**Superior Court of Washington, Thurston County**

**Family and Juvenile Court**

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| Petitioner: Respondent:  | Case No. **Notice of Hearing for** **Emergency Ex Parte Motions**(NTHG) |

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

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| 1. A court hearing has been scheduled for:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date) at 4:00 p.m.  |
| 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:   |
| **Emergency Ex Parte Motions*** Monday through Friday at 4:00 p.m.
* May appear for hearing in person or by Zoom.

**🡪 You need to schedule this hearing by 11:00 a.m. the day of the scheduled hearing.**[ ]  **Monday** [ ]  **Wednesday:** **Courtroom 4**  **Zoom Meeting ID: 242-974-5214**[ ]  **Tuesday:** **Courtroom 2** **Zoom Meeting ID**: **429-655-5966**[ ]  **Thursday** [ ]  **Friday:**  **Courtroom 3** **Zoom Meeting ID**: **786-408-0165**   |
| Do not contact court administration to check on the status of documents being filed or signed. You can check Odyssey Portal at <https://odysseyportal.courts.wa.gov/odyportal> to see if your documents have been filed. If you do not have Odyssey Portal you can contact the Clerk’s Office by emailing TCClerk@co.thurston.wa.us or by calling 360-709-3260.  |

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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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Attorney for:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_WSBA #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Attorney for:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_WSBA #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **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> |