**Superior Court of Washington, Thurston County**

**Family and Juvenile Court**

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| Petitioner:    Respondent: | Case No.  **Notice of Hearing for**  **Court Commissioner’s Motions-**  **Family & Juvenile**  (NTHG) |

**To the County Clerk and all parties:**

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| 1. A court hearing has been scheduled for:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date) at\_\_\_\_\_ (time). | |
| 2. The **name** of the motion or type of hearing is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  The motion was filed on: \_\_\_\_\_\_\_\_\_\_\_\_ (date) by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of party). | |
| **3.** The hearing should be scheduled on the following court session:  **🡪**  Check that the session is available before you schedule a hearing. You can see whether a session is full on the Clerk’s web page: [www.co.thurston.wa.us/clerk](http://www.co.thurston.wa.us/clerk). | |
| **Family Law without attorneys**  Monday 9:00 & 10:30 a.m.  **Courtroom 2**  **Zoom Meeting ID**: **429-655-5966**  Wednesday 11:00 a.m.  **Courtroom 1**  **Zoom** **Meeting ID: 772-162-1402**  Friday 1:30 p.m.  **Courtroom 3**  **Zoom** **Meeting ID: 786-408-0165**  **Family Law with attorneys**  Tuesday 9:00 a.m.  **Courtroom 4**  **Zoom Meeting ID**: **242-974-5214**  Tuesday 2:00 p.m.  **Courtroom 3**  **Zoom** **Meeting ID: 786-408-0165**  Thursday 9:00 a.m.& Friday 2:30 p.m.  **Courtroom 3**  **Zoom** **Meeting ID: 786-408-0165** | **Final Orders with children**  Monday 9:00 a.m.  **Conference Room 35**  **Zoom** **Meeting ID: 881-2091-0575**    **Final Orders without children**  Monday 10:00 a.m.  **Conference Room 35**  **Zoom** **Meeting ID: 881-2091-0575**  **State Family Law**  Wednesday 2:00& 3:00 p.m.  **Courtroom 4**  **Zoom Meeting ID**: **242-974-5214**  **Courtroom 1**  **Zoom** **Meeting ID: 772-162-1402**  **Youth at Risk & CHINS**  Monday 10:00 a.m.  **Courtroom 3**  **Zoom** **Meeting ID: 786-408-0165** |
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| You can verify courtroom by checking the Court Calendar Schedules at: [www.thurstoncountywa.gov/departments/superior-court/court-calendars/court-calendars-family-and-juvenile-court](http://www.thurstoncountywa.gov/departments/superior-court/court-calendars/court-calendars-family-and-juvenile-court)  (Attorneys in person, all other parties may appear by Zoom) | |
| ***Warnings!***   * You need to schedule this hearing by 5:00 p.m. at least 6 business days ahead of time. Consult local and state court rules. * If you do not participate in the hearing, the court may sign orders without hearing your side. You must file all paperwork to respond to a motion before the court hearing. * If you do not have an attorney, a courthouse facilitator must approve the final paperwork before a final hearing can be scheduled. LSPR 94.04. | |
| **4. Declaration of Service** | **5. Person Scheduling this Hearing** |
| I declare that on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,20\_\_\_\_,  I  deposited in the United States mail,  delivered through a legal messenger service,  personally delivered, a copy of this notice of hearing, the motion, and all paperwork filed along with the motion, to all people listed below in section 6.  I declare under penalty of perjury under the laws of Washington State that the foregoing is true and correct.  Signed at\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(City)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (State)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Date signed)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Signature)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Printed name) | Petitioner  Respondent  Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Sign:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Print Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  WSBA # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(if attorney)  Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  City/State/Zip:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email (required):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **6. Names and Contact Information for Everyone Notified of this Hearing** | |
| Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Attorney for:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  WSBA #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Attorney for:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  WSBA #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Attorney for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  WSBA #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Attach more pages if needed. | Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Attorney for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  WSBA #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **7. Instructions for Appearing by Zoom** | |
| **Joining by Computer or Smartphone**   * Go to <https://zoom.us> or download the free app to your phone or device. * You will need the Zoom meeting ID for the hearing which could be found in section 3. * Once on Zoom click “Join a Meeting”, enter the Zoom meeting ID, and click “Join”.   **Join by Telephone If**   * You do not have a microphone or speaker on your computer * You do not have a smartphone * You cannot connect to a network for video or computer audio.   **Phone Controls**:  **\*6** – mute/unmute  **\*9** - Raise hand  **To Join by Telephone**   * Call (253) 215-8782 * Enter the Zoom Meeting ID followed by # symbol.   **Before Your Hearing, Get Prepared**   * Make sure you have a good Internet connection * Make sure your screen name is your first and last name. * No profile picture/photo is allowed. * Remember that you are still appearing in court and should act and dress appropriately. * Use earbuds or headphones if you can. This frees up your hands and improves sound quality. * Find a quiet place where no one will interrupt you. * Do not use the chat unless you are having audio issues and need to let the Court know. * Mute your microphone unless you are asked to speak.   **Observer**   * If you are not a party to a case, then you are required to identify yourself by renaming yourself to Observer.   **DO NOT RECORD ANY COURT HEARINGS WITHOUT PERMISSION OF THE COURT IN THE HEARING**  The Court keeps a record of all proceedings. You can order transcripts or copies of the hearing from the Court. More information can be found on the Court’s Website: <https://www.thurstoncountywa.gov/departments/superior-court/court-services/ordering-copies-electronic-recorded-hearings-and-transcripts-proceedings> | |