**SUPERIOR COURT WASHINGTON, COUNTY OF KING**

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| vs. | **CASE NO. KNT/SEA**  **NOTICE OF COURT DATE**  **CHIEF UFC JUDGE**  (Clerk's Action Required) (NTMTDK) |

***IMPORTANT!*** *Use this form* ***ONLY*** *to set hearings in front of the Chief UFC Judge. Please refer to* ***Local Family Law Rule 5*** *for information about which hearings should be noted before the Chief UFC Judge.*

My name is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  I do not have an attorney, OR

I am counsel for \_\_\_\_\_\_\_\_\_\_\_\_\_, WSBA #\_\_\_\_\_\_\_.

The court can contact me at: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(E-mail address) (Phone)*

I am asking the court to have a hearing about: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(Name of Motion)*

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| **To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name of Other Party) A court date has been scheduled on the above motion for**:  **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Time**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Where:** 516 3rd Ave, Seattle WA 98104 Room W331 .  ***Important!*** Hearings are by phone or video until further notice. See notices below.  **Check one:**  **Specific Chief UFC Calendars:**  Weapons Surrender Motions or Hearings (Thursday)  *\*You must contact* [*weapons-surrender@kingcounty.gov*](mailto:weapons-surrender@kingcounty.gov) *to request a hearing date and time*  Invalidity Final Orders (Friday 1:30 pm)  Motions for Default when there has been an appearance (Friday 1:30 pm)  **Other Motions/Matters in front of the Chief UFC** (Monday-Friday)  With oral argument *-- you* ***must*** *obtain a time, date, and Zoom link from the Chief UFC Bailiff before filing this Notice*: and include the Zoom information here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Without Oral Argument, including Surrogacy, and Petition for Visit review.  Motions for revision in cases without an assigned Judge. (*Select a placeholder date and email a copy of this Notice to the Chief UFC judge at* [S*utton.Court@kingcounty.gov*](mailto:Sutton.Court@kingcounty.gov) *or deliver a copy to Room C-203 at the downtown courthouse. Your date may be changed based on judicial availability.)*  **\*\*\*All motions must be filed and served at least 9 court days in advance per Local Civil Rule 7\*\*\*** |

Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Self-represented parties only:I want to receive documents from the other party at:

the email address above or this address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Fill out a box for each party who needs to be informed about this court date (including any Guardian Ad Litem, CASA, or Deputy Prosecuting Attorney, with Family Support Unit).

**You** must serve a copy of this form, with all motion documents, on all of these parties.

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| Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  WSBA# \_\_\_\_\_\_\_Attorney for:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Service Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  City, State, Zip\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Telephone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  WSBA# \_\_\_\_\_\_\_Attorney for:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Service Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  City, State, Zip\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Telephone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**IMPORTANT NOTICES REGARDING MOTIONS IN FRONT OF THE CHIEF UFC JUDGE**

**APPEARING AT HEARINGS:** All hearings will be conducted remotely unless directed to appear in person by the court. For the Default/Invalidity calendars on Friday at 1:30 p.m., go to [www.zoom.us](http://www.zoom.us) and enter Meeting ID: 825 9746 3343. Call or email the bailiff at (206) 477-1629 or [Sutton.Court@kingcounty.gov](mailto:Sutton.Court@kingcounty.gov) if you cannot appear by Zoom. For the Weapons Surrender calendar on Thursdays, go to [www.zoom.us](http://www.zoom.us) and enter the Meeting ID: 821 3421 9560.

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**RESPONSE:** If you do not agree with the motion, you may file a response. Your response **must be in writing** and must be delivered no later than 4:30 p.m. four (4) court days (not including court holidays) before the court date. Your response must be delivered to:

1) The Superior Court Clerk via e-Filing or in-person at Room E609.

2) All parties or their attorney.

**\*\*Important!** Do **not** file a response for motions for reconsideration unless the court requests one.

**REPLY:** The person who scheduled the court date can reply, in writing, to the response. The reply is due by 4:30 p.m. two (2) court days prior to the hearing.

**WORKING COPIES:** Working copies through e-working copies are strongly encouraged. If you cannot submit e-working copies you may deliver a working copy to Room C-203 at the downtown courthouse or email a copy to [Sutton.Court@kingcounty.gov](mailto:Sutton.Court@kingcounty.gov). If you do not provide e-working copies you **must** file a [Submission List](https://www.kingcounty.gov/~/media/courts/Clerk/forms/Submission_List_final.ashx?la=en) with the last set of documents submitted to the court and email a copy to the bailiff at [Sutton.Court@kingcounty.gov](mailto:Sutton.Court@kingcounty.gov).

**PROPOSED ORDERS:** Proposed Orders must be submitted in Word to [Sutton.Court@kingcounty.gov](mailto:Sutton.Court@kingcounty.gov).

**SWORN STATEMENTS NECESSARY:** Any statements of a party or witness must be signed, dated, and sworn to under penalty of perjury and must contain the state and city where signed.

**OTHER HEARINGS SET BEFORE THE CHIEF UFC JUDGE:** LFLR 5 and LFLR 18 outline which motions are heard by the Chief UFC Judge, which include:

* Motions to Change the Case Assignment Area or Consolidate Cases
* Surrogacy Motions
* Certain motions if there is no assigned judge
* Emancipation of Minors
* Motions to Vacate a closed case. (You need to submit a proposed Order to Show Cause when you contact the Bailiff to obtain your court date. You must also file and serve this Notice.)

**MOTIONS WITHOUT ORAL ARGUMENT:** You should NOT appear in court on the date of the hearing if the motion is noted without oral argument.

This is only a partial summary of the family law local rules. All parties are advised to review the rules and, if possible, consult with an attorney.