THURSTON COUNTY FAMILY & JUVENILE COURT
EX PARTE FAMILY LAW EMERGENCY MOTIONS PROCESS

What is the Process for Family & Juvenile Court Ex Parte Emergency Motions?

During Covid-19 reduced operations, the court conducts telephonic hearings each day to consider emergency motions in family law cases. This calendar is called "Ex parte calendar". The calendar is at 4:00 p.m. Monday through Friday. Only emergency motions will be decided on this calendar.

What is Considered an Emergency?

You may schedule a motion on this docket **only** if you believe your motion is an emergency. On a case-by-case basis, the judicial officer will decide whether your situation qualifies as an emergency.

The following is a list of motions that may qualify as an emergency. Other types of motions may also qualify as an emergency:

- Motions for temporary restraining orders when personal safety is at risk;
- Motions for orders where there is an immediate risk to child safety or there is a risk of child abduction, including writs of Habeas Corpus, and related matters;
- Motions in which a person's basic financial survival is at risk – for instance, the ability to maintain housing, pay for food or utilities, or have access to critical health care;
- Emergency motions on parenting issues where the health and safety of a child or adult is at risk due to Covid-19 or another reason.

Ex parte requests for protection orders are also heard by zoom every day at 1:15 pm on a different calendar. If you have questions about scheduling protection order hearings of any kind, please continue to work with the Clerk's Office Domestic Violence Liaison (360) 709-3260 or county_clerk@co.thurston.wa.us.

The court has also developed **additional processes for certain non-emergency matters that can be addressed without a hearing**. For that process, click here.

How do I Schedule an Emergency Ex Parte Motion at FJC?

To schedule an emergency motion, you will need to first file a notice of hearing, the motion, supporting materials, proposed order(s), and cover sheet for your proposed order(s), no later than 12:00 pm the day of the scheduled hearing.

Use this form to schedule an Emergency Ex Parte Motion: Notice of Hearing for Ex Parte and Emergency Motions During Covid-19 Protocols. Click here to get the form on the Clerk's website. On the form, you will check the box for Ex Parte- Emergency Motions.

A Clerk's Office Facilitator is available for telephonic appointments to review completed paperwork. Facilitator appointments are $25.00 per appointment. To schedule an appointment please call 360-786-5430 or email county_clerk@co.thurston.wa.us. For information on filings go to the Clerk's website by clicking here or call 360-786-5430.

How do I Appear for the Emergency Ex Parte Hearing?

See the Notice of Hearing for instructions on how to appear virtually for the hearing or click here for the calendar schedule. Look for the day that you scheduled the hearing for and what courtroom the hearing will be in. Page 2 of this document will provide you with the Zoom meeting ID.

How can I get legal assistance?

For details about civil legal assistance, click here. In addition, Thurston County Volunteer Legal Services has a limited number of local attorneys who are available for over-the-phone legal advice, including on family law emergencies. If your situation is urgent, please call 360-705-8194.

How do I Find Out if my Documents are in Odyssey?

You can check Odyssey Portal by clicking here to see if your documents have been filed. **DO NOT** contact court administration to see if the order was signed, unless it has been 5 working court days and the order is not in Odyssey. The Court will make every effort to consider proposed orders within 2 working court days of presentation. If you do not have Odyssey Portal you can contact the Clerk's Office by emailing county_clerk@co.thurston.wa.us or by calling 360-786-5430.

Please continue to check our website as processes may change in the future.

Thank you for your patience during this time.