

# Superior Court of Washington, Thurston County

## Family and Juvenile Court

Petitioner:

\_\_\_\_\_

Respondent:

\_\_\_\_\_

Case No. \_\_\_\_\_

### Notice of Hearing for Court Commissioner Motions – Family Law & Juvenile

(NTHG)

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

**1.** A court hearing has been scheduled for: \_\_\_\_\_ (date) at \_\_\_\_\_ (time).

See information below on how to appear for each calendar.

**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 court 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**  
(Attorneys in person, all other parties by Zoom)  
[Courtroom 2: Zoom Meeting ID: 429-655-5966#](#)  
(Monday 9:00 & 10:30 a.m.)  
[Courtroom 3: Zoom Meeting ID: 786-408-0165#](#)  
(Thursday 11:00 a.m.)  
[Courtroom 3: Zoom Meeting ID: 786-408-0165#](#)  
(Friday 1:30 & 2:30 p.m.)

- Youth at Risk & CHINS**  
[Courtroom 3: Zoom Meeting ID: 786-408-0165#](#)  
(Monday 10:00 & 11:00 a.m.)

- Juvenile Miscellaneous Motion**  
[Courtroom 3: Meeting ID: 786-408-0165#](#)  
(Monday 2:00 & 2:30 p.m.)

- Family Law with attorneys**  
(Attorneys in person, all other parties by Zoom)  
[Courtroom 4: Zoom Meeting ID: 242-974-5214#](#)  
(Tuesday 9:00 & 10:30 a.m.; 1:30 p.m.)  
(Thursday 9:00 & 10:30 a.m.)

**See last page for Zoom Meeting Instructions.**  
**See the Court's website for more information on  
how to appear for your hearing:**  
[www.thurstoncountywa.gov/sc/pages/coming-to-fjc](http://www.thurstoncountywa.gov/sc/pages/coming-to-fjc)

- Final Orders with children**  
(Attorneys in person, all other parties by Zoom)  
[Conference Room 35:  
Zoom Meeting ID: 881-2091-0575#](#)  
(Monday 9:00 a.m.)

- Final Orders without children**  
(Attorneys in person, all other parties by Zoom)  
[Conference Room 35:  
Zoom Meeting ID: 881-2091-0575#](#)  
(Monday 10:00 a.m.)

- State Family Law**  
(Attorneys in person, all other parties by Zoom)  
[Courtroom 4: Zoom Meeting ID: 242-974-5214#](#)  
Wednesday 2:00 & 3:00 p.m.

### 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 go to 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

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) on  
\_\_\_\_\_ (date signed).

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(printed name)

#### 5. Person Scheduling this Hearing:

[ ] 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: \_\_\_\_\_

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 pages if needed.**

## 7. 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**).

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