

SUPERIOR COURT WASHINGTON, COUNTY OF KING

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)

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 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 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.

Name _____	Name _____
WSBA# _____ Attorney for: _____	WSBA# _____ Attorney for: _____
Service Address: _____	Service Address: _____
City, State, Zip _____	City, State, Zip _____
Email Address: _____	Email Address: _____
Telephone #: _____	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 and enter Meeting ID: 825 9746 3343. Call or email the bailiff at (206) 477-1629 or Sutton.Court@kingcounty.gov if you cannot appear by Zoom. For the Weapons Surrender calendar on Thursdays, go to www.zoom.us and enter the Meeting ID: 821 3421 9560.

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. If you do not provide e-working copies you **must** file a [Submission List](#) with the last set of documents submitted to the court and email a copy to the bailiff at Sutton.Court@kingcounty.gov.

PROPOSED ORDERS: Proposed Orders must be submitted in Word to 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.