

King County Superior Court Juvenile Department

Dependency and Title 13 RCW Guardianship Manual



Version 1.1

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1. Introduction

The purpose of this manual is to advise judicial officers, attorneys, and parties pursuant to King County Superior Court Local Court Management Rule LCMR 4(c) of current policies for handling and processing title 13 RCW dependency and guardianship cases in King County Superior Court. Those cases are governed by federal and state law, including the Indian Child Welfare Act (ICWA), [title 13 RCW](#), court decisions, state rules, and local rules. This manual is a supplement to those laws and rules, and familiarity with them is presumed. Nothing in this manual should be read as modifying those laws or rules in any way.

This manual will be revised in accordance with LCMR 4(c): in consultation with the Lead Dependency Judge, the Chief Juvenile Judge will update the manual as needed, subject to Executive Committee oversight; the Executive Committee will approve any major policy changes.

A list of acronyms and terms is at the end of this manual.

2. Contact Information

Dependency and title 13 RCW guardianship matters are heard in two courthouses: the Judge Patricia H. Clark Children and Family Justice Center (CCFJC) and the Maleng Regional Justice Center (MRJC). The only exception to this is that some fact-finding hearings (contested shelter care hearings and trials) are heard at the King County Courthouse in downtown Seattle.

The CCFJC is located between the First Hill and Cherry Hill neighborhoods of Seattle, between 12th and 14th Avenues, one block south of East Jefferson Street, two blocks north of East Yesler Way, and roughly five blocks east of Harborview Medical Center. The street address is [1211 East Alder Street, Seattle, WA 98122](#).

The MRJC is located on Fourth Avenue North in downtown Kent near Kent Station, Kent Commons, and the ShoWare Center. The street address is [401 Fourth Avenue North, Kent, WA 98032](#).

Parking is available at both the MRJC and the CCFJC.

Commonly used contact information is below. For additional contact information, please see the Superior Court [website](#) and expand the Dependency Court tab.

Name	Phone	Email
DCYF Court Liaison Unit	(206) 477-1108 or (206) 477-1154	dcyf.region4courtunit@dcyf.wa.gov
Clerk (DJA) re e-Filing.....	(206) 477-3000	eServices@kingcounty.gov
Clerk (DJA) re Exhibits.....	n/a	DJA_E-ExhibitsJuvenile@kingcounty.gov
Clerk (DJA) Juvenile Manager..	n/a	kristy.archie@kingcounty.gov
Court Coordinator (Kent)	(206) 477-1343	calendar.dependencykent@kingcounty.gov
Court Coordinator (Seattle)	(206) 477-2310	calendar.dependencyseattle@kingcounty.gov
Dependency CASA	(206) 477-4245	casa.group@kingcounty.gov
Dependency ERCM.....	kcdepp@kingcounty.gov
Dependency Mediation.....	(206) 477-2734	Dependency.Mediation@kingcounty.gov
FTC Bailiff	n/a	bailiff.ftc@kingcounty.gov

DPD: Civil Coordinators n/a dpdcivilcoordinators@kingcounty.gov
 DPD: 72-Hour Dependency..... n/a 72hour.Dependency@kingcounty.gov
 Superior Court CCFJC..... (206) 205-6747 n/a
 Superior Court MRJC..... (206) 477-2600 n/a
 Superior Court KCCH (206) 477-1400 n/a
 Trial Assignment Coordinator ... n/a trial.dependency@kingcounty.gov

3. Organization of the Juvenile Court and Its In-Court Personnel

Juvenile Court

The work of Juvenile Court is governed by statute, [title 13 RCW](#). This manual concerns a subset of title 13 RCW matters: dependency / termination cases and title 13 RCW guardianships. A [separate manual](#) concerns juvenile offender matters. Although some dependency cases may result in title 11 guardianships, those matters are managed by the Ex Parte and Unified Family Court (UFC) Departments and are not addressed in this manual. Information about those proceedings can be found here: <https://kingcounty.gov/courts/superior-court/ex-parte-probate/Minor-Guardianships.aspx>.

Judicial Officers

The Presiding Judge of the King County Superior Court assigns King County Superior Court Judges, Pro Tem Judges, Commissioners, and Pro Tem Commissioners to the Juvenile Court to serve a designated term in accordance with the Court’s rotation and pro tem appointment policies. The Presiding Judge assigns certain of those judicial officers to handle dependency matters. The Presiding Judge assigns a Chief Juvenile Court Judge responsible for the Juvenile Court and the CCFJC, and a Lead Dependency Judge responsible for dependency, title 13 RCW guardianship, and adoption cases.

Bailiffs/Court Coordinators

Juvenile Court uses bailiffs and court coordinators to facilitate case management, which includes support for in-court operations. These operations include scheduling court dates, monitoring case readiness, and determining the order of cases on a given court day. The bailiff or coordinator prepares, generates, and maintains the court’s calendar; responds to inquiries from attorneys and other stakeholders regarding how to schedule or participate in hearings; and facilitates communication between judges, commissioners, court stakeholders, and the public.

Clerks from the Department of Judicial Administration

The Superior Court Clerk’s Office maintains the official legal court record. This is accomplished by keeping a record of all documents, litigants, and court hearings throughout the lifecycle of the case in a computer system database currently called KCScript. Whenever a court hearing is held, a deputy clerk must attend to take minutes, mark and receive any documents and exhibits into the official court file, and run the digital electronic recording equipment.

The clerk maintains all the court-filed documents digitally, and (with limited exception per LGR 30) attorneys are mandated to electronically file all court-filed documents.

4. Filing a Dependency Action

4.1 Obligations of the Petitioner upon Filing (Whether or Not Shelter Care Is Sought)

Whether or not shelter care is sought, the petitioner is expected to do the following.

Email the court coordinator.¹ Provide the following information: (1) a request to reserve a 72-hour hearing; (2) whether the petitioner will seek out of home placement at the 72-hour hearing; (3) if the petition is not filed by DCYF, whether the petitioner will request joinder of DCYF at the 72-hour hearing; (4) whether a pickup order (see next section, Requesting Pickup Orders) will be requested.

Email DPD.² Provide the first page of the petition(s) to begin an early conflict check.

Email the Petition. As soon as possible, and no later than 1:00 p.m. the day before the 72-hour hearing, email at least the completed petition (and preferably all documents) to the court coordinator,¹ DPD,² and (if a DCYF case or DCYF is sought to be joined) the AGO.³ All other documents must be emailed by 4:00 p.m.

In Custody Notice. If a parent is in custody, as soon as the petitioning party knows this fact, email the court coordinator,¹ DPD,² and (if a DCYF case or DCYF is sought to be joined) the AGO³ clearly stating (1) where the person is incarcerated, (2) if in a King County facility, that transport is requested, and (3) if in another facility, what arrangements have been made for the parent's appearance by remote means.

File the Petition. File the petition no later than 4:30 p.m. the day before the 72-hour hearing.

- ¹ Court coordinators: KNT cases: calendar.dependencykent@kingcounty.gov;
SEA cases: calendar.dependencyseattle@kingcounty.gov
² DPD: 72hour.Dependency@kingcounty.gov
³ AGO: SHSSeaEF@ATG.WA.GOV

4.2 Case Assignment Boundary Adjustments

The case assignment boundary areas remain as provided in LJuCR 3.2, and remain subject to adjustment by the Court to balance the caseloads.

5. Requesting Pickup Orders

This provision does not apply to cases in which law enforcement has placed a child into protective custody or a hospital has placed a “hospital hold” on a child, nor does it apply to “missing from care” pickup/return orders under [RCW 13.34.165\(3\)](http://www.wa.gov/rcw/13.34.165(3)).

The Court will prioritize reviewing pickup orders requested by the Department. If a judicial officer is involved in a hearing that will take longer than five minutes, the judicial officer will, if possible, interrupt the hearing to review the proposed pickup order and supporting documents.

The DCYF court liaison unit will email the pickup order documents to the dependency judges and their bailiffs. The first court with availability will reply all to the email and indicate their ability to take it. The bailiff for the judge signing the order will email it to dcyf.region4courtnit@dcyf.wa.gov.

If the Department is requesting a hearing the next judicial day, the request for a pickup order should be made before 1:00 p.m. the day before the hearing. If the Department will not meet that deadline, the Department's motion for a pickup order must contain a brief justification for waiving the 1:00 p.m. deadline. If the judicial officer determines the 1:00 p.m. deadline should not apply, the judicial officer will write "waived" by the signature line on the pickup order.

The petition, signed pickup order (whether approved or denied), and any correspondence to the Court concerning the pickup order request must be sent to DPD at 72hour.Dependency@kingcounty.gov as soon as possible, but no later than 3:30 p.m. the day before the 72-hour shelter care hearing.

6. Hearings

6.1 Attendance at Hearings

6.1.1 Attorney Appearance Mandatory Absent Waiver

Unless presence is waived, every party who is represented in a case must have an attorney appear at every hearing. That includes as to hearings that do not pertain to that attorney's client (e.g., a dispositional hearing concerning the other parent).

To waive your presence, please notify the bailiff for the judicial officer hearing the matter (or, if an FTC case, to the FTC team) by email. Except in exigent circumstances, notification of waiver should be made by the day before the hearing.

Attorneys who waive their presence may observe (but may not participate) by remote means.

6.1.2 In-Person Appearances Encouraged

All participants (including parents) are strongly encouraged to appear in person for hearings. In-person appearances are the best practice, allow for more direct communication with the court, and allow parties and counsel to better communicate with one another to resolve issues and cases.

6.1.3 When Must a Person Attend Court in Person (and Not by Remote Means)

Trials / Special Set Hearings. The judicial officer presiding over a trial or special set hearing will determine whether persons must appear in person.

Hearings. The following provisions apply absent exceptional circumstances (defined below).

Attorneys must appear in person:

- For Monday through Thursday morning calendars, except for legally free review hearings. This includes for the duration of any 72-hour hearing unless otherwise

permitted by the judicial officer.

- When their in-custody client is transported to court to appear in person.
- When counsel has advance notice that their client will appear in person.
- For Family Treatment Court hearings, if representing the FTC participant.

DCYF representative must appear in person for:

- Monday through Thursday morning daily calendars, except for legally free review hearings. This includes for the duration of any 72-hour hearing unless otherwise permitted by the judicial officer.
- Family Treatment Court hearings

Family Treatment Court professionals other than attorneys (attorneys are addressed above) must appear in person for FTC hearings.

Parents must appear in person for:

- 72-hour hearings on the Monday through Thursday calendars, unless otherwise permitted by the judicial officer. In determining whether a remote appearance will be permitted, judicial officers will consider the amount of notice received by the parent, any barriers to in-person appearance, and parents' due process rights.
- Family Treatment Court, when their phase or structured recovery plan requires in person appearances, or as otherwise ordered by the court. A parent who is required to appear in person may request permission to appear remotely for exceptional circumstances that are staffed no later than that morning of the hearing. Remote appearances during the FTC court hearing without prior approval at staffing will be treated as a failure to appear unless an unforeseen circumstance arises after staffing and the court permits a remote appearance based on that circumstance.

Otherwise, persons may appear by remote means unless ordered to appear in person. E.g., for afternoon calendars, pretrial conference calendars, trial readiness calendars, FTC staffings, Friday private calendars.

Exceptional Circumstances.

- Persons located outside of the King, Snohomish, and Pierce County boundary may appear by remote means.
- Persons who are incarcerated or in inpatient treatment may appear by remote means.
- Persons appearing on behalf of a tribe may appear by remote means. This is in consideration of the significant number of hearings across the country at which tribal representatives appear.
- Persons who have obtained from the court an accommodation allowing for remote appearances may appear by remote means. See <https://kingcounty.gov/courts/superior-court/get-help/accommodation-requests.aspx>.
- Persons may request advance permission to appear by remote means under other exceptional circumstances. Examples include transportation breakdown while en route to court, extreme weather events preventing travel, an infectious illness requiring work from home, and an attorney or social worker on leave but willing to make a remote appearance to accommodate other parties.

6.1.4 Policies for Persons Appearing by Remote Means

Audio-Video vs. Audio-Only. The judicial officer may order a person appearing by remote means to appear with a video capable device and be visible on video during that appearance or may allow an audio-only appearance. At FTC Staffing, team members must have their cameras on when their case is being staffed. Attorneys must appear with a video capable device and be visible on video during their hearing, unless otherwise permitted by the judicial officer.

Conduct. Persons attending a hearing by remote means must ensure they are connected and ready to proceed when the calendar starts and that their phone or computer is on mute until they are asked to speak. All parties appearing by remote means shall conduct themselves as if they were in court, i.e., appropriately dressed, stationary (generally at a table or desk), without distraction, and with appropriate attention to the virtual courtroom. No appearances are permitted from moving vehicles.

No one may actively participate* in more than one court proceeding simultaneously. The following provisions apply to this rule:

- If scheduled to be in two or more remote proceedings at the same time, the person must notify each judicial officer’s bailiff, preferably the day before and certainly before the hearing begins.
- Before switching between proceedings, the person must do one of the following: (1) obtain leave of the judicial officer/court staff, (2) confirm that the matter is concluded or will not be heard at all, (3) waive their appearance, or (4) confirm that the court will not consider the matter while the person is actively participating* in another proceeding.
- * “Active participation” means that (1) the person is an attorney or client in that matter, (2) that matter has been called, (3) the person has not been excused, and (4) the matter is presently on the record for consideration by the judicial officer. Active participation is not limited to times when the person is communicating directly with the judicial officer, nor is active participation limited solely to times when issues of interest to the person are being discussed.

A professional party who disrupts a hearing due to technical issues on more than one occasion, or who does not adhere to these policies, may be ordered to appear in person for all hearings.

6.1.5 Incarcerated Participants

King County facility (KCCF, MRJC, Juvenile Detention).

King County DAJD requires a minimum of 24 hours’ notice for transport. Transport is available for 8:30 a.m. and 1:30 p.m. hearings. Any 3:00 p.m. hearings will need to be special set at 8:30 a.m. or 1:30 p.m.

For the first day of an initial 72-hour hearing, the department must request transport by emailing the request to the dependency coordinator. For all other hearings and for trial, the incarcerated person’s lawyer must request transport.

The request for transport should be made as follows: for hearings, to the dependency coordinator; for trials not yet assigned to a judge, to the Lead Dependency Judge; for trials assigned to a judge, to that judge’s bailiff.

Once notified, the bailiff or dependency coordinator will attempt to coordinate transport, or, if requested by the facility, will coordinate appearance by remote means.

Non-King County facility (e.g., SCORE jail, DOC facility).

The lawyer representing the person is responsible to coordinate transport / appearance by remote means. Upon request, the Court may issue an order to help facilitate that request.

6.2 Accessing Hearings by Remote Means

All orders setting a future hearing date should include the remote connection information for the relevant courtroom. The current connection information is listed below but is subject to change. For the most up-to-date information, please see the daily calendars distributed by the court coordinators and online at <https://kingcounty.gov/courts/superior-court/dependency.aspx>.

6.2.1 Daily Calendar

Calendar	Courtroom	Zoom URL	Zoom Phone	Meeting ID
DCYF - KNT	MRJC 1L	https://kingcounty.zoom.us/j/83485854635	(253) 215-8782	8348 585 4635
DCYF - SEA	CCFJC 4B	https://kingcounty.zoom.us/j/85380931651	(253) 215-8782	8538 093 1651
Private - KNT/SEA	CCFJC 4C	https://kingcounty.zoom.us/j/85954012465	(253) 215-8782	8595 401 2465

6.2.2 Pretrial Calendar

Calendar	Courtroom	Zoom URL	Zoom Phone	Meeting ID
Pretrial/FF - KNT	MRJC 1L	https://kingcounty.zoom.us/j/83485854635	(253) 215-8782	8348 585 4635
Pretrial/FF – SEA	CCFJC 4D	https://kingcounty.zoom.us/j/86208113266	(253) 215-8782	8620 811 3266
Private - KNT/SEA	CCFJC 4C	https://kingcounty.zoom.us/j/85954012465	(253) 215-8782	8595 401 2465

6.2.3 Family Treatment Court

Calendar	Courtroom	Zoom URL	Zoom Phone	Meeting ID
FTC - KNT	MRJC 1L	https://kingcounty.zoom.us/j/87952800835	(253) 215-8782	8795 280 0835
FTC – SEA	CCFJC 4D	https://kingcounty.zoom.us/j/82127018964	(253) 215-8782	8212 701 8964

6.2.4 Security Considerations

There are no passcodes to enter hearings. Some judges may utilize a passcode for trials. Observers may be asked to identify themselves. The judicial officer hearing the matter may impose other requirements and restrictions on use of the remote platform to maintain order.

Non-professional participants with a concern about safety of their information (e.g., a phone number appearing during a hearing) should consult with their attorney to determine how to appear.

Recording of court proceedings is not permitted unless authorized in advance by the judicial officer.

Parties should inform the court at the time of their hearing of any needs, such as needing a breakout room for a private conversation or the ability to share their screen.

6.3 Scheduling Hearings

6.3.1 Daily Calendar

All hearings on the daily calendar (whether DCYF or private) not set by case schedule or by a judicial officer on that judicial officer's calendar must be pre-approved by the dependency coordinator via email to calendar.dependencyseattle@kingcounty.gov (SEA case designation) or calendar.dependencykent@kingcounty.gov (KNT case designation).

6.3.2 Lead Dependency Judge

All hearing requests before the lead judge should be emailed to the lead judge's bailiff (currently helson.court@kingcounty.gov).

6.3.3 Family Treatment Court

All hearing requests for Family Treatment Court, both Kent and Seattle cases, should be emailed to FTC.bailiff@kingcounty.gov.

6.4 Notices

Notice sent to the parent(s) and other parties, including notices of hearings embedded in orders (e.g., order of continuance, or order setting review, dispositional, permanency planning, or fact-finding hearing) **must** include the hearing location, including courtroom number, and remote means connection information (e.g., Zoom link) and instruct that they should be in the courtroom or connected by remote means when court begins and should stay until their case is called or they are excused by the court.

6.5 Continuances

If an agreed continuance is requested, the new hearing date must be obtained from the Court. If the request is made more than a half judicial day before the start of the calendar, the request should be made to the dependency coordinator. Otherwise, the request should be made to the bailiff for the judicial officer hearing the matter.

6.6 Particular Hearings

6.6.1 72-Hour Hearings

For DCYF-filed petitions, hearings should be set on the appropriate DCYF day (unless there is an emergent reason), and typically at 8:30 a.m. For privately filed petitions, (1) if the petitioner seeks to join DCYF at the 72-hour hearing, the hearing may be set on any day other than Friday, and typically at 8:30 a.m.; or (2) otherwise, the hearing should be set on Friday at 8:30 a.m.

No more than three 72-hour hearings where shelter care is sought may be set on one calendar per day without prior approval of the Court. No more than one 72-hour hearing where shelter care is sought may be set on one calendar day without prior approval of the Court. A hearing continued from a previous date does not count toward those limits.

If electronic discovery could not be exchanged, parties and lawyers should appear in person.

6.6.2 30-Day Hearings

This hearing is set by a Note for Calendar filed by the petitioner when the petition is filed, and should be set at 8:30 a.m.

If the parties agree that this hearing will result in a status quo order, parties may submit an Agreed Order through the eFiling system.

6.6.3 Publication Motions and TOP (Termination of Publication) Hearings

Email Motions for Publication and Proposed Orders to calendar.dependencyseattle@kingcounty.gov (SEA cases) or calendar.dependencykent@kingcounty.gov (KNT cases).

TOP hearings typically are set at 8:30 a.m.

6.6.4 Preliminary Hearings

This hearing is set by the case schedule issued in each case, and is at 8:30 a.m.

6.6.5 Pretrial Hearings

This hearing is set by the case schedule issued in each case, and is at 8:30 a.m. for SEA case designations and 1:30 p.m. for KNT case designations.

6.6.6 Disposition Hearing

When an agreed dependency order is entered the disposition hearing will be scheduled as follows:

- If by local rule the hearing may be set on the dependency calendar (see LJuCR 3.8(g)(ii)), the parties should obtain a disposition date from the dependency coordinators: calendar.dependencyseattle@kingcounty.gov (SEA case designation) or calendar.dependencykent@kingcounty.gov (KNT case designation).
- If by local rule the hearing must be set for judicial assignment (see LJuCR 3.8(g)(ii)), the parties should schedule a pretrial conference at the next available pretrial conference date (Fridays at 8:30 a.m. for SEA case designation, Mondays at 1:30 p.m. for KNT case designation) for the purpose of entering a pretrial order.

In advance of a disposition hearing, parties should work with the dependency coordinators to obtain an first (initial) dependency review date (formerly known as initial progress review): calendar.dependencyseattle@kingcounty.gov (SEA case designation) or calendar.dependencykent@kingcounty.gov (KNT case designation). That hearing must be set according to the timeline established by statute (currently, the earlier of six months from the “beginning date of the placement episode,” i.e., the date the child was placed out of home, or 90 days after “entry of the disposition order”). If a dependency review or permanency planning hearing has already been scheduled in the case (i.e., because a dependency order as to another parent was previously entered), (1) no additional first dependency review date should be set, (2) the dispositional order should list the already-scheduled dependency review or permanency planning hearing date, and (3) the order may set an interim review if one would be helpful (e.g., to ensure that service referrals have been made).

6.6.7 Permanency Planning (PPH) & Dependency Review (DR) Hearings

As discussed in the preceding section, only one first dependency review hearing should be set in any case. That hearing will be on the record as required by [RCW 13.34.138\(1\)\(a\)](#). Otherwise,

the judicial officer setting or presiding over the hearing may determine that it will be heard off the record as allowed by RCW 13.34.138(1).

In addition to reports required by statute (e.g., [RCW 13.34.136\(1\)](#)) and rule (e.g., LJuCR 3.9(b)(1)), it is recommended that each party submit a report ahead of the hearing.

Dependency coordinators will note the next hearing date on the daily calendar. Parties should alert the coordinators immediately if there is a conflict with the date.

6.6.8 Six-Month Trial Return Home Review Hearings

Every trial return home order should set a hearing six months later to review whether intervention should continue. See [RCW 13.34.138\(2\)\(a\)](#). Those hearings typically are set at 8:30 a.m. Parties should obtain the six-month review hearing date from the dependency coordinator.

6.6.9 Vulnerable Youth Guardianship: SIJS Motion & Review Hearings

Motion required for SIJS. The case schedule in a Vulnerable Youth Guardianship case will include a fact-finding date for a determination of whether a guardian should be appointed. If the petitioner also seeks findings and an order regarding eligibility for Special Immigrant Juvenile Status (SIJS), the petitioner must obtain approval for a motion hearing on that issue and then file a note for calendar. That process is described in Section 8.1 of this manual and LJuCR 1.8(d)(1) and (e)(1). The motion may be (and typically is) noted for the same date as the fact finding.

Review hearings. Upon entry of a Vulnerable Youth Guardianship order, a review hearing will be set if requested or deemed appropriate by the judicial officer entering the order. The judicial officer setting or presiding over the hearing may determine that it will be heard off the record.

7. Family Treatment Court

Family Treatment Court (FTC) holds staffings, FTC review hearings, FTC check in hearings, FTC acceptance hearings, permanency planning hearings, and motion hearings on Wednesdays in Kent and Thursdays in Seattle. FTC has calendared off weeks. FTC staffings are held via remote means and hearings are hybrid. The FTC Program Specialist will send links for appearances by remote means and will designate which parents must come in person. Staff will designate time blocks for staffing cases and for hearings. All incoming FTC cases will have an in-person court hearing at the time of their acceptance into FTC. All persons in Phase 1 or Phase 2 or on a Structured Recovery Plan must come in person. When a parent is required to appear in person, their attorney should also be present in person. See Sections 6.1.2 and 6.1.3 for additional information about who must appear in person and policies for appearing by remote means.

All reports for FTC Hearings in FTC should be submitted via the FTC Distribution Lists. The FTC bailiff/coordinator will submit the order for the judicial officer to sign after receiving it from the FTC AAG of the Day and distribute to the team via the parent distribution list. The Program Specialist will email the order to the FTC parent.

8. Motions

8.1 Scheduling Motions

All motions will be heard on the dependency calendars, except where a judge has retained the case or issue, a procedural motion is brought after a pretrial conference order has been entered, or a rule provides otherwise.

To schedule a motion on a normal briefing schedule (with or without oral argument) (i.e., not on shortened time)

- On a Daily Calendar (other than the Seattle Pretrial Calendar): A proposed date for a motion to be heard on the dependency calendars must be approved by the dependency coordinators via email to calendar.dependencyseattle@kingcounty.gov (SEA case designation) or calendar.dependencykent@kingcounty.gov (KNT case designation). The approval will be based on the hearing limits of 5 motions per day (includes with and without oral argument) and the availability of time on the proposed date, unless ordered by the Court as an overset.
- Seattle Pretrial Calendar: A proposed date for a motion to be heard on the Seattle Pretrial Calendar must be approved by the bailiff for the Lead Dependency Judge via email (currently helson.court@kingcounty.gov).
- For an FTC case: A proposed date for a motion to be heard in an FTC case must be approved by the FTC court staff via email to bailiff.ftc@kingcounty.gov.
- Before a Specific Judicial Officer: A proposed date for a motion to be heard by a specific judicial officer must be approved by that judicial officer's bailiff. Bailiffs' email addresses typically are name.court@kingcounty.gov (for example, Judge Ruth Ginsburg's email address would be ginsburg.court@kingcounty.gov). The email address for each judicial officer's bailiff is listed on that judicial officer's webpage, which can be accessed here: <https://kingcounty.gov/courts/superior-court/directory/judges.aspx>.

The email should be substantially in the following form.

Email Subject Line: Request for Motion Hearing Date **OR** Request to Continue Hearing Date for (Case Name and Case Number) on (Date)

Body of Email:

- Hearing date (provide 1st and 2nd choice)
- Oral argument requested or not requested
- Motion for (e.g., placement, visitation)
- If oral argument requested, estimated time (e.g., 5 minutes)
- Cause number(s)
- Case name(s)
- DCYF Office (e.g., King SouthWest)
- Jail transport need (provide UCN number, if known)

Dependency staff are in the office from 8:30 a.m. to Noon and 1:00 p.m. to 4:30 p.m. They will respond to your email request within two hours (request emails received after 2:30 p.m. will receive a response on the next business day by 9:00 a.m.). Bailiffs' hours are the same, but bailiffs may take longer to respond.

If court staff receive a Note for Calendar but did not receive a request or approve a date, they will email the attorney that the hearing will not go forward and needs to be reset according to the above guidelines.

If a hearing date is not approved and the matter cannot wait for the first available hearing date, a party may consider the following options:

1. File a Motion to Shorten Time, per the Local Rules and Section 12.2, below.
2. Request a special set on the first available date or an oversight on the preferred date by emailing court staff at the same email addresses identified above and copy all other parties on the case. In the email, indicate the extraordinary circumstances that require a special set or oversight. Parties wishing to object to the special set have one court day to email an objection to the request. A judicial officer will decide whether to grant or deny the request and all parties will be notified via email within two judicial days.

8.2 Requesting a Motion to be Heard on Shortened Time (including FKA "Emergency Motions")

8.2.1 Policy

Requests to shorten time are governed by LJuCR 1.8(c) and include what were formerly known as emergency motions. That rule requires good cause to request shortened time and allows sanctions for a request for shortened time to less than 48 hours that is made without good cause. A request to hear the motion the next day should indeed be an emergency, such as to address a serious issue of child safety that cannot be mitigated without court intervention.

8.2.2 When and How the Request to Shorten Time Will Be Decided

Emergent (i.e., seeking hearing on the underlying motion the next day). Both the shorten time motion and the substantive motion are set for 8:30 a.m. the next court day, with oral argument (except for FTC cases on FTC days, in which case the motions are set for 3:00 p.m.). No later than 1:30 p.m. the day prior to the requested combined shorten / substantive motion date, all documents (see LJuCR 1.8(c)(2)) must be filed and emailed to the dependency coordinator box. No written response is required to the motion to shorten time or the underlying motion (but written responses may be filed). At the hearing, the judicial officer will first determine whether to hear the underlying motion that day. The judicial officer may re-set the underlying motion to a later date, and the parties should be prepared to address a briefing schedule and whether the court should order interim relief.

Non-emergent (i.e., seeking hearing on the underlying motion on a day other than the next day). If the moving party seeks to have the motion heard later than the next judicial day, the motion to shorten time should be noted at 8:30 a.m. and without oral argument. Any response to the motion to shorten time must be filed by 4:30 p.m. the judicial day before that noting date.

The motion for shortened time and proposed order shortening time must include a proposed date and time when response(s) and any reply are due.

8.2.3 Application: Required Written Materials

An application to set a motion for hearing on shortened time includes the following documents:

Motion to Shorten Time Materials

1. Note for Calendar for the Motion to Shorten Time
2. Motion to Shorten Time
3. Declaration in Support of Motion to Shorten Time (attests to the need for shortened time and that all other parties were notified of the motion as soon as the need for shortened time was known, and includes any responses to that notification)
4. Proposed Order Shortening Time (includes the proposed hearing date and time and, unless the request is to hear the underlying motion the next judicial day, a proposed briefing schedule for the underlying motion) signed by the proposing attorney/party

Underlying Motion Materials

5. Note for Calendar for the underlying motion at the requested hearing date and time
6. Underlying motion and supporting documents
7. Proposed Order on the underlying motion signed by the proposing attorney/party

8.2.4 Procedure

To request that a motion be heard on shortened time, the moving party must (1) file and serve all of the materials listed above except the proposed orders and (2) send an email with those documents to:

KNT (non-FTC): calendar.dependencykent@kingcounty.gov and all parties
 SEA (non-FTC): calendar.dependencyseattle@kingcounty.gov and all parties
 FTC: FTC case distribution list

The email must include this information in substantially this form:

Case Number(s), Name:		
Date Motion for Shortened Time Will Be Considered:		With / Without Oral Argument (oral argument required on next day motions)
Date/Time Requested for Underlying Motion to be Heard:		With / Without Oral Argument (see LJuCR 1.8(f)(1))
Underlying Motion Concerns:		
Shortened Time Requested by:		

8.3 Noting a Motion

Once a hearing date has been scheduled with court staff, the moving party must file a Note for Calendar on or before the deadline for filing the motion papers. See LJuCR 1.8(b). A form Note for Calendar is available at <https://kingcounty.gov/courts/clerk/forms.aspx> (dropdown menu “The Clerk’s Office maintains a list of commonly used local forms,” Form #26, Notice of Court Date – Dependency).

8.4 Oral Argument

8.4.1 Requesting Oral Argument

By local rule, most motions require oral argument. No request need be made for those motions.

If the motion is noted without oral argument, but the responding party believes oral argument is necessary, email court staff (see Section 8.1) to alert them of this need. In addition, ORAL ARGUMENT REQUESTED must be written in the upper right corner of the first page of the response. Include in the response, preferably at the beginning, an explanation that oral argument is required by rule or necessary for another reason.

The posting calendars, sent out two days in advance, may indicate whether the request was approved or denied. If the decision is not on the calendar, you may email the bailiff for the assigned judicial officer and the appropriate dependency email box (see Section 8.1). When possible, court staff will email parties the decision.

Under no circumstances should a party make a second motion or file additional documents to request oral argument.

8.4.2 Time Allowed for Oral Argument

If a party anticipates requiring more time than allowed by rule for oral argument, the party must contact the bailiff for the judicial officer hearing the motion prior to the hearing to make that request.

8.5 Requesting Oral Testimony

If the Court has not issued a decision 48 hours before the hearing for which oral testimony has been requested by motion, the party requesting oral testimony should contact court staff using the same email address by which the underlying motion was scheduled (see Section 8.1).

8.6 Changing a Hearing Date on a Motion

A hearing date may be changed once by agreement of all parties. A new date must be obtained from court staff using the same email address by which the motion was scheduled (see Section 8.1). A Note for Calendar reflecting the new date must be filed and should reflect that the original hearing date is stricken.

8.7 Withdrawing a Motion / Striking a Motion

The moving party may withdraw its motion by striking the hearing, unless another party has previously filed and served a motion to expand issues. A party striking a hearing must do all of the following no later than noon the judicial day before the hearing:

1. File a Notice Striking Hearing,
2. Serve the Notice on all parties, and
3. Notify court staff at the same email address by which the motion was scheduled (see Section 8.1).

8.8 Filing a Motion to Expand the Issues on a Previously Filed Motion

To raise additional issues on a hearing set for oral argument, or to designate a hearing set for oral argument as a full dependency review, a party must file a motion to expand issues, note the

matter for hearing as provided in Section 8.1 on a date which provides all the parties with at least 9 days’ notice of the new issues, and notify court staff (see Section 8.1).

8.9 Hearings Where There is a Motion to Expand Issues

Where another party has filed a motion to expand issues, the hearing originally noted may not be stricken unless the party who filed the original motion agrees, or the court orders that the hearing be continued to accommodate resolution of the expanded issues. The hearing date may be changed by agreement of all parties as set forth in Section 12.6.

8.10 Motions for Reconsideration or for Clarification

Because motions for reconsideration or for clarification are noted for the day they are filed, they must be emailed to the bailiff for the judicial officer whose decision is at issue.

9. Working Copies of Court-Filed Documents

9.1 Where to Submit Working Copies

Working copies of court-filed documents should be submitted either by email or via the clerk’s e-Working Copies system, as outlined below. The email addresses and e-Working Copies instructions are in the next sections.

Hearing / Motion Type	Submit Working Papers by
All motions not listed below	e-Working Copies
Dependency review	e-Working Copies
Dependency TOP	e-Working Copies
Discovery motions	e-Working Copies
Emergency hearings	Email Dependency Coordinator
Family Treatment Court	Email FTC Distribution List
Lead Dependency Judge hearings	e-Working Copies
Order to publish motion	Email Dependency Coordinator
Pretrial Conference hearings (KNT)	e-Working Copies
Pretrial Conference hearings (SEA)	e-Working Copies
Reconsideration motions	Email Bailiff of Deciding Judge
Revision motions	e-Working Copies
Shelter Care – 30-day and motions to modify	e-Working Copies
Shelter Care – 72-hour hearings	Email Dependency Coordinator
Shorten time motion (with underlying motion)	Email Dependency Coordinator

9.2 How to Submit Working Copies by Email

Dependency Coordinator

For KNT case designation: Calendar.DependencyKent@kingcounty.gov

For SEA case designation: Calendar.DependencySeattle@kingcounty.gov

FTC Distribution List

Use the FTC distribution list, which includes the necessary court staff.

Bailiffs

The email address for each judicial officer's bailiff is listed on that judicial officer's webpage, which can be accessed here: <https://kingcounty.gov/courts/superior-court/directory/judges.aspx>.

9.3 How to Submit e-Working Copies

Links to instructions and the clerk's e-Working Copies portal are here:

<https://kingcounty.gov/courts/clerk/documents/eWC.aspx>

All parties should have access to a voucher, allowing them to use the e-Working Copies system at no cost. Contact the dependency coordinators if you need the voucher.

Proposed orders do not get filed, and instead should be submitted using this same process. The proposed orders should be in Word format.

All parties must use the designation JUV when uploading working papers and must choose the correct judicial officer who will hear the matter.

Documents should use this naming convention:

- Child's last name, hearing type, hearing date, hearing time, document title (Party). Documents must be titled with descriptive names such as Motion to Vacate or Court Report from the Department.
- Example: JOHNSON PPH 5.27 830am Mother's Response (MC)

If new materials are submitted for a continued hearing, a note should be added to the e-working document when submitted. The new hearing date information on the submission must also identify the date of the initial hearing in the notes section. E.g., Hearing date: 4/25/22, continued from 4/11/22. Working papers are automatically deleted out of the system after 30 days. If your continuance is more than 30 days, original working papers need to be resubmitted.

10. Proposed Orders

10.1 Responsibility for Preparing

After a court hearing, the following party is responsible for preparing and circulating the proposed order and emailing or handing it to the bailiff of the judicial officer hearing the matter:

- **Motion:** the prevailing party, unless otherwise directed by the judicial officer
- **Other hearing** (e.g., review, permanency planning, disposition, shelter care): the petitioner, unless otherwise directed by the judicial officer
- **Continuance:** the party requesting the continuance, unless otherwise directed by the judicial officer.

10.2 Use of AOC Forms

King County Superior Court has modified many [AOC forms](#) to include court-specific information such as links for remote appearances. To obtain the most recent set of forms, please email the FJCIP, currently Stacy.Keen@kingcounty.gov.

Many AOC forms are sex / gender neutral, using Parent 1 and Parent 2 instead of Mother and Father. Throughout every proposed order, every instance of Parent 1 and Parent 2 must be replaced or supplemented with either the relationship of the person to the child (e.g., Mother, Father) or the person's name (e.g., Ms. Smith, Mr. Smith, Mx. Smith). The caption of a Petition or Dependency Order must identify the parent with the Parent 1 / Parent 2 designator as well as that person's name or relationship with the child (e.g., Parent 1 (Mother)).

10.3 Circulation

After a hearing, a proposed order should be circulated to all parties. Please do not include the bailiff on the inter-party discussion about the proposed order. Instead, please send the bailiff the proposed order when it is ready to be presented to the judge. The proposed order is ready to be presented to the judge when:

1. All parties have agreed, and each lawyer's agreement is clearly noted in the signature blocks (which may include "s/[name]" (see [GR 30\(d\)\(2\)](#)), "per email authorization" or "per email below" in lieu of a signature);
2. There is agreement to disagree, and that disagreement is clearly communicated to the court (a) in the email, (b) on the proposed order, and (c) by way of a competing proposed order (ideally redlined to show the disagreement); or
3. A reasonable* time has elapsed, the prevailing party has not heard back from a party, and that lack of response is clearly noted in the email. *Reasonableness is determined within the context of the deadlines stated above.

10.4 Form of Transmittal Email

Any proposed order emailed to the bailiff of the judicial officer hearing the matter must include (preferably in the subject line) the **case name (or initials)**, **case number**, and **date of hearing**. (If more than one sibling, et al is fine rather than all names/numbers.)

The file name of the proposed order itself should include the case name or initials. If there is more than one order for a hearing, the file names must clearly identify the difference (e.g., a father's order could end FA and a mother's order could end MO).

10.5 Timeliness

All proposed orders must be submitted to the bailiff on the same date as the hearing, complying with the following timelines unless otherwise directed by the judicial officer hearing the matter:

- For 8:30 a.m. hearings, no later than 12:30 p.m. except that Seattle pretrial conference hearings called after 10:30 may be submitted no later than 3:30 p.m.
- For 1:30 p.m. hearings, no later than 3:30 p.m.
- For 3:00 p.m. hearings, no later than 5:00 p.m.

11. Service of Orders

For e-filed orders, consistent with LGR 30(b)(4)(B)(ii) (which requires that attorneys of record and pro se parties who have used e-filing register to accept e-service), the court will electronically serve orders.

For paper-filed orders, court personnel will endeavor to send the orders by email to all attorneys of record. If an intended recipient works for one of the agencies listed below, the order likely will be sent to the group email box instead of the individual person.

Agency	Group Email Box
AGO	shsseaf@atg.wa.gov
DCYF	dcyf.region4courtnit@dcyf.wa.gov
CASA	casa.group@kingcounty.gov
ACA	acakentdependency@kingcounty.gov acaseattledependency@kingcounty.gov
NDD	dependency.ndd@kingcounty.gov
SCRAP	scrap.admin.familydefense@kingcounty.gov
TDA	dependency.tdadocket@kingcounty.gov
LCYC	dependencyteam@lcywa.org

For the following orders (whether e-filed or paper-filed), court personnel will endeavor to email the orders to the agency / person as described in the preceding paragraph and to the listed email address(es):

Type of Order	Service to the Parties and to
72-Hour Orders	dependency.mediation@kingcounty.gov fcs@kingcounty.gov
Order Appointing Attorney for Youth 12 or Older	dpdcivilcoordinators@kingcounty.gov
Order Appointing Attorney for Legally Free Youth	stacy.keen@kingcounty.gov
Order Appointing Attorney for Parent	DPDScreening@kingcounty.gov
Order Changing Jurisdiction/Venue	dpdcivilcoordinators@kingcounty.gov

12. Agreed Orders via eFiling Queue

12.1 Clerk's Office Procedures

The procedures are at Appendix C, which includes screenshots of the process.

12.2 Policies

Requires Agreement. All parties must agree to presentation of the order. "Takes no position" is sufficient. Extraneous email communication should be omitted or redacted.

Multiple children. An order must be submitted for each child under each child's case number.

Hearing Dates. Any included hearing date must have been pre-approved by the dependency coordinators for the Kent or Seattle daily calendar, or by the bailiff for hearings before the lead dependency judge.

Specific Judge. If the judge's signature line notes a specific judge, please remove that name prior to submission as any of the dependency judicial officers may sign. If the order is to be signed by a specific judicial officer, send the order to the bailiff, not through the queue.

Supporting Documents Must Be in the Court File. Only orders may be submitted to the queue. Supporting documents should not be sent to the queue, and instead should be already filed and referenced by Sub. No. in the agreed order. Judges will contact parties if information is not in the court file and they need additional documentation. Proposed orders of dismissal because the child was adopted do not need to include the adoption decree.

Dismissal Because Permanency Achieved by Return Home. Such dismissal orders will not be entered off the record (whether presented through the queue or otherwise) unless there is a sworn statement providing the court with a factual basis for the court to make the determination that there is no need for continued intervention. See RCW 13.34.138(2)(a). Typically, that would require a sworn statement by the petitioner as to why they no longer request court intervention. The agreed order must either include that sworn statement or identify (by Sub. No.) where it is in the court file(s).

Disqualified Judge. Submission of an agreed order to the queue constitutes agreement that a previously disqualified judge may sign and enter it. See RCW 4.12.050(1)(c).

eService. Opt into eService to receive copies of e-filed documents (including orders).

12.3 Submission Deadlines

If submitting an Agreed Order for a matter that is on a dependency calendar, please adhere to the following:

Daily calendar

- If five or more court days in advance, submit through the eFiling queue
- If less than five court days, email Agreed Order directly to the bailiff

Pretrial calendar

- If three or more court days in advance, submit through the eFiling queue
- If less than three court days, email Agreed Order directly to the bailiff

Please DO NOT submit an order to both the queue and the bailiff as it could lead to duplicate orders signed by different judges.

13. Mediations and Settlement Conferences

The court schedules mandatory mediations at the 72-hour hearing. Mediations are held in person or by remote means, as decided by the mediation program. Parties or counsel may contact the mediation program directly to request in-person participation at a courthouse: Dependency.Mediation@kingcounty.gov or 206-477-2734.

Requests that the Court strike the requirement to mediate may be made orally at any hearing, by motion, or by agreed order (submitted by email to the calendar judge's bailiff or through the eFiling queue). The request should include why the party/parties believe the case is not appropriate for mediation.

Dependency or termination settlement conferences can be scheduled directly with any King County Superior Court judge listed on the volunteer settlement conference list: <https://kingcounty.gov/courts/superior-court/get-help/settlement-conferences.aspx>

Termination settlement conferences with persons other than current King County Superior Court judges can be scheduled by completing a Request Form and emailing to FJCIP at stacy.keen@kingcounty.gov.

14. Trial

14.1 Assignment

The dependency trial assignment coordinator or a designee sends the trial board (which lists trials that may be assigned, party and counsel availability, and other trial-related information) out to parties on Monday. Any changes need to be provided to the dependency coordinator, trial.dependency@kingcounty.gov, by noon Wednesday of the same week. Parties are notified Thursday afternoon of trial assignments for the next week. This schedule likely will be modified on weeks with a Monday or Friday holiday. Assigned judges will notify the parties regarding whether parties initially may appear by remote means and will decide at the commencement of trial whether to allow parties or witnesses to appear by remote means. Parties should identify the assigned judge when emailing the clerk's office to set up ShareFile for exhibits.

14.2 Anticipated Unavailability Must Be Listed on the Pre-Trial Order

Trials typically are in session Monday – Thursday, 9 a.m. to 4 p.m., but circumstances may require utilizing all hours the King County Superior Court is open (i.e., Monday – Friday, 8:30 a.m. to 4:30 p.m.). The pretrial order requires that each participant certify that the trial date (and expected length) does not conflict with previously scheduled leave or in the alternative that trial can proceed as scheduled even if such conflict exists.

The pretrial order also requires that each participant list unavailability from the present day forward, including partial day unavailability for a medical appointment or similar commitment. The Court maintains a list of unavailability by person—not by case—and the Court will update each person's unavailability for every case based on the information provided in the most recent pretrial conference order entered in which that person is a participant.

14.3 Unavailability Arising after Entry of Pre-Trial Order

Unavailability for trial that arises after entry of the pretrial order must be communicated to court staff by notifying the dependency trial assignment coordinator by email at trial.dependency@kingcounty.gov as soon as the unavailability is known, and may require a motion to continue, as outlined below:

1. **Unavailability for trial dates listed in the pretrial order:** Parties and counsel should not be noting conflicting unavailability with the trial dates listed in the pretrial order except for unavoidable or emergent circumstances such as illness, a funeral, or other events that are beyond the person's control. Absent a motion to continue, after-noted unavailability that conflicts with the trial dates in the pretrial order may not be honored.

2. **Unavailability for dates after the trial dates listed in the pretrial order:** Late notice of unavailability for a trial date that is later than in the pretrial order may not be able to be accommodated, at the Court's discretion.
3. **Unavailability for trial date that is hard set:** Must be addressed by way of a motion to continue the trial.

15. Exhibits: Using the Clerk's ShareFile (Trials and Hearings)

15.1 Transmittal to the Clerk

Where possible, all exhibits for hearings and trials, including illustrative exhibits, should be uploaded to the ShareFile folder. The process for using ShareFile folder is outlined at <https://kingcounty.gov/courts/clerk/documents/Electronic%20Exhibits.aspx>. If it is not possible to upload an exhibit in advance (because, for example, the exhibit is an illustrative exhibit created during trial while examining a witness), the Court may allow the examining attorney to show the exhibit via Zoom's screen-sharing feature and/or allow a witness to electronically annotate an exhibit. Such exhibits (even if not admitted) should be provided to the clerk as soon as practicable after use. The clerk cannot admit an exhibit that is not handed to the clerk in court or uploaded to ShareFile.

The webpage listed above has the most up-to-date information about the process of uploading exhibits. As of the date this manual was written, that process was as follows, but is subject to change.

1. Send email to the Clerk's Office: DJA_E-ExhibitsJuvenile@kingcounty.gov
2. The email must include the following information:
 - Case number
 - Caption
 - Your role
 - Type of hearing
 - Date of hearing/trial
 - Judicial officer hearing the matter (if known)
 - Email addresses of all persons needing access
3. The Clerk's Office will email a link to the ShareFile application. Please allow DJA two hours to respond to the request. If request email is sent after 3:00 p.m., you will receive the ShareFile email/link by 8:30 a.m. on the next business day.
4. Upload exhibits individually, one file per exhibit. The naming format of files must be Party Role - Exhibit Number - Exhibit Title. Party Role should follow this format:
 - AG** for Attorney General's Office
 - MC** for Mother's Counsel
 - FC** for Father's Counsel
 - AF** for Alleged Father's Counsel
 - PF** for Presumed Father's Counsel

YC for Youth Counsel

If multiple youth have counsel, please indicate YC and youth’s first name (e.g., YC Alex)

CASA or GAL for CASA Counsel or GAL Counsel

If multiple youth have CASA, please indicate CC and youth’s first name (e.g., CASA Jaylin)

VC for Vulnerable Youth Counsel

IC for Special Immigrant Juvenile Status Counsel

EXAMPLE

AG 001	Medical Report dated 7-1-20
AG 002	Smith Declaration dated 7-5-20
MC 101	Picture 1 dated 7-4-20
MC 102	Picture 2 dated 7-4-20
YC Chris 201	Youth’s Declaration dated 7-15-20
YC Anthony 301	Email from Valley Medical dated 6-23-20
CASA 401	CASA Report dated 7-15-20

- Parties must upload their own exhibits, even if this occurs during trial or hearing (i.e., DJA / court staff will not do this for you). The court will allow time for this to happen during the trial or hearing (or during a break or recess); the clerk can admit exhibits only after they are uploaded.
- PDF is the ideal exhibit format, including for photographs. If a document cannot be easily converted to PDF (or converting it would render it less helpful to the trier of fact), other formats are acceptable (e.g., Excel, MP3, MP4 and audio/video files).
- If only a portion of an exhibit is to be admitted, upload a separate new exhibit with a new exhibit number and with only the portion sought to be admitted.

15.2 Use

Absent approval by the Court, witnesses should be examined using the exhibit provided to the clerk (either in person or uploaded to ShareFile). For a witness appearing by remote means, this means that the exhibit should be shared with the witness using Zoom’s screen-sharing function. The judicial officer hearing the matter may require that Court permission be granted before screen sharing. Authenticating, establishing the admissibility of, and offering exhibits remotely should be done according to the evidence rules just as they would during an in-person trial.

16. Preferred Name

The process for handling preferred name requests by children and youth (Now Known As or KNA) is as follows:

- The youth, their attorney, or any party on their behalf files a motion on the daily dependency calendar identifying their “now known as” name. This will be a 6- or 14-

day motion under the local dependency rules (depending on whether dependency has been established), with an opportunity to object.

2. If granted, the Court will enter an Order Changing Caption, ordering the addition of the KNA to the caption and ordering that future court-filed documents use the new caption, e.g., In re LEGAL NAME KNA: CHOSEN NAME.
3. Because of its interface with KCSCRIPT (the clerk's office system), KCMS (the superior court's system) should automatically pick up the changed caption to alert court staff and judicial officers of the NKA name.

See also Petition for Name Change (section 18).

17. Certified Copies

Because dependency and title 13 RCW dependency matters are confidential, the clerk's office cannot provide a certified copy of an order without specific direction from the Court regarding to whom and where it should be delivered.

Not Yet Entered. If the need for a certified copy is known when the order is being drafted, language directing the clerk to provide a certified copy can be added to the order or an addendum attached.

Previously Entered. There are two ways to obtain a certified copy of an order that was previously entered by the court.

1. Go to the clerk's office, in person, to request the certified copy. Picture ID will be required so the clerk can verify the requestor is a party to the case or counsel. The clerk's office is located at the CCFJC, Room 3015; at the MRJC, Room 2C; and at the KCCH, Room E-609.
2. Submit an order to the agreed orders queue or to the issuing judicial officer's bailiff directing the clerk to issue certified copies that includes the following information:
 - The name of the order that needs to be certified
 - The date the order was entered
 - The number of certified copies needed
 - The Sub. No. from the court file
 - The method of delivery (either via email, and providing the email address; or via regular mail, and providing the recipient's name and address)
 - The method of payment (at public expense, if applicable)

Please visit <https://kingcounty.gov/courts/clerk/access-records/records.aspx> to get further information on how to process your certified copy request.

18. Other Petitions

The petitions in this section are filed as standalone cases, not in an existing dependency, termination of parental rights, or title 13 guardianship case. Unless specified, this manual does not provide guidance as to which (if any) must or may be filed in Juvenile Court.

18.1 Petition for Voluntary Placement of an Indian Child

Application. The state and federal Indian Child Welfare Acts (ICWAs) provide that where any parent or custodian voluntarily consents to the foster care placement of an Indian child, such consent shall not be valid unless executed in writing, recorded before a court of competent jurisdiction, and accompanied by the judge's certificate that the consent was fully explained and understood by the parent or custodian. 25 U.S.C. § 1913(a); RCW 13.38.150(1). This provision applies whenever there is reason to know that the child may be an Indian child as defined under either act.

Filing the Petition. The petitioner (usually DCYF but may be the consenting parent/custodian) must file in Juvenile Court a petition for court validation of voluntary placement. The petition is filed in an action that the court created for purposes of the filing of these petitions. For 2023, the case number is 23-0-12057-7. In subsequent years, contact the DJA Juvenile Court Manager for the filing number, currently kristy.archie@kingcounty.gov.

Obtaining a hearing date. A hearing on the petition must be set by emailing the dependency court coordinator¹ to secure one of the 72-hour shelter care hearing slots. The hearing must be before a judge (not a commissioner). The hearing can be set any day of the week so long as one of the three 72-hour shelter care hearing slots is available. The petitioner must make clear to the dependency coordinator that the hearing is for entry of a voluntary placement agreement (and not for a 72-hour shelter care hearing), and the coordinator will identify it as such on the calendar.

Email the Petition. As soon as possible, and no later than 1:00 p.m. the day before the hearing, the petitioner must email the completed petition to the court coordinator¹ and DPD.²

In Custody Notice. If a parent is in custody, as soon as the petitioner knows this fact, the petitioner must email the court coordinator¹ and DPD² clearly stating (1) where the person is incarcerated, (2) if in a King County facility, that transport is requested, and (3) if in another facility, what arrangements have been made for the parent's appearance by remote means.

Hearing. At the hearing, the judge will conduct a colloquy on the record to verify that the parent / custodian's agreement is knowing and voluntary, and that the parent / custodian understands the language of the consent and their rights. The parent / custodian and the judge must sign the agreement, which is then filed in the same case as the petition.

¹ Court coordinators: KNT cases: calendar.dependencykent@kingcounty.gov;
SEA cases: calendar.dependencyseattle@kingcounty.gov

² DPD: 72hour.Dependency@kingcounty.gov

18.2 Petition to Enforce Open Adoption Agreement

To enforce an Open Adoption Agreement that was court-approved, the party must file a new case. The King County Superior Court Family Law Information Center has developed instructions for filing and responding to such a petition. Those instructions are in the Adoption Resources dropdown menu at this webpage: <https://kingcounty.gov/courts/superior->

[court/family/adoption-services.aspx](#) (see Instructions for open adoptions pursuant to Dependency Termination Proceedings).

18.3 Petition to Reinstate Parental Rights

[LJuCR 4.5](#) addresses the procedure for these petitions.

18.4 Petition to Relinquish a Child

While petitions for relinquishment under chapter 26.33 RCW are handled in superior court, some petitions are not handled in Juvenile Court. The local superior court rules address relinquishment at [LCR 93.04\(g\)](#) and information is available in the Adoption Resources dropdown menu at this webpage: <https://kingcounty.gov/courts/superior-court/family/adoption-services.aspx> (see Confirmation of consent).

18.5 Petition for Nonparental Child Visitation

Petitions for nonparental child visitation under chapter 26.11 RCW should be filed as a new case (cause of action code RVS) and may be filed in Juvenile Court. If there is an open chapter 13 RCW dependency action, the petition should identify the dependency case number(s).

18.6 Petition for Name Change

Although name change petitions may be filed in other courts, youth who wish to make the request within a dependency case in Juvenile Court may do so. The process begins with a motion in the dependency case and results in the filing of a petition for name change as a separate action. Full instructions and court forms are at Appendix B. That process is as follows:

Step One. The moving party completes the packet of forms listed below and sends them to the Dependency ERCM for review.

1. Petition for Name Change;
2. Order Authorizing Name Change;
3. Motion to Seal Order Authorizing Name Change;
4. Proposed Order Sealing Order Authorizing Name Change;
5. Case Information Coversheet;
6. Motion for Fee Waiver and Financial Declaration;
7. Proposed Order for Fee Waiver;
8. Proposed Order Changing Name;
9. Proposed Order Changing Dependency Caption;
10. Summons;¹

Step Two. A motion to authorize a legal name change is set before the judicial officer on the daily dependency calendar in either Kent or Seattle. The motion may be brought by any party in accordance with the local rules. DCYF, parents, CASA, and/or the youth may be represented by counsel and able to make argument and objections as to whether the name change should be authorized.² The moving party must file the proposed

¹ Only necessary if the youth is under the age of 18.

² If the youth who wishes to change their name is not represented by an attorney, there may be a basis for a court order of appointment under RCW 13.34.090 and *In re E.H.*, 427 P.3d 587 (WA 2018).

Petition for Name Change as an attachment either to the motion or a declaration in support of the motion. If the dependency judge authorizes the name change, the dependency judge will enter in the dependency case an Order Authorizing Name Change. For children under 18, the order will designate an authorized signatory for the name change petition should the parent(s)/guardian(s) be unwilling or unable to sign the petition on behalf of the minor.

Step Three. The Dependency ERCM files the Petition for Name Change and necessary paperwork as a Superior Court - civil type 2 case and presents it to the Lead Dependency Judge with the Proposed Order for Name Change.

Step Four: The Dependency ERCM will email copies of the signed final orders to all participants in the civil type 2 case.

See also Preferred Name (Section 16).

18.7 Petition for Protection Order

Chapter 7.105 RCW petitions for protection orders concerning youth who are the subject of an open chapter 13 RCW dependency or guardianship action may be obtained in Juvenile Court. Orders to Surrender Weapons will be scheduled for review hearings on the King County Superior Court’s general Weapons Surrender Calendar.

18.8 Petition to Invalidate Pursuant to 25 U.S.C. § 1914

Petitions pursuant to 25 U.S.C. § 1914 (to invalidate a foster care placement or termination of parental rights) should be filed as a new case and may be filed in Juvenile Court. The petition must identify by case number(s) the action that is sought to be invalidated.

19. Emergency Closure

Information on court closure can be found on the King County Superior Court website at <http://www.kingcounty.gov/courts/SuperiorCourt.aspx> or by phone CCFJC 206-205-6747 / MRJC 206-477-2600 / KCCH 206-477-1400.

19.1 For Daily Calendars

19.1.1 If Calendar Start Time Is Delayed

If the calendar start time will be delayed, follow the below process:

Calendar	Action Plan
Dependency AM (72 Hr. SC, Emergency)	Cases will be called at the time indicated for the court to open/reopen as posted on the above website. <i>If parties do not appear, the court, on its own motion, will enter a continuance order to the next court day.</i>
Dependency AM (Motions w/o Oral)	Cases will be reviewed and the order signed same day.
Dependency AM (All Other Hearings)	Cases will be called at the time indicated for the court to open/reopen as posted on the above website.

	<i>If parties do not appear, the court, on its own motion, will enter a continuance order to the same day and time the following week to correspond with the DCYF unit calendar day.</i>
Dependency PM (Review Hearings)	Cases will be called at the time indicated for the court to open/reopen as posted on the above website. <i>If parties do not appear, the court, on its own motion, will enter a continuance order to the same day and time the following week to correspond with the DCYF unit calendar day.</i>
Pretrial Calendars	Cases will be called at the time indicated for the court to open/reopen as posted on the above website. <i>If parties do not appear, the court, on its own motion, will continue to the following week's pretrial calendar.</i>

19.1.2 If Courthouse Is Closed

If the courthouse will be closed for the scheduled hearing time, follow the below process:

Calendar	Action Plan
Dependency AM (72 Hr. SC, Emergency)	Cases will be continued to the next court day. <i>The court, on its own motion, will enter a continuance order to the next court day.</i>
Dependency AM (Motions w/o Oral)	Cases will be reviewed and the order signed no later than the next court day.
Dependency AM (All Other Hearings)	Cases will be continued to the same day of the following week to correspond with the DCYF unit calendar day. <i>A continuance order will be entered by the court documenting the revised date.</i>
Dependency PM (Review Hearings)	Cases will be continued to the same day of the following week to correspond with the DCYF unit calendar day. <i>A continuance order will be entered by the court documenting the revised date.</i>
Pretrial Calendars	Parties may submit agreed orders of continuance to the relevant bailiff for consideration by the judicial officer. If the continuance is not granted by the judicial officer, then the court will continue the PTC for that case to the same day the following week (KNT: Monday at 1:30 pm; SEA: Friday at 8:30 am).

19.2 For Trials

The bailiff for the judge assigned to hear the trial will contact parties directly to notify them of any changes to the trial schedule for the case.

19.3 For Family Treatment Court

After attorneys are notified by court staff of court closure for regular dependency on FTC court days:

19.3.1 Day Of Closure

1. FTC attorneys will notify their FTC clients that court is closed;
2. FTC social workers will also attempt to contact FTC clients that court is closed.

19.3.2 Day Court Reopens




1. FTC program staff will reschedule cases and notify participants by sending out the court calendars with the rescheduled cases for the week the court opens again;
2. FTC attorneys will notify their FTC clients of the rescheduled court date;
3. FTC social worker will also attempt to notify clients of the rescheduled court date.

Appendix A: Acronyms and Terms

30-Day 72	Hearing 30 days after petition is filed when the child is placed out of home Typically the first hearing in a dependency case, pursuant to RCW 13.34.065
AAG	Assistant Attorney General (employed by the AGO)
ACA	Associated Counsel for the Accused Division, a division of DPD
AOD	Agreed Order of Dependency
AGO	Washington State Attorney General's Office
CASA	Court Appointed Special Advocate
CCFJC/CFJC	Judge Patricia H. Clark Children & Family Justice Center (court facility, Seattle)
CPS	Child Protective Services, part of DCYF
CFWS	Child and Family Welfare Services, part of DCYF
DAJD	Department of Adult and Juvenile Detention (operates the King County Correctional Facility in downtown Seattle, the Maleng Regional Justice Center detention facility in Kent, and Juvenile Detention at the CCFJC in Seattle)
DCYF	Washington State Department of Children, Youth, and Families
Department	Washington State Department of Children, Youth, and Families
ERCM	Early Resolution Case Manager
DJA	King County Department of Judicial Administration, also known as the Clerk's Office
DOC	Washington State Department of Corrections
DPD	King County Department of Public Defense
DR / DRH	Dependency Review or Dependency Review Hearing
DVPO	Domestic Violence Protection Orders
EFC	Extended Foster Care
FJCIP	Family and Juvenile Court Improvement Program
FTC	Family Treatment Court
KCCF	King County Correctional Facility (downtown Seattle)
KCCH	King County Courthouse (court facility, downtown Seattle)
LCR	King County Local Civil Rule
LJuCR	King County Local Juvenile Court Rule
ICWA	Indian Child Welfare Act, 25 U.S.C. §§ 1901-1963 and chapter 13.38 RCW
MRJC / RJC	Maleng Regional Justice Center (court facility, Kent)
NDD	Northwest Defenders Division, a division of DPD
OPD	Washington State Office of Public Defense (parents representation program)
PPH	Permanency Planning Hearing
Queue	Agreed Orders Queue (way to electronically submit agreed orders for review)
SC	Shelter Care
SCO	Shelter Care Order
SCRAP	Society of Counsel Representing Accused Persons Division, a division of DPD
TDA	The Defender Association Division, a division of DPD
TOP	Termination of Publication
TPR	Termination of Parental Rights
VYG	Vulnerable Youth Guardianship
WICWA	Washington Indian Child Welfare Act, chapter 13.38 RCW

Appendix B: Name Change Process for Dependent Youth

Double-click the Word document icon for the appropriate instruction. Forms needed for the name change are embedded in the instruction.

Instruction #1	<p>For:</p> <ul style="list-style-type: none"> Youth under 18, parents/guardians agree Youth under 18, legally free Youth over 18, in extended foster care 	 <p>Name Change Instruction #1 rev 23</p>
Instruction #2	<p>For:</p> <ul style="list-style-type: none"> Youth under 18, parents/guardians contest and can be personally served 	 <p>Name Change Instruction #2 rev 23</p>
Instruction #3	<p>For:</p> <ul style="list-style-type: none"> Youth under 18, parents/guardians cannot be found 	 <p>Name Change Instruction #3 rev 23</p>

Appendix C: Clerk's Office Procedures for Agreed Orders Queue

1. If you have an order that includes multiple children, the order must be submitted for each child through the eFiling process. Verify the names in the caption and case numbers are correct.
2. Open the [E-Filing application](#), enter User ID and Password.



3. Select **Orders for Review** process flow



4. Choose a Judge/Judge Panel and enter the case number.

E-File Documents into an Existing Case
Enter Case Number

The screenshot shows a form titled "E-File Documents into an Existing Case" with the sub-header "Enter Case Number". It features a dropdown menu for "Judge/Judge Panel:" with "--select--" selected. Below it is a text input field for "Case Number:" with a placeholder "XX-X-XXXXX-X or XXXXXXXXX". A checkbox is labeled "Check this box if your case number is NOT 9 digits". At the bottom are "Cancel" and "Next" buttons. Two callout boxes point to the dropdown and the case number field, with text: "Select 'Dependency Agreed Orders' Panel" and "Enter Case Number".

5. Select the type of document being uploaded.

E-File Documents into an Existing Case
Select Document(s) for E-Filing

The screenshot shows a form titled "E-File Documents into an Existing Case" with the sub-header "Select Document(s) for E-Filing". It is divided into "Case Information" and "Document Type" sections. The "Case Information" section shows "Judge/Judge Panel: Dependency Agreed Orders", "Case #: 18-7-60029-2", and "Case Title: DEPENDENT TESTCASE". The "Document Type" section has a dropdown menu with "AGREED ORDER" selected. Below it is a "Document File Name:" field with a "Choose File" button and "No file chosen" text. A "Document File Name:" label is also present. At the bottom are "Previous", "Save and Exit", and "Next" buttons. Two callout boxes point to the "AGREED ORDER" dropdown and the "Choose File" button, with text: "Select Type of Order being submitted" and "Locate the saved Order on your computer to upload".

Document Type	File Name	Size (KB)
Total Upload : 0.00 MB of 50.00 MB		

6. Final review and submit to the judge

The screenshot shows a form titled "E-File Documents into an Existing Case" with the sub-header "Please review before proceeding". It is a "Summary" page with fields for "Case Number: 18-7-60029-2", "Case Designation: SEA", "Case Title: DEPENDENT TESTCASE", "User Name: David Smith", and "Judge/Panel: Dependency Agreed Orders". Below these is a table with columns "Document Type", "File Name", and "Attachment(s)". The table contains one row: "AGREED ORDER", "Test Document.pdf", and an attachment icon. At the bottom are "Previous", "Save and Exit", and "Submit To Judge" buttons. Two callout boxes point to the "AGREED ORDER" dropdown and the "Submit To Judge" button, with text: "Click link to view document being submitted" and "If summary information and document are correct, click Submit to Judge".

7. Submission review and confirmation page

E-File Documents into an Existing Case

Your submission is pending a judicial review.

King County Superior Court Clerk's Office E-filing Confirmation Receipt

Case Number: 18-7-60029-2	Case Designation: SEA
Case Title: DEPENDENT TESTCASE	
Filed By: David Smith	Submitted Date/Time: 4/24/2020 9:10:36 PM
	Received Date/Time: Pending Judicial review
User ID: dsmith84	WSBA #:
Judge/ Panel: Dependency Agreed Orders	

Document Type	File Name	Attachment(s)
AGREED ORDER	Test Document.pdf	

8. Status of the submission is visible on the E-File status page.

My Cases - Filing Status help Adobe Get Adobe Reader

Document(s) submitted to the Clerk. Select Status column link for additional information.

E-Service Working Copy Ex Parte	Case Number	Submitted Date/Time	Received Date/Time	Status	Document Typ
	18-7-60029-2 SEA DEPENDENT TESTCASE	04/24/2020 09:54:12 PM		WaitForJudgeReview	AGREED ORDER

Submission status will display

9. The reviewing judicial officer has three options: (1) file the order as proposed; (2) file the order as revised by the judicial officer; or (3) return the order to the submitting party.
10. Signed orders will be sent to those who have opted into e-service.
11. Please contact DJA with questions or concerns about eFiling. Call 206-477-3000 or email eServices@kingcounty.gov.