

Response & Declaration Packet – SA/VA

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

- **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 1st 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://Electronic Filing | Snohomish County, WA - Official Website (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 obo Minor Vulnerable Adult

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,

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 obo Minor Vulnerable Adult

Respondent (restrained person)

No.
Return of Service
(RTS)

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
1st Floor, Room 1-530

FAX - 425-388-3127

EMAIL - protection.orders@snoco.org

PHONE - 425-388-3638