**Instructions for Noting Hearings via Zoom**

All adoption hearings will be conducted by Zoom. When notifying Adoption Services of the final hearing you must now also provide the following:

Adoptions shall be noted using the Ex Parte Notice of Court Date form (form(s) 16 & 17 in the [Forms Directory](https://kingcounty.gov/courts/clerk/forms.aspx)). Hearings should be set at least 14 days in advance at 1:30 pm.

* Interrogatories Propounded to Petitioners (submitted at least one week prior to hearing date – Represented Adoptive Parent(s) do not need to participate via Zoom but will be allowed if they wish to participate)
	+ File original with the clerk’s office
	+ Provide a copy with working papers
	+ Provide a copy to Adoption Services with the additional information:
		- Notice of Court Date
* Motion & Order Allowing Clerk to Provide Below Noted Sealed Documents (submitted with working papers to obtain certified copies after hearing is completed)
	+ Complete the Motion & Order form
	+ Provide the original with working papers (do not file the original with the clerk’s office, this is in only intended for use by the Judicial Officer)
	+ Provide a copy to Adoption Services with the additional information:
		- Date of Hearing
		- Case number
* To obtain certified copies of Adoption Decree please contact the Electronic Records Request through the Clerk’s office: <https://kingcounty.gov/courts/clerk/access-records/records.aspx>
* Department of Health documentation & fees
	+ Provide original completed Data Card to Adoption Services (Submitted at the time of giving notice to Adoption Services)
	+ Registration of Adoption, Order Form for Birth Certificate and the DOH fees can be submitted directly to the Department of Health (Please note if WA is not the originating state of birth, you will need to contact the originating state to get their form but you are still required to register the adoption and complete the data card for our state)
* When noting an adoption termination or finalization hearing, parties and/or attorneys must provide King County Adoption Services a copy of the Notice of Court Date per LR 93.04(b) and (c) at least fourteen (14) days in advance of the hearing along with a $15.00 payment

If you have any questions, please contact Adoption Services at (206) 477-1493 or email: SCAdoptionParalegal@kingcounty.gov

\*\*Please ensure that proposed orders are signed and included with working papers