

Motion to Quash a Temporary Restraining Order

Use this packet if you want to ask the Court to terminate (“quash”) the Restraining Order before the scheduled court date.

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.

This form can be downloaded at <https://kingcounty.gov/en/dept/dja/courts-jails-legal-system/court-forms-document-filing/forms>

Form Name	Form Number	Notes	Completed
Ex Parte Notice of Court Date (Commissioners)	Seattle or Kent	See Step 2	<input type="checkbox"/>

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

Motion for Order to Vacate Temporary Restraining Order.	FL All Family 181	Tell the Court what you are requesting. You may title your motion "Motion for Order to Vacate Temporary Restraining Order."	<input type="checkbox"/>
Declaration of (Name) _____.	FL All Family 135	Explain why the Court should agree with your request	<input type="checkbox"/>
Order to Vacate Temporary Restraining Order.	FL All Family 182	Fill this out the way you would like the Commissioner to decide. You may title your Order "Order to Vacate Temporary Restraining Order."	<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 3)	<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 3).	<input type="checkbox"/>

Step 2: How to choose a court date.

Go to <https://superiorcourt.kingcounty.gov/ex-parte-online-scheduling> and click on "Calendar Availability Tool." This tool will help you find out when there is availability for your hearing. Select "Emergency Motions" in the drop-down menu. Pick a date that is displayed as "available," Use that date to fill out the Notice of Court date form.

▪ Where: King County Superior Courthouse, 516 3rd Ave, Seattle WA 98104 (Seattle cases) or Maleng Regional Justice Center, 401 4th Ave N, Kent, WA 98032 (Kent cases) BY ZOOM UNTIL FURTHER NOTICE (SEE STEP 5)

▪ Time/Day of the Week: Monday through Friday at 2:00 PM. Your spot on the calendar will not be reserved until your Notice of Court Date is filed and processed. If there are no hearing slots available at 2:00 PM, staff may direct you to appear at an alternate time. Parties with emergencies may reserve a hearing the same day (pending availability) so long as they file the required forms and notify the Ex Parte Department by 11:00 AM by email to SCEXPORTEORDERS@KINGCOUNTY.GOV.

Parties shall attach their filed Notice of Hearing. The subject line of the email should read “NOTICE OF HEARING _____ [Date]: [Your] CASE NUMBER.”

Step 3: Make copies of your paperwork.

- Copy 1 is to serve on the other party
- Copy 2 you will keep for your records
- Copy 3 for the Commissioner

Step 4: Have the other party served.

Provided that no order restrains you from having contact with the other party, you may deliver or mail them yourself at least **2 court days** before the court date (add 3 more days for mailing).

If the other party has an attorney, deliver or mail the forms to the attorney instead. After you have delivered or mailed the forms to the other party or attorney, fill out the *Proof of Mailing or Hand Delivery* form (FL All Family 112).

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.

Step 5: File paperwork with the Clerk’s Office

File the originals with the Clerk’s Office. To file with the Clerk’s Office, you may mail or deliver the complete forms to 2C in Kent, E-609 in Seattle, or you may e-file your documents:

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

File the following documents:

- FL 181 Motion
- FL 135 Declaration (Optional)
- Notice of Court Date Ex Parte Commissioners
- Proof of Service (FL 101 or 112)

Step 6: Submit Working Papers to Ex Parte Department

Working Papers are the Commissioner’s copies of your paperwork. Working papers can be e-filed using E-Working Copies here: <https://kingcounty.gov/en/dept/dja/courts-jails-legal-system/court-forms-document-filing/filing/e-working-copies>

Fee waiver Cases ONLY may email their working copies to SCEXPORTEORDERS@KINGCOUNTY.GOV with the following information in the subject line:

SUBJECT: WORKING PAPERS – DATE/TIME OF HEARING – CASE NUMBER AND DESIGNATION (Example: Working Papers – July 6, 2020 at 10:30 AM, 20-4-09354-4 KNT).

Staff will respond with instructions.

Working papers include ALL the documents filed with the Clerk's Office (step 10) AND FL 182 Order. If possible, send documents in WORD format.

Step 7: Notify Ex Parte Department

Email (SCEXPORTEORDERS@KINGCOUNTY.GOV) or call (206-477-2517) the Ex Parte Department and give them the following information:

- 1) The date and time of hearing;
- 2) How working papers were submitted; and
- 3) The case number and names of the parties.

Step 8: Virtual Hearing

ALL PARTIES SHOULD PLAN TO APPEAR BY VIDEO; meaning, the Court should be able to see all parties. Please log into your hearing a few minutes early to test mic and video connections. **When asked for your name, please type your FIRST and LAST** name so the court may identify you properly. Please mute your microphone until the court calls upon you to speak.


Join Zoom Meeting by Clicking this Link:
<https://kingcounty.zoom.us/j/95589486575>

Meeting ID: 955 8948 6575
Passcode: NONE

IMPORTANT: If notice is being given to the opposing party, it is the moving party's responsibility to provide this information.

THIS HEARING WILL BE HELD USING ZOOM. During the COVID-19 outbreak, in most cases, no person will be permitted inside the courtroom for hearings. All individuals, including interpreters, must attend using the [Zoom platform](#). Please select the "Join A Meeting" link and then enter the Meeting ID to access the hearing. Zoom is FREE. Information about Zoom may be found at its website, <https://www.zoom.us>. If you are unfamiliar with the Zoom platform, please go to the ZOOM training page website at <https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials> to learn how to access the platform for use.

Additional resources for video hearings are located online here:
<https://www.kingcounty.gov/courts/superior-court/get-help/Video.aspx>

[If you wish to arrange for an interpreter](#) please call or email: Phone: (206) 477-1415  Email: scinterp@kingcounty.gov

Case information may be obtained by contacting the Ex Parte and Probate Department at (206) 477-2517. Please contact the department at as soon as possible prior to your hearing if you are unable to appear by Zoom or have other administrative issues for consideration. Email to: SCEXPORTEORDERS@KINGCOUNTY.GOV is preferred.