

Motions to Renew Filing Instructions – AH/DV/STK

These instructions are for Snohomish County Superior Court and pro se litigants only.

FILING OUT YOUR MOTION PACKET

- Petitioner and respondent remain the same even if you are the moving party. Petitioner will always be the petitioner; respondent will always be the respondent.
- Make sure to include your case number on all forms.
- Fill out **ALL the document** in the packet. Incomplete submissions will be rejected.
- RCW 7.105.405 governs motions for renewals of protection orders.

HOW TO FILE

The Snohomish County Clerk is currently accepting filings in person, by e-mail, or fax per the instructions below. Motions with 25 pages or more must be filed in person at 3000 Rockefeller Avenue, in room 1-530 (1530) on the first floor of the Snohomish County Courthouse in Everett.

File by Email to PROTECTION.ORDER@SNOCO.ORG

- **In the subject line please write the following:** Your Last Name / Case Number / Date of Hearing / Motion you are filing (i.e., Renew, Terminate, Modify)
- **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 attached or embedded image files. We won't be able to access attached photos of documents unless they are scanned as a PDF file. Additionally, we are unable to access documents saved in your personal storage drive. Do not send links to files or open shared files from your Google Drive, iCloud drive etc. **DO NOT SEND MULTIPLE PDF'S!** We are not responsible for organizing your filing.
- You should receive an email from us indicating we have received your documents – you may need to check your junk mail. If you do not receive an email, please send it again or call our office to confirm we received it.

File in Person 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.

File by Fax to 425-388-3127. Please call during business hours to verify that your fax transmission was received. Please include a coversheet with your name, phone number and/or email.

IMPORTANT: Do Not Submit your Motion to Renew your protection order via the Clerk's office e-filing. Motions to renew your protection order should be filed with the protection order office.

SERVICE

SERVICE: Once a hearing date has been scheduled and a Notice of Hearing signed by the Commissioner the other party/parties will need to be served with these documents and proof of service will need to be filed prior to your hearing.

***** IMPORTANT *****

You should monitor your phone and email once you submit your documents. We may need to obtain additional information from you - multiple attempts WILL NOT be made to contact you. This could result in your motion not being processed in a timely manner. Once an order setting hearing is signed you will receive a copy of the order and any additional information by email.

➤ **QUESTIONS? YOU MAY CONTACT US BY:**

EMAIL: protection.orders@snoco.org
PHONE: 425-388-3638
FAX: 425-388-3127
WEBSITE: www.po.snoco.org

3. I want the renewed order to stay in place [] for (*number*) _____ year/s [] permanently.
I certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

Signed at (*city and state*): _____ Date: _____

▶ _____
Sign here *Print name*

You must provide an address where you will receive legal documents. You have a right to keep your residential address confidential. If you have one, you may provide an address, other than your residence, where you will receive legal documents:

This document must be served on the other party, and proof of service must be in the court file prior to the hearing.

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. 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. However, you **must provide an address below that is NOT confidential**, where you can receive court documents. (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.

NOTICE!

Filing and Receiving documents by e-mail/fax:

The **Law Enforcement Information Sheet** and **Confidential Information Form** included in this packet are confidential. When you file/receive documents to and from the Clerk's Office by **e-mail** you understand and agree that you are sending/receiving via a non-secure system and these documents may be subject to a public record request under Washington's Public Records Act (PRA). However, most of this information is readily publicly available in your court file or online, and any confidential personal identifying information may be exempt from PRA requests.

- By checking this box you are agreeing that you understand this possibility.