

Civil Protection Orders in King County – What You Need to Know

Who this applies to: This information applies to anyone involved in a Civil Protection Order case under Washington Law (RCW 7.105) including requests for:

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| <ul style="list-style-type: none">• Domestic Violence Protection Order• Sexual Assault Protection Order• Stalking Protection Order | <ul style="list-style-type: none">• Anti-Harassment• Vulnerable Adult Protection Order• Extreme Risk Protection Order |
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Required Forms: You must use the mandatory forms found here:

- Most forms can be found here: [Civil Protection Orders - King County, Washington](#)
- Additional forms can be found here: [Washington State Courts - Court Forms - Protection Orders](#)

Court Hearings: there are two types of protection order court hearings.

1st court hearing is called the **temporary protection order hearing**.

- The person asking for the protection order attends this hearing and requests a temporary protection order.
- If a temporary protection order is granted, the court will schedule a 2nd hearing, a return hearing, to decide if a final order should be granted.

2nd court hearing is called the **return hearing**.

- Happens two weeks after the 1st court hearing
- Both parties involved in the case may attend this hearing
- The court may review evidence

Evidence You Can Give the Court: If the Court grants a temporary protection order at the first hearing, a return hearing is set 2 weeks later. You can provide evidence to the Court for the return hearing.

Written evidence – statements, texts, emails, letters, photographs

- Any documents you want to show the court must be filed in your court file and copies given to the other party in the case.
- Fill out a [GR 14 Coversheet](#) and include as page number 1 of your written evidence.
- File your written evidence into your court file.
 - File documents in person at any Clerk’s Office location
 - Electronically file (E-filing) documents using the [KC Script Portal | KC-Script Portal](#) – <https://dja-prd-ecexap1.kingcounty.gov>
 - Instructions can be found here: [qsg_fileintoexisting_english.pdf](#)

Rules for Written Evidence

- Your own statement: 1 allowed, no page limit
- Statements from others: Up to 3, maximum of 3 pages each
- Professional reports (from counselors, doctors, visitation programs)
 - Sealed or confidential reports can be filed under a “GR 22 coversheet”
 - [GR 22 Coversheet](#) – available here
- If you have 5 or more pages of texts/photos/emails, do not file them. Instead, organize the materials in a chart or summary and file the summary into the court file. The originals must be made available for review by the other party and by the court if requested.
- Don’t re-file or attach something that has already been filed in the case. Just mention the docket number, name of the document, and date it was originally filed.

Audio and Video evidence– Voicemails, recordings, videos from a phone, camera or security system

- You may submit audio and video evidence using the Case Center electronic exhibit system.
- Follow these steps to submit your evidence
 - Email the Clerk’s Office at dja-e-exhibits@kingcounty.gov to get access to the Case Center system.

- Your email must include case number, case name (Smith v. Smith), your name, your role in the case (petitioner, respondent)
- Upload your evidence. You will receive an email with a link to the Case Center system. The link will allow you to upload your evidence into a secure online folder.
- Instructions can be found here: [Electronic Exhibits - King County, Washington](#)

Rules for Audio and Video evidence

- Limit: 30 minutes total of audio and 30 minutes total of video
- Must include a written summary and time stamps of important parts
- Must be submitted through the Case Center system (see steps above)

Service of evidence: You must give copies of everything you file in the court file and show the court to the other party in the case. This is known as “service.”

- You may email copies of documents and evidence to the other party on the case.
 - This only applies to supporting documents and evidence.
 - This **does not apply to** the protection orders signed by a judicial officer. The law enforcement agency named in the order will serve the signed protection order.
- Electronic service is an option in the KC Script system.
 - **Important note: To use this option, both the petitioner and the respondent must be enrolled in E-Service.**
- If the other party has a lawyer, serve documents and evidence to their lawyer.

Proposed Orders: Provide a proposed final order for your 2nd court hearing.

- Form number PO 040 - Protection Order - the mandatory form can be found here: [Washington State Courts - Court Forms - Protection Orders](#)
- If you appear in person, bring a proposed order to your court hearing.
- If appearing by Zoom, you can drop off a hard copy of your proposed order prior to your hearing in the Judge’s mailroom
 - Kent Courthouse: Room 2D / Seattle Courthouse: Room C-203
- You can also mail the proposed order ahead of time:
 - King County Superior Court - 516 3rd Avenue, Room C-203
 - Seattle, WA 98104
- Mark your proposed order: “Attention Civil Protection Order: case number: [insert case number], Hearing date: [insert date]”

In the Hearing

- Each side gets 5 minutes to speak, including response and rebuttal (unless the judicial officer says otherwise)

Deadlines You Must Follow

- Responses to the other party’s filings: Due by noon, 4 court days before the next hearing
- Replies to responses: Due by noon, 2 court days before the next hearing

If You Don’t Follow the Rules

The judge may:

- Reschedule your hearing
- Refuse to look at your evidence
- Make you pay the other party’s costs

Where to Get Help

- Petitioners (asking for a protection order): contact the Protection Order Advocacy Program (PAOP) for help <https://kingcounty.gov/en/dept/pao/courts-jails-legal-system/protection-orders>
- Respondents (responding to a protection order): Contact the Family Law Facilitators for help with:
 - Understanding the court process
 - Filing your response paperwork
 - Keep in mind, facilitators cannot give legal advice but can help with procedure