

**THURSTON COUNTY FAMILY & JUVENILE COURT
EX PARTE FAMILY LAW EMERGENCY MOTIONS PROCESS
In effect during COVID-19 reduced operations**

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.