**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](mailto: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> |