

How to Reply to a Response to your Family Law Motion

If you filed a Motion before a Commissioner, such as a Motion for Temporary Orders or Immediate Restraining Order/Order to Show Cause, and the other party has responded in writing to your motion, you may reply to their response.

Talk to a lawyer, if you can

These instructions have been developed by the King County Superior Court Family Law Information Center. They provide *legal information* only and **are not intended** to be a substitute for legal advice.

Facilitators cannot provide legal advice or complete your forms for you. It's a good idea to talk to a lawyer before you file any forms.

- You can get information about their services and a list of low-cost and free legal resources at <https://kingcounty.gov/en/court/superior-court/courts-jails-legal-system/court-programs-children-families/divorce-custody-adoption/family-law-facilitators>.

Step 1: Fill out these forms

All these forms can be downloaded at: www.courts.wa.gov/forms/

Form Name	Form Number	Notes	Completed
Declaration of (Name) ____	FL All Family 135	You may only reply to statements made in the response.	<input type="checkbox"/>
Proof of Personal Service	FL All Family 101	This is for the server to fill out after copies of your court papers are served on the other party (see Step 4)	<input type="checkbox"/>
Proof of Mailing or Hand Delivery	FL All Family 112	This is for the person who mails or hand delivers your court papers to fill out (see Step 4).	<input type="checkbox"/>

Make copies of your paperwork.

- **Original** set to file with Clerk's office
- Copy 1 will go to the Commissioner (as your Working Papers for Step 3) for the hearing
- Copy 2 is to serve on the other party or attorney
- Copy 3 you will keep for your records

Step 2: Take your completed forms to the Clerk's office

At least 3 days before the hearing file the originals of all paperwork from step 1 **except** the following forms (as needed): Temporary Family Law Order, Child Support Order. These Orders are your proposed Orders.

E-filing instructions to e-file all documents except your proposed orders can be found on the Clerk's Office website: <https://kingcounty.gov/en/dept/dja/courts-jails-legal-system/court-forms-document-filing/filing>

Step 3: Have the other party served

Provided that no order restrains you from having contact with the other party, you may deliver it yourself at least **3 court days by 12 noon** before the hearing.

If the other party has an attorney, deliver the form to the attorney instead. After you have delivered the form to the other party or attorney, fill out the *Proof of Mailing or Hand Delivery* form.

If you had someone else deliver or mail the form to the other party or attorney, then the server will need to fill out the *Proof of Personal Service* form, FL All Family 101.

File the original with the Clerk's Office, keep a copy for your records, and bring it with you to the hearing.

Step 4: Submission List

Find this form here: <https://kingcounty.gov/en/dept/dja/courts-jails-legal-system/court-forms-document-filing/forms>

Form Name	Completed
Working Paper Submission List	<input type="checkbox"/>

All documents that will be considered **must** be filed in the clerk's office (either e-filed or physically delivered) and served on the other party. Once you have filed the documents you must file a *Working Papers Submission List*. The Working Papers Submission List accomplishes two purposes:

- 1. It confirms that you want your hearing to move forward-**The *Working Papers Submission List* is due by the reply deadline for the moving party (noon 3 court days prior) and the response deadline for the responding party (noon 5 court days prior). If you fail to file your submission list by the deadlines listed above, your hearing will not take place. It is suggested that the submission list be filed electronically to avoid processing delays.
- 2. It lets the Commissioner know what to read to prepare for the hearing.** The submission list shall list all documents that the parties want the court to consider. It must list your motion. If the submission list does not list required documents, such as the motions, your hearing may not go forward.

If you have filed multiple motions for one case, and have reserved a spot for each motion, you may file one submission list for all properly reserved motions.



Important! If you do not turn in a Submission List your hearing will be stricken.

NOTE: If you want to submit a reply and you have already completed a Submission List, you **MUST** update the Submission List and re-file it so the Commissioner knows to consider the reply when making a decision. Do not leave the submission number column blank on the Submission List. The submission number is the number each document is assigned when it is filed. The submission numbers are located at <https://dja-prd-ecexap1.kingcounty.gov/> by entering your case number, clicking on the document list, and referring to the Sub Number Column.

Step 5: Virtual hearing

All family law motions are being heard virtually via Zoom. Two days before your hearing:

- Go to <https://kingcounty.gov/en/court/superior-court/courts-jails-legal-system/court-calendars-locations-operations/superior-court-calendars-schedules/virtual-family-law-hearings>
- Click on the green button that says "Virtual Hearing Links- 1:00 p.m. Calendar"

- Find the name of your case. The zoom link you will use to appear for your hearing will be to the right of your case number.

If you cannot access Zoom for your hearing you may also use the phone number provided to appear by phone. If you cannot go online to get the hearing information, at least two days before your hearing, call and leave a message at:

- 206-477-1523 for motions noted in Kent, or
- 206-477-2750 for motions noted in Seattle

Court staff will contact you back to let you know how to appear.

For more guidance on Video Hearings, please visit: <https://kingcounty.gov/courts/superior-court/get-help/Video.aspx>

Important tips for your Zoom hearing:

- 1. If you are on time for your hearing and you are not let into the meeting within 15 minutes** after your scheduled hearing time, please email
 - a. FamilyLawStaffSeattle@KingCounty.gov for Seattle cases or,
 - b. FamilyLawStaffMRJC@KingCounty.gov for Kent cases.

Do not leave the waiting room. If you cannot email the court, call 206-263-0635 for assistance.

- 2. Once in the meeting please:**

- a. Mute yourself and turn off your camera until you are called on.
- b. Rename yourself with your last name, first name (example: "Doe, Jane").
- c. If you get disconnected on accident you can click the link again or call the associated phone number and you will be let back into the meeting.

- 3. The coordinator will perform a check-in.** Please remain muted and do not speak until your name or case number is called.

- 4. After check-in, wait and remain muted with your camera off until the court is ready for your hearing.** Your hearing may start at any time between 1:00 and 4:00 pm. When called, identify yourself each time you speak and conduct yourself as you would if you were in a physical courtroom, meaning there are other people present for their hearings too.

- 5. After your hearing is over you are welcome to leave the meeting.**



IMPORTANT! If you do not turn in a submission list, or you do not appear for your hearing on-time, the hearing may be conducted without you or stricken.