

# PROCESS FOR SUBMITTING NON-EMERGENCY EX PARTE FAMILY LAW AND PROBATE & GUARDIANSHIP MATTERS

## What is the Process for Presenting Ex Parte Orders that do not involve emergencies?

The following calendars listed below are for presenting non-emergency ex parte orders:

Ex Parte (One sided matters)	Monday-Friday at 8:45 am	In Person  Effective June 28, 2021, Ex Parte matters will be presented in person at 8:45 a.m. prior to the start of 9:00 a.m. calendars.
Probate & Guardianship Ex Parte Motions	Mondays at 8:00 a.m.	Administrative-No appearance.

## How do I Present My Motion or Order?

1. Ex parte orders can be presented in person Monday-Friday at 8:45 am. This includes:
  - a. Agreed orders signed by every party
  - b. Motions and Orders to serve by mail
  - c. Motions and Orders to Show Cause (Go to Court)
  - d. Requests for Letter of Administration
2. No Notice of Hearing is required for in person ex parte matters.
3. Ex Parte Orders should specify if any future hearings should be stricken.

## **PROBATE & GUARDIANSHIP EX PARTE**

### How do I present my Motion or Order?

File the “Notice of Hearing for Emergency Motions and Probate & Guardianship Ex Parte” form. This form can be found by clicking [here](#).

### What Can Be Scheduled on this Calendar?

1. An order that is agreed to by every party, or
2. A motion that does not require notice to any other party or person.

NOTE: Motions for default and review of guardian reports may not be scheduled on this calendar.

### **What are the deadlines?**

Two business days by 12:00 pm before the calendar date, the moving party must file their notice of hearing, motion, proposed order, any supporting paperwork that you want the Court to consider. If there are responses, they must be filed at least one business day before the calendar date. (Responses are not expected for the majority of matters because they are agreed matters.)

If you are mailing paperwork, make sure you allow time for it to be received and processed by the Clerk's Office.

### **How do I File Paperwork or Get Help?**

You can file your paperwork with the [Clerk's office](#) through e-filing, by mail, or in person. Make sure you send everything early enough, so it is received by the deadlines. [Clerk's office facilitators](#) may be able to help self-represented parties. To make an appointment with a facilitator, call 360-786-5430.

### **How will the Court Decide the Matters without a Hearing?**

The Court will either: (1) approve and sign the proposed order; or (2) deny the proposed order. The Court's decision will be filed in Odyssey. No other notice of the Court's decision will be provided to the parties. You can check Odyssey for the signed Order.

If the Court denies the request or declines to sign the orders, the Court may explain why. If the problem can be fixed, a party may schedule the case again with an amended proposed order using the same process.

### **How do I Find Out the Status of My Request?**

Understand that your matter may not be decided right away. Parties should check [Odyssey Portal](#) to see whether a Court order has been entered. 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 request copies of documents by emailing [county\\_clerk@co.thurston.wa.us](mailto:county_clerk@co.thurston.wa.us) .

If you have an emergency please see our emergency motions process by clicking [here](#).

In the alternative, the Clerk's Office can present Ex Parte Orders for you. Click [here](#) for more information on that process.