

Superior Court of Washington, Thurston County
Family and Juvenile Court

Petitioner:

Respondent:

Case No. _____

Notice of Orientation

(NTHG)

To the County Clerk and all parties:

1. This case is scheduled for orientation on _____ (date) at _____ (time).

Orientation will take place by Zoom (Meeting ID: 837-2088-7594). See section three for instructions on how to appear by Zoom.

→ Please see the Orientation Schedule for dates available which can be found at:
<https://www.thurstoncountywa.gov/sc/scdocuments/Calendar-Orientation.pdf> .

→ Check that the court session is available before you schedule orientation. You can see whether a session is full on the Clerk's web page: www.co.thurston.wa.us/clerk

→ You need to schedule the orientation at least six court days ahead of time.

2. Information about the Orientation Program.

Information for Petitioner: You must schedule and go to orientation when you file a dissolution or legal separation case involving children. Schedule the orientation within 30 days of filing the case. Give a copy to the respondent and show you served the respondent by filling out page two of this notice.

Information for Both Parties: Orientation includes:

- Information about what to expect with the court process;
- A discussion of the mandatory parenting seminar and information about how to attend one;
- A video presentation on mandatory mediation.

Both parties must attend orientation, but they can go to different sessions. The parties should go to different sessions if there is a restraining order or protection order, or any concerns about domestic violence.

Is there currently or has there ever been a restraining order or protection order between you and the other party? Yes No. If you want to speak to someone about the situation please call the Domestic Violence Case Coordinator at: (360) 709-3263.

3. Instructions for Appearing to your Zoom Meeting

Joining by Computer or Smartphone

Zoom hearings can be joined from the internet, the Zoom application (“App”), landline or mobile phone (**Instructions below**), and with a H.323 or SIP device.

You will need the **Zoom Meeting ID** number for the hearing. The **Zoom Meeting ID** for your calendar can be found in section 3 on the first page of this Notice and on the court’s website.

1. Go to <https://zoom.us/>
2. Once on the Zoom site and click the “Join a meeting” option, or use this link:
<https://zoom.us/join>
3. Enter the Meeting ID and click “Join”

You can also download an application (“App”) to your smartphone or device. To download the Zoom mobile application, visit the zoom website at

<https://zoom.us/download>

4. Once you have joined, you will enter the virtual waiting room. Prior to the start of your hearing, the judicial officer or court employee will admit you into the virtual hearing. You might have to wait past the start of your hearing time. Please be patient.

Join by telephone if:

- You do not have a microphone or speaker on your PC/Mac,
- You do not have a smartphone (iOS or Android), or
- You cannot connect to a network for video and VoIP (computer audio)

DO NOT RECORD ANY COURT HEARINGS

The Court keeps a record of all proceedings. Do not record any court proceedings. You can order transcripts or copies of the hearing from the Court. If you would like to order a copy of the record or a transcript of the proceeding, information can be found on the Court’s Website:

<https://www.thurstoncountywa.gov/sc/Pages/transcripts.aspx>

To join by telephone:

If you are joining via telephone, call one of the telephone numbers listed in the box, then enter your calendar **Zoom Meeting ID** number. The **Zoom Meeting ID** for your calendar can be found in section 3 on the first page of this Notice and on the court’s website.

1. Call one of the telephone numbers provided in the box below.

Dial by your location

+1 253 215 8782 US (Tacoma)
+1 669 900 9128 US (San Jose)
+1 346 248 7799 US (Houston)
+1 646 558 8656 US (New York)
+1 301 715 8592 US (Germantown)
+1 312 626 6799 US (Chicago)

Find your local number:

<https://us02web.zoom.us/j/kcK71YNq>

2. Enter the assigned **Zoom Meeting ID** number found in section 3 followed by # symbol.
 - Phone Controls:
 - *6 - Toggle mute/unmute
 - *9 - Raise hand

Considerations for Virtual Hearings:

Virtual hearings are just like attending court in person.

Required:

- Dress appropriate
- Mute your microphone unless you are asked to speak
- Follow judicial officer’s stated rules or risk being removed from the hearing
- You can only attend one virtual hearing at a time, please contact the court if you are scheduled to appear in multiple hearings.

If Possible:

- Avoid moving your video or quick movements
- Find a quiet space

3. Declaration of Service

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 orientation to all people listed below in section five.

I declare under penalty of perjury under the laws of Washington State that the foregoing is true and correct.

Signed at _____ (city) _____ (State) on _____ (date signed).

_____ (signature)

_____ (print name)

4. Person Scheduling Orientation:

Petitioner Respondent

Other: _____

Sign: _____

Print Name: _____

WSBA # _____ (if attorney)

Address: _____

City/State/Zip: _____

Telephone: _____

Email (required): _____

Date: _____

5. Names and Contact Information for Everyone Notified of this Orientation

Name: _____

Attorney for: _____

WSBA #: _____

Address: _____

Telephone: _____

Email: _____

Name: _____

Attorney for: _____

WSBA #: _____

Address: _____

Telephone: _____

Email: _____

Name: _____

Attorney for: _____

WSBA #: _____

Address: _____

Telephone: _____

Email: _____

Name: _____

Attorney for: _____

WSBA #: _____

Address: _____

Telephone: _____

Email: _____

Attach more papers if you need.