

Ex Parte Commissioner's Calendar - Effective February 2024

WEEKDAY	KCCH - SEA			MRJC - KNT		
MONDAY	9:00 AM	8	Unlawful Detainer	9:00 AM	4	Unlawful Detainer
	10:30 AM	10	Guardianship/Probate	10:30 AM	5	Guardianship/Probate
	1:30 PM	3	Other/Civil Motions	1:30 PM	2	Other/Civil Motions
	1:30 PM	3	Adoptions/Name Change	1:30 PM	1	Adoptions/Name Change
	2:00 PM	2	Emergency Motions	2:00 PM	2	Emergency Motions
	3:00 PM	2	Emergency Motions	3:00 PM	2	Emergency Motions
TUESDAY	9:00 AM	8	Unlawful Detainer	9:00 AM	4	Unlawful Detainer
	10:30 AM	10	Guardianship/Probate	10:30 AM	5	Guardianship/Probate
	1:30 PM	3	Other/Civil Motions	1:30 PM	2	Other/Civil Motions
	1:30 PM	3	Adoptions/Name Change	1:30 PM	1	Adoptions/Name Change
	2:00 PM	2	Emergency Motions	2:00 PM	2	Emergency Motions
	3:00 PM	2	Emergency Motions	3:00 PM	2	Emergency Motions
WEDNESDAY	9:00 AM	8	Unlawful Detainer	9:00 AM	4	Unlawful Detainer
	10:30 AM	10	Guardianship/Probate	10:30 AM	5	Guardianship/Probate
	1:30 PM	3	Other/Civil Motions	1:30 PM	2	Other/Civil Motions
	1:30 PM	3	Adoptions/Name Change	1:30 PM	1	Adoptions/Name Change
	2:00 PM	2	Emergency Motions	2:00 PM	2	Emergency Motions
	3:00 PM	2	Emergency Motions	3:00 PM	2	Emergency Motions
THURSDAY	9:00 AM	8	Unlawful Detainer	9:00 AM	4	Unlawful Detainer
	10:30 AM	APPROVAL REQUIRED	Minor Guardianship	10:30 AM	APPROVAL REQUIRED	Minor Guardianship
	1:30 PM	3	Other/Civil Motions	1:30 PM	2	Other/Civil Motions
	1:30 PM	3	Adoptions	1:30 PM	1	Adoptions
	2:00 PM	2	Emergency Motions	2:00 PM	2	Emergency Motions
	3:00 PM	2	Emergency Motions	3:00 PM	2	Emergency Motions
FRIDAY	9:00 AM	8	Unlawful Detainer	9:00 AM	4	Unlawful Detainer
	10:30 AM	10	Guardianship/Probate	10:30 AM	5	Guardianship/Probate
	1:30 PM	APPROVAL REQUIRED	Special Set Only	1:30 PM	APPROVAL REQUIRED	Special Set Only
	2:00 PM	2	Emergency Motions	2:00 PM	2	Emergency Motions
	3:00 PM	2	Emergency Motions	3:00 PM	2	Emergency Motions

EX PARTE CALENDAR INFORMATION

Hearings are scheduled by reserving an available date on the appropriate calendar and then filing the Note for Motion Docket within 24 hours, or by obtaining an Order setting the court date (if required). The Ex Parte Department will only hear matters during specific calendar times. Motions set on the incorrect calendar or set at unavailable times will be stricken. Parties will be notified via email when a hearing request has been submitted successfully. Parties must also file the Motion & Notice of Court Date, serve the other party, and submit working papers and proposed order(s).

Setting Hearings in the Correct Department:

Many hearings are incorrectly calendared in the Ex Parte Department for motions and cases which should have been submitted Ex Parte via the Clerk, via Orders for Review EXP Family Agreed Orders, noted on the Family Law Motions calendar, or noted for hearing with the assigned Judge. It is the parties responsibility to review the Local Rules to determine where their matter should be heard. This includes hearings set by Court Order. Any matter which is eligible for submission Ex Parte via the Clerk should be submitted electronically (is possible) and should not be noted for hearing. You should review: [LCR 40.1](#), [LCR 7](#), [LFLR 5](#), [LCR 98.04-LCR 98.22](#), the [General-Order-Case-Mgmt-Guardianships-Conservatorships, Memo Regarding Default/Agreed Family Law Submissions \(Attorney Cases\)](#), the [Ex Parte Department Website](#) and the [Ex Parte via the Clerk website](#).

Timing:

The [Notice of Court Date](#) shall be filed with the motion and supporting documents and served upon the opposing party at the same time. The Note for Motion Docket, motion, and supporting documents shall be filed with the Clerk and served on the opposing party according to the timelines set forth by the Local Rules. **Generally, matters on the 9:00 AM Unlawful Detainer calendar and the 1:30 PM Other/Civil Motions calendar should be filed and served no later than nine (9) court days in advance (see LCR 7). Matters on the 10:30 AM Probate calendar should be filed and served at least fourteen (14) days in advance (see LCR 98.04, 98.14, 98.16, 98.20).** **IMPORTANT:** You may not "re-note" a hearing for less days than is required to set a hearing in the Local Rules. A party wishing to reset their matter with less than the required notice must obtain a Court Order.

Continuances / Re-Notes

Any matter set by a Court Order must be continued by Court Order. Rescheduling a court hearing requires that a written "motion for continuance" be filed with the court. In this motion, you are asking the court to change the date of your court appearance. If all of the parties agree, such a request should be submitted Ex Parte via the Clerk. If the parties do not agree, this request should be filed as soon as practicable and presented on the original hearing date. Parties can also set a new hearing following the same process used to set the original date.

Working Papers:

Working papers, also called Commissioner copies or bench copies, are copies of all the documents that relate to the motion before the court. Working copies include the motion along with all supporting documents, responsive documents, and reply documents. You are responsible for submitting working copies of the documents you filed regarding the motion. It is the Court's preference that parties use E-Working copies in all cases. You can find information about E-Working Copies at www.kingcounty.gov/courts/clerk. In some **limited** cases, working papers may be submitted via email. Information about when working papers are due is in the Local Rules. In most cases, working papers are due between 7 and 14 days prior to hearing. If your working papers are late, your hearing may remain on the calendar but be continued by the judicial Officer.

FOR EMERGENCY MOTION HEARING REQUESTS, PLEASE VISIT THE [EX PARTE EMERGENCY MOTIONS WEBSITE](#). INSTRUCTIONS CAN ALSO BE FOUND ON PAGE TWO OF THE NOTICE OF COURT DATE.

Proposed Orders:

Proposed orders should be submitted with working papers. In the event of a change, parties may email proposed orders to SCEXPORTEORDERS@KINGCOUNTY.GOV. The subject line of the email must contain the Case Number, Date/Time of Hearing, and say "Updated Proposed Order". Do not send orders that have already been submitted with your working papers. The Court requests parties not upload proposed orders to Orders for Review "In-Court Ex Parte" unless requested by the Court.