**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.
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| **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> |