

Superior Court of Washington, Thurston County

Family and Juvenile Court

Petitioner:

Respondent:

Case No. _____

**Notice of Hearing for
Emergency Ex Parte Motions
(NTHG)**

To the County Clerk and all parties:

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.

4. Declaration of Service	5. Person Scheduling this Hearing
<p>I declare that on _____, 20____,</p> <p>I <input type="checkbox"/> deposited in the United States mail, <input type="checkbox"/> delivered through a legal messenger service, <input type="checkbox"/> 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.</p> <p>I declare under penalty of perjury under the laws of Washington State that the foregoing is true and correct.</p> <p>Signed at _____ (City) _____ (State) _____ (Date signed) _____ (Signature) _____ (Printed name)</p>	<p><input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent <input type="checkbox"/> Other: _____</p> <p>Sign: _____</p> <p>Print Name: _____</p> <p>WSBA # _____ (if attorney)</p> <p>Address: _____</p> <p>City/State/Zip: _____</p> <p>Telephone: _____</p> <p>Email (required): _____</p> <p>Date: _____</p>
6. Names and Contact Information for Everyone Notified of this Hearing	
<p>Name: _____</p> <p>Attorney for: _____</p> <p>WSBA #: _____</p> <p>Address: _____</p> <p>_____</p> <p>Email: _____</p> <p>Telephone: _____</p>	<p>Name: _____</p> <p>Attorney for: _____</p> <p>WSBA #: _____</p> <p>Address: _____</p> <p>_____</p> <p>Email: _____</p> <p>Telephone: _____</p>
<p>Name: _____</p> <p>Attorney for: _____</p> <p>WSBA #: _____</p> <p>Address: _____</p> <p>_____</p> <p>Email: _____</p> <p>Telephone: _____</p>	<p>Name: _____</p> <p>Attorney for: _____</p> <p>WSBA #: _____</p> <p>Address: _____</p> <p>_____</p> <p>Email: _____</p> <p>Telephone: _____</p>

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.

To Join by Telephone

- Call (253) 215-8782
- Enter the Zoom Meeting ID followed by # symbol.

Phone Controls:

- *6 – mute/unmute
- *9 - Raise hand

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>