

**SUPERIOR COURT WASHINGTON, COUNTY OF KING**

vs.	<b>CASE NO.</b> <span style="float: right;"><b>KNT</b></span>  <b>NOTICE OF COURT DATE</b> <b>FAMILY LAW COMMISSIONERS CALENDAR NON-CAPPED - KENT</b> (Clerk's Action Required) (NTMTDK)
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***This form is used ONLY to set motion hearings for: Motions on the Domestic Violence Calendar, Trial by Affidavit (TBA) motions without oral argument, Motions for Reconsideration to a FL commissioner, Motion for SIJS, Motions w/o oral argument (as allowed by FL Commissioner), Family Support Prosecutor Parentage & Adjustment calendars, and State/Defense contested contempt motions.***

My name is: \_\_\_\_\_ .  I do not have an attorney, OR  
 I am counsel for \_\_\_\_\_, WSBA # \_\_\_\_\_.

The court can contact me at: \_\_\_\_\_, \_\_\_\_\_  
(email address) (phone)

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

The date I have picked for my hearing is \_\_\_\_\_.

*You must pick a date that is at least fourteen (14) calendar days after you file this form with the clerk's office AND serve the other party. (Note: for Summary Judgment Motions, it is 28 days, not 14.)*

***Important!*** This court date is not guaranteed. The moving party must **file a Submission List by the specified deadline**, or your hearing will not go forward. See the notice section below.

**To:** \_\_\_\_\_ (Name of Other Party) **A court date has been scheduled on the above motion for:**

**DATE:** \_\_\_\_\_ (fill out date you've chosen)

**COURT:** MRJC, 401 4<sup>th</sup> Ave, Kent, WA 98032.  
***Important!*** Hearings are by phone or video until further notice. See notices below.

**Check the appropriate box below for time/day of the week based on the type of hearing**

**Motions for Trial by Affidavit (TBA) Commissioner:** Friday 1:30 pm (without oral argument; see notice on page 3)

**Family Support Prosecutor Case Motions: (limit 4 SumJmt, 4 Adj per)**

ADJUSTMENT 9:00 AM

PARENTAGE Wednesday 1:30 PM

- Family Support Prosecutor Child Support Contempt Calendars (limit 2 per):**
  - Contempt, TRACK B: Tuesday, 8:30 AM
  - Contempt, TRACK B: Tuesday, 1:30 PM
  - Contempt, TRACK A: Wednesday, 1:30 PM
- Motion for Reconsideration** (without oral argument; see *notice* on page 3)  
(Name of) Family Law Commissioner: \_\_\_\_\_
- Motions on the Domestic Violence Calendar** (Monday-Friday at 8:30 am)
- Motions without Oral Argument (Other)** (without oral argument; see *notice* on page 3)
- Motions for SIJS** (without oral argument; see *notice* on page 3)

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 _____ WSBA# _____ Attorney for: _____ Service Address: _____ City, State, Zip _____ Email Address: _____ Telephone #: _____	Name _____ WSBA# _____ Attorney for: _____ Service Address: _____ City, State, Zip _____ Email Address: _____ Telephone #: _____
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 FAMILY LAW CASES**

**RESPONSE:** If you do not agree with the motion, you must file a response (*except for motions for reconsideration – see below*). Your response **must be in writing** and must be delivered no later than 12:00 p.m. (noon), five (5) 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 2C.
- 2) All parties or their attorney(s).

**REPLY:** The person who scheduled the court date can reply, in writing, to the response. The reply and submission list are due by noon three (3) court days prior to the hearing. The moving party’s submission list confirms the hearing.

**WORKING PAPERS/CONFIRMATION ON MOTIONS:** Each party must file a submission list. The Submission List form can be found at: <https://kingcounty.gov/en/dept/dja/courts-jails-legal-system/court-calendars-locations-operations/calendars>. The Submission List is a list of the documents you want the court to consider. The party filing the motion must submit the list by noon 3 court days prior to the hearing (reply deadline). The responding party must submit the list by noon 5 court days prior to the hearing (response deadline). The person filing the motion must timely file this list or the hearing will not be confirmed and will not take place.

**ZOOM HEARINGS:** Family Law Motions Commissioner Calendars are being conducted by Zoom until further notice, but can also be attended in person. Check the family law website for the latest information. **If appearing by Zoom, you must 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> to get the Zoom link to appear for your hearing. The link will be published on that website two days before your hearing.**

If you cannot access the internet to obtain the phone number or link, call:

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

at least two days before your hearing. Court staff will contact you to let you know how to appear.

**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.

**TBA WITHOUT ORAL ARGUMENT:** All TBA motions hearings are being conducted without oral argument. You should NOT appear in court on the date of the hearing. You must schedule your motion with the family law department by going to: <https://superiorcourt.kingcounty.gov/famlaw/scheduling/calendar>.

**RECONSIDERATION WITHOUT ORAL ARGUMENT:** All Motion for Reconsideration hearings are without oral argument unless the commissioner sets an argument date. You should NOT appear in court on the date of the hearing. Reconsideration motions only require a response if the commissioner asks for you to file one. Do NOT file a response unless you are directed to do so. If a response is requested and submitted, a reply may be filed. You must schedule your motion with the family law department by going to <https://superiorcourt.kingcounty.gov/famlaw/scheduling/>.

**MOTION FOR SIJS WITHOUT ORAL ARGUMENT:** Hearings for motions on SIJS are without oral argument unless the commissioner sets an argument date. You should NOT appear in court on the date of the hearing. You must schedule your motion with the family law department by going to <https://superiorcourt.kingcounty.gov/famlaw/scheduling/>.

**OTHER MOTIONS WITHOUT ORAL ARGUMENT:** Motions w/o Oral Argument **must be by agreement of the parties** or as scheduled/directed by a Court Commissioner. You should NOT appear in court on the date of the hearing. You must schedule your motion with the family law department by going to <https://superiorcourt.kingcounty.gov/famlaw/scheduling/>.

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