



# Snohomish County District Court

## How to Respond to a Protection Order Petition

If you are the restrained person (Respondent) in a protection order case, you may hire a lawyer to assist you. If you represent yourself, this information may be helpful.



### **Step 1: Note the Proper Court Division**

Snohomish County District Court has four divisions and your case was assigned to a specific division. File your response, if any, at the assigned division.

<p><b><u>Cascade Division</u></b>  415 E Burke Ave  Arlington, WA 98223  (360) 435-7700</p>	<p><b><u>Everett Division</u></b>  3000 Rockefeller Ave, 3<sup>rd</sup> Floor  Everett, WA 98201  (425) 388-3331</p>
<p><b><u>Evergreen Division</u></b>  14414 179<sup>th</sup> Ave SE  Monroe, WA 98272  (360) 805-6776</p>	<p><b><u>South Division</u></b>  20520 68<sup>th</sup> Ave W  Lynnwood, WA 98036  (425) 744-6800</p>



### **Step 2: Respond in Writing?**

You are not required to file a written response, but you may. It is your decision. If forms are not attached to these instructions, you may print them from the court’s website at [www.SnohomishCountyWA.gov/5989](http://www.SnohomishCountyWA.gov/5989). If you do not have a printer, you may obtain blank forms from the clerk. The following forms are available:

1. Law Enforcement & Confidential Information: This form must be completed and filed when you appear for the full hearing.
2. Declaration Form: You and your witnesses (if any) should use this form. Make sure each declaration is signed and dated.
3. Cover Sheet: Use this if you are filing supporting evidence with the court.

**Supporting Evidence:** If you want the court to consider evidence such as declarations, photographs, police reports, screenshots, or audio/video files, you should file that evidence with the court prior to your hearing date; use a **Cover Sheet**. This will give the judge time to review your evidence. Make sure to keep a copy for yourself and make a copy for the other party. Printed documents should be single-sided and letter-sized. Do not print on both sides of the paper.



### **Step 3: File Declaration and Supporting Evidence**

If you are filing declarations and/or supporting evidence, you must file them in-person at the courthouse. No electronic filing is currently available.

***IMPORTANT: If you want the judge to consider your evidence, it must be filed with the court and you should bring a copy for the Petitioner to the full hearing or serve a copy on the Petitioner prior to the full hearing.***



### **Step 4: Serve the Petitioner?**

You are not required to serve the Petitioner prior to the hearing, but this could save time and avoid delay. Service is the act of giving legal papers to someone. Service allows the Petitioner to have a fair chance to receive all evidence that the court sees and prepare for the full hearing. If you choose not to serve the Petitioner, you should bring a copy of the evidence for the Petitioner to the full hearing. The judge will decide whether to continue the full hearing to give the Petitioner adequate time to review your evidence.

**You are not allowed to serve the documents – someone must do this for you.** You may select any adult not a party to this case and whom you trust. Try to have Petitioner served at least 2 court days before the full hearing.



### **Step 6: Appear in Court for the Full Hearing**

It is important to attend the full hearing if you do not want the court to issue a protection order. You must appear in-person at the courthouse. If you choose not to appear, the judge may grant the protection order without any input from you. If you are unable to appear for some reason, you should submit a written motion to continue as soon as possible.

At the full hearing, you will be required to file the Law Enforcement & Confidential Information form prior to your hearing. You and the petitioner will see a judge. You will both have a chance to testify and answer questions. The judge will review evidence submitted by both sides and decide if anyone else may speak or ask questions. Be prepared to present your case efficiently and persuasively.

If the judge grants a protection order, you and the protected person will receive copies. The order will tell you what you can and cannot do. It also will indicate how long the order will last (usually one year).

# Law Enforcement and Confidential Information– Restrained Person (LECIFR)

Clerk: Do not file in a public access file. In criminal cases, do not file. Give to law enforcement.

State of Washington

Snohomish County District Court

Cascade  Everett  Evergreen  South

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

**Law Enforcement:** Do not serve or show a **completed** LECIF to the other party.

**Instructions** –The **Restrained Person** must complete this form before your scheduled hearing. Type or print clearly! Fill out sections 1 and 2. Sign page 2. File with the court clerk before your hearing.

## 1. Restrained Person’s Info

Name: First Middle Last			Date of Birth	
Nickname/Alias/AKA (“Also known as”)			Relationship to Protected Person	
Sex	Race		Height	Weight
Eye Color	Hair Color		Skin Tone	Build
Phone/s with Area Code (voice):			Need Interpreter? [ ] No [ ] Yes Language:	

## 2. Where can the Restrained Person be served? List all known contact information.

Last Known Address.

**Street:**

City: State: Zip:

Cell number (text): Email:

Social Media Account/s & User Name/s:

Other:

Employer	Employer’s Address	Employer’s Phone
Work Hours	Driver’s License or ID number	State
Vehicle Make and Model	Vehicle License Number	Vehicle Color
		Vehicle Year

**Privacy Notice:** Only court staff, law enforcement, and some state agencies may see this form. The other party and their lawyer may not see this form unless a court order allows it. State agencies may disclose the information in this form according to their own rules.

**Changes:** If any information changes, fill out another copy of this form and file it with the court clerk.

I declare under penalty of perjury under the laws of the State of Washington that the information on this form about me is true and correct.

Signed at (*City and State*): \_\_\_\_\_ Date: \_\_\_\_\_



\_\_\_\_\_  
Sign here

\_\_\_\_\_  
Print name here

**State of Washington**  
**Snohomish County District Court**  
 Cascade  Everett  Evergreen  South

\_\_\_\_\_  
Petitioner (Protected Person),

vs.

\_\_\_\_\_  
Respondent (Restrained Person).

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

**Declaration of:**

\_\_\_\_\_  
*(name of person writing statement)*

(DCLR)

This declaration is made by:

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Relationship to the parties in this action: \_\_\_\_\_

I declare,

\_\_\_\_\_  
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State of Washington  
Snohomish County District Court

Cascade  Everett  Evergreen  South

\_\_\_\_\_  
Petitioner (Protected Person),

vs.

\_\_\_\_\_  
Respondent (Restrained Person).

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

**Cover Sheet**

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I am attaching the following for the Court's consideration in the above-entitled case  
**(print all documents on 8.5" x11" paper, single-sided):**

Photos of: \_\_\_\_\_

Declaration(s) of: \_\_\_\_\_

Other: *(describe each item)*

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_



\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Signature*