

# Response & Declaration Packet

## Use this packet if:

- You are a Respondent filing your response to a Protection Order
- You are a Petitioner filing additional documents into your case

**IMPORTANT:** This information applies to Pro Se parties only (Parties without a Lawyer) and do not apply to any other COURTS or any CASES other than protection orders.

Your filings must include the petitioner and respondent names and a case number. Without this information the Clerk will not be able to file your documents. Filings must be single-side - DOUBLE-SIDED filings will be rejected.

## **THIS PACKET INCLUDES THE FOLLOWING FORMS:**

**Declaration Form:** Write your statement using this form. This can also be used for witness statements. All statements provided must be signed under penalty of perjury. Make sure it is signed and dated.

**Cover Sheet:** For documents such as: Police Reports, Photos. All attached documents should be marked clearly, listed on the form and include a description/explanation next to each one.

**Return of Service:** Must be file with our office after your documents have been served on the other party.

## **FILING DEADLINE FOR RESPONSES/DECLARATIONS**

It is recommended to have your response filed no later than 3 days prior to your scheduled hearing unless otherwise noted by the judicial officer. Filings received after this time may not be read or considered by the court due to untimely filing.

## **HOW TO FILE**

If you have more the 25 pages you need to file in person and bring 4 copies - one for filing, one for service on the respondent, a working copy for the commissioner and one for yourself.

**By Email:** [protection.orders@snoco.org](mailto:protection.orders@snoco.org)

- **In the subject line please write:** Response / Your Last Name / Case Number / Date of Hearing
- **IMPORTANT:** You must send your filing as an attached **PDF FILE or WORD DOCUMENT**. For security reasons we are unable to access all other file types. This includes photos. Additionally, we are unable to access documents saved in your personal storage drive, files shared from your Google Drive, iCloud drive etc.
- **Due to the large number of emails received and limited staffing DO NOT SENT MULTIPLE EMAILS WITH MULTIPLE PDF's!** Gather your evidence and organize it, then send in one email. Remember 25 pages or more you are required to file in person.

**In Person:** File in room 1-530 on the 1<sup>st</sup> floor of Snohomish County Superior Court. Please note that we are prohibited from helping parties draft their pleadings.

**By Fax:** Fax filing to 425-388-3127. Please call during business hours to verify that your fax transmission was received.

**e-filing:** [Electronic Filing | Snohomish County, WA - Official Website \(snohomishcountywa.gov\)](http://www.snohomishcountywa.gov) this is only available for filing into an existing protection order case.

**RESPONDENT:** When you were served your court documents you should have received a BLANK, Law Enforcement Confidential Information Form – YOU ARE REQUIRED TO FILE THIS DOCUMENT PRIOR TO YOUR HEARING. This information is not shared with the other party. If you no longer have it or were not served with it please go to our website/protection orders/Forms so that you can provide a copy to the court.

## **SERVICE OF DOCUMENTS TO THE OTHER PARTY IS REQUIRED**

You must have a copy of your filing served on the other party prior to the hearing. Service must be made by someone over the 18 who is not a party to the case. The server must fill out the Return of Service Form and file it with the court.

**Superior Court of Washington, County of Snohomish**

\_\_\_\_\_  
Petitioner

v.

\_\_\_\_\_  
Respondent

No.

Declaration of \_\_\_\_\_(Name)  
(DCLR)

This declaration is made by:

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

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

Petitioner

Respondent

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

I declare,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Lined area for additional text or statements, consisting of 28 horizontal lines.

(Attach additional single-sided pages if necessary and number them. Use form PO 010, Statement.)

I certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct. [ ] I have attached (*number of pages*) \_\_\_\_\_ pages.

Signed at (*City*) \_\_\_\_\_ (*State*) \_\_\_\_\_ on (*Date*) \_\_\_\_\_

\_\_\_\_\_  
*Signature of Declarant*

\_\_\_\_\_  
*Print or Type Name*

**SUPERIOR COURT OF WASHINGTON, COUNTY OF SNOHOMISH**

<hr/> Petitioner/Plaintiff(s),  vs.  <hr/> Respondent/Defendant(s).	<b>NO.</b>  <b>COVER SHEET</b>
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**SUBMITTED BY:** \_\_\_\_\_

**ATTACHED HERETO ARE THE FOLLOWING EXHIBITS:**

(Exhibits can be, but are not limited to: photos/text messages)

- Mark your exhibits clearly and list below with a description/explanation for each exhibit.
- Declarations from witnesses should not be attached to this coversheet. Witness statements must be provided in declaration form signed under penalty of perjury. (Declarations available at [po.snoco.org](http://po.snoco.org))

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## Superior Court of Washington, County of Snohomish

\_\_\_\_\_  
Petitioner

\_\_\_\_\_  
Respondent

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

**Notice of Appearance**  
(for a party without a lawyer)  
**(APPS)**

### Notice of Appearance

1. My name is: \_\_\_\_\_.
2. I am filing this notice to appear in this case. I must be notified of any court hearings and receive copies of any papers filed in this case.
3. Email where I can be provided documents: \_\_\_\_\_
3. I agree to accept legal papers for this case at the following address:  
*Is your home address confidential? NO\_\_\_ YES\_\_\_*

If you checked **YES**, do not write your confidential address below!!!  
This does not have to be your home address.

Service Address:

\_\_\_\_\_  
*Street address or PO box*

*City*

*State*

*Zip*

▶ \_\_\_\_\_  
*Sign here*

\_\_\_\_\_  
*Date*

**If this address changes before the case ends, you must notify all parties and the court clerk in writing.**

**Superior Court of Washington, For County of Snohomish**

_____ Petitioner	<b>No. Return of Service (RTS)</b>
_____ Respondent (restrained person)	

**Identification of server:**

1. My name is \_\_\_\_\_. I am  a peace officer  18 years of age or older and not the petitioner or the respondent.

**Able to serve:**

2.  I served \_\_\_\_\_  
on \_\_\_\_\_ (date) at \_\_\_\_\_ (time) at this  
address: \_\_\_\_\_,  
with the documents checked in paragraph 3.

**List of documents:**

3. I served the:

<input type="checkbox"/> Declaration / Response: _____ _____ _____	<input type="checkbox"/> Other: _____ _____ _____
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NEXT HRG:

**Not able to serve:**

- 4.  I was unable to make personal service on the respondent.  I notified the petitioner that respondent was not served.
  - I was unable to make personal service on the petitioner.  I notified the respondent that petitioner was not served.
  - Personal service was attempted on the following date(s) \_\_\_\_\_  
\_\_\_\_\_.
  - No service was attempted because \_\_\_\_\_  
\_\_\_\_\_.
5. **Other:** \_\_\_\_\_

I certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

Dated: \_\_\_\_\_ at \_\_\_\_\_, Washington.

Fees: Service \_\_\_\_\_  
Mileage \_\_\_\_\_

\_\_\_\_\_  
Signature of Server

\_\_\_\_\_  
Print or Type Name

Total \_\_\_\_\_

\_\_\_\_\_  
Law Enforcement Agency

**PLEASE RETURN COMPLETED FORMS TO:**

**MAIL**

Snohomish County Clerk's Office  
Court Services Division M/S 605  
3000 Rockefeller Ave  
Everett, WA 98201

**IN-PERSON**

3000 Rockefeller Ave  
1<sup>st</sup> Floor, Room 1-530

**FAX** - 425-388-3127

**EMAIL** - protection.orders@snoco.org

**PHONE** - 425-388-3638