID	Password
Courtroom 1C	253-215-8782	307 878 5917	821291
Courtroom 1D	253-215-8782	753 915 9763	308792
Courtroom 1E	253-215-8782	221 411 0318	559533
Courtroom DJJC3	253-215-8782	643 690 6771	995624

What should I do if I have trouble logging on or calling in?

- Contact Court Administration at 425-388-3421 or by e-mail at SuperiorCourtRemoteAppearances@snoco.org.



How do I ask for an interpreter?



- Ask for an interpreter as soon as you can. Do not wait until the hearing! Requests must be made at least 5 days before your hearing by calling 425-388-3421 or by e-mailing sscinterpretersupport@snoco.org.

How do I ask for a disability accommodation?



- Ask for an accommodation as soon as you can. Do not wait until the hearing! Requests should be made at least 5 days before the hearing by e-mailing SuperiorCourtADA@snoco.org, fax 425-388-3439 or by mail. Request forms are available at the Snohomish County Courthouse, room 5-620 or online at <https://www.snohomishcountywa.gov/509>.