

How to Respond to a Domestic Violence Protection Order

Use this packet if you want to respond to a Petition for a Domestic Violence Protection Order.

Talk to a lawyer, if you can

These instructions have been developed by the King County Superior Court Family Law Information Center. They are not intended to be a substitute for legal advice. They provide only legal *information*. It's a good idea to talk to a lawyer before you file any forms.

If you **cannot** afford a lawyer, you can:

- You can obtain a list of low-cost and free legal resources.
<https://kingcounty.gov/~media/courts/superior-court/docs/family/facilitator/family-law-resources.ashx?la=en>
- Get help from the Family Law Facilitators office. You can get information about their services at <https://kingcounty.gov/courts/superior-court/family/facilitator.aspx>.

Step 1: Fill out these forms

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

Form Name	Form Number	Notes	Completed
Declaration of (name): _____.	FL All Family 135	Tell the court your side of the story.	<input type="checkbox"/>
You may want to include other evidence, such as police, court or hospital records may be turned in on your behalf. Refer to this information in your Declaration and attach a copy of the documents to your Declaration.			

Make copies of your paperwork.

- **Original** set to file with Clerk's office
- **Copy 2** is to serve on the other party or attorney
- **Copy 3** you will keep for your records

Step 2: File your original forms with the Clerk's office

When: As soon as possible before the court date.

Where: Clerk's Office (Room 2C in Kent and E-609 in Seattle) OR you can file your case online on the Clerk's website at: <https://www.kingcounty.gov/courts/clerk/documents/efiling.aspx>. If you have questions about e-filing call 206-477-3000 or email eServices@kingcounty.gov.

What: The originals of all papers from Step 1.

Step 3: Have the other party served

What to serve: A copy of all the documents from Step 1.

When: As soon as possible before the court date.

How to serve

If the Petitioner is represented by an attorney, serve the attorney with a copy of the documents from Step 1 by your court date. After you have delivered or mailed the forms to the attorney, fill out the [Proof of Mailing or Hand Delivery](#) form (FL All Family 112) and file with the Clerk's Office.

If the Petitioner is not represented by an attorney, someone over 18– **not you**– may mail or deliver a copy of your court papers to the other party. You may also hire a process server to serve the other party. The person who serves your documents fills out the [Proof of Mailing or Hand Delivery](#) form (FL All Family 112), and you file it with the Clerk's Office.

Step 4: Confirm your Hearing

There will be no in-person DVPO hearings unless the court directs you to appear in person.

You must contact family law staff at least three hours before your hearing to ensure they have your contact information:

In Seattle: Email FamilyLawStaffSeattle@KingCounty.gov or call (206) 477-1523.

In Kent: Email FamilyLawStaffMRJC@KingCounty.gov or call (206) 477-2750.

Failure to email the coordinators may result in the hearing being held in your absence. In your email or voicemail please include the following information:

1. Case number
2. Date of Hearing
3. Identify yourself as the responding party
4. Provide your telephone number.

Step 5: Attend your Hearing

All protection order hearings are being heard virtually via Zoom. Two days before your hearing:

- Go to <https://kingcounty.gov/courts/superior-court/family/virtual-hearings.aspx>
- 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.**