

**Superior Court of Washington, Thurston County**

**Family and Juvenile Court**

Petitioner:

\_\_\_\_\_

Respondent:

\_\_\_\_\_

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

**Notice of Hearing for  
Court Commissioner's Motions-  
Family & Juvenile**

(NTHG)

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

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

**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 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**

Monday 9:00 & 10:30 a.m.

**Courtroom 2**

**Zoom Meeting ID: 429-655-5966**

Thursday 11:00 a.m.

**Conference Room 35**

**Zoom Meeting ID: 885-9726-5333**

Friday 1:30 p.m.

**Courtroom 3**

**Zoom Meeting ID: 786-408-0165**

☐ **Family Law with attorneys**

Tuesday 9:00 a.m. & 1:30 p.m.

**Courtroom 4**

**Zoom Meeting ID: 242-974-5214**

Thursday 9:00 a.m. & Friday 2:30 p.m.

**Courtroom 3**

**Zoom Meeting ID: 786-408-0165**

☐ **Final Orders with children**

Monday 9:00 a.m.

**Conference Room 35**

**Zoom Meeting ID: 881-2091-0575**

☐ **Final Orders without children**

Monday 10:00 a.m.

**Conference Room 35**

**Zoom Meeting ID: 881-2091-0575**

☐ **State Family Law**

Wednesday 2:00 & 3:00 p.m.

**Courtroom 4**

**Zoom Meeting ID: 242-974-5214**

(Attorneys in person, all other parties may appear by Zoom)

<input type="checkbox"/> <b>Youth at Risk &amp; CHINS</b> <u>Monday 10:00 &amp; 11:00 a.m.</u> <b>Courtroom 3</b> <b>Zoom Meeting ID: 786-408-0165</b>	<input type="checkbox"/> <b>Juvenile Miscellaneous Motion</b> <u>Monday 2:00 &amp; 2:30 p.m.</u> <b>Courtroom 3</b> <b>Meeting ID: 786-408-0165</b>
<b>Warnings!</b> <ul style="list-style-type: none"> <li>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.</li> <li>If you do not participate in the hearing, the court may sign orders without hearing your side. You must file all paperwork to respond to a motion <u>before</u> the court hearing.</li> <li>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.</li> </ul>	
<b>4. Declaration of Service</b>	<b>5. Person Scheduling this Hearing</b>
<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>
<b>6. Names and Contact Information for Everyone Notified of this Hearing</b>	
<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>

Name: \_\_\_\_\_  
Attorney for: \_\_\_\_\_  
WSBA #: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Email: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Attach more pages if needed.

Name: \_\_\_\_\_  
Attorney for: \_\_\_\_\_  
WSBA #: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Email: \_\_\_\_\_  
Telephone: \_\_\_\_\_

## 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>