

**SUPERIOR COURT OF WASHINGTON
IN AND FOR SNOHOMISH COUNTY**

Plaintiff/Petitioner(s)

vs.

Defendant/Respondent(s)

CASE NO. _____

**CALENDAR NOTE: (NTC)
CIVIL MOTIONS – COMMISSIONER CALENDAR**

Unless otherwise provided by applicable rule or statute, this form and the motion must be filed with the Clerk not less than five (5) court days preceding the date requested.

This form cannot be used for trial settings. SCLMAR 2.1 SCLCR 40(b).

***NOTICE*:** See page 2 to determine where to note various matters.

When picking a hearing date, DO NOT schedule your hearing on a court holiday: <http://www.snohomishcountywa.gov/354/County-Holidays>

A. COMMISSIONER CIVIL CALENDAR

Tuesday through Friday at 10:30 a.m. in Courtroom 1B

- See page 2 for additional information and requirements
- Proposed orders shall be provided to the Court at the time working copies are submitted and in compliance with court rules.

Date requested: _____
(mm/dd/yyyy) (3000 Rockefeller Ave. 1B)

Nature of hearing: _____

CONFIRMATION REQUIRED

www.snohomishcountywa.gov/Confirmations

B. INTERPRETER CALENDAR

Tuesday at 9:00 a.m. Courtroom 1E
(3000 Rockefeller Ave. - Main Courthouse)

Date requested: _____
(mm/dd/yyyy) (3000 Rockefeller Ave. Courtroom 1E)

Nature of hearing: _____

Wednesday at 11:00 a.m. DJJC3
(2801 10th St. - Denney Juvenile Justice Center)

Date requested: _____
(mm/dd/yyyy) (2801 10th St – Courtroom 3)

Nature of hearing: _____

Friday at 1:00 p.m. DJJC3
(2801 10th St. - Denney Juvenile Justice Center)

Date requested: _____
(mm/dd/yyyy) (2801 10th St – Courtroom 3)

Nature of hearing: _____

- Interpreters are arranged through Court Administration. Please call 425-388-3421.
- See page 2 for additional information and requirements

Language needed: _____

CONFIRMATION REQUIRED

www.snohomishcountywa.gov/Confirmations

Special Set/Extended motions are set by the Commissioner only, not by a party or by counsel.

Failure to notify the Court of a continuance or strike may result in sanctions and/or terms. SCLCR 7.

WHERE TO NOTE VARIOUS MATTERS:

For the most current information regarding where to calendar various matters, See Administrative Order 11-22 which can be found here: <https://www.snohomishcountywa.gov/1354/Administrative-Orders>.

COMMISSIONER CIVIL MOTIONS: Defaults, discovery motions and enforcement thereof {except family law matters}; supplemental proceedings; receiver actions; removal of wills; motions for restoration of rights to possess firearms, unlawful detainers; and motions to amend pleadings.

****Other civil motions not addressed above are heard before the Civil Motions Judge****

****Family Law Matters should be scheduled on the Domestic Motions Calendar****

INTERPRETER CALENDAR: Interpreters are arranged by Court Administration at 425-388-3421 or ssc-interpretor@snoco.org. Court Administration accepts requests for interpreters from pro se litigants and all attorneys of record. All requestors have an ongoing obligation to provide Court Administration with correct and updated information regarding dates, times and locations of the hearings for which the interpreter is needed. The court requests five (5) days' notice for each hearing. Please note, if the maximum hearing limit for the calendar is reached, your matter may be continued.

CONFIRMATION NOTES: All matters set on the above calendars must be confirmed no later than 12:00 noon two (2) court days prior to the hearing. Confirmations are accepted for a 24 hour period beginning at 12:01 p.m. When determining your confirmation deadline, do not count weekends or court holidays. Confirmations can be made at www.snohomishcountywa.gov/Confirmations. Online confirmations are preferred because court staff can respond more efficiently when there are questions or concerns. If you are unable to confirm online, you may call 425-388-3587 and leave a message with your name, case name, case number, hearing date and time, name of motion and calendar name. The coordinator will not confirm receipt of your phone message and may not be able to answer questions by phone. Failure to notify the Court of a continuance or strike may result in sanctions and/or terms. SCLCR 7.

REMOTE APPEARANCES: If your hearing is occurring remotely, please review the remote appearance requirements in Administrative Order 39-22, found online at <https://www.snohomishcountywa.gov/DocumentCenter/View/104472/> Failure to appear may be grounds to strike the hearing or proceed without the participation of any missing party. Pursuant to CR 16, SCLAR 0.02(e)(4), and Administrative Order 37-20, the recording of any courtroom proceeding, without the express permission of the judicial officer, is strictly prohibited.

To connect to your Zoom hearing via telephone, dial 253-215-8782 or find a more local numbers on Zoom's website at <https://zoom.us/>. **If you wish to block your phone number from view in the zoom meeting dial *67 followed by the phone number above.** Follow the prompts by entering the information contained in the table below for the appropriate calendar for your hearing. Make sure to confirm the location of your hearing using the following link before selecting a Zoom meeting from below: <https://www.snohomishcountywa.gov/5659/Commissioner-Daily-Calendar>

Calendar	Meeting ID	Participant ID	Password
Commissioner Courtroom 1B	569 104 5009	None, press # only	772071
Commissioner Courtroom 1E	221 411 0318	None, press # only	559533
Commissioner Courtroom DJJC3	643 690 6771	None, press # only	995624

Questions about remote appearances should be directed to SSC-RemoteAppearances@snoco.org

All Commissioner's Civil Calendars *but only Tuesday* Interpreter Calendars are heard at:

Snohomish County Superior Court
3000 Rockefeller Ave
Everett, WA 98201

Only *Wednesday and Friday* Interpreter Calendars are heard at:

Denney Juvenile Justice Center
2801 10th St
Everett, WA 98201

NOTED BY: Pro Se: Petitioner Respondent
Attorney for: Plaintiff/Petitioner Defendant/Respondent

Signature: _____

Printed Name: _____ WSBA #: _____

Address: _____

Phone Number: _____ Email: _____

Please print the names, addresses, etc. of all other attorneys in this case and/or all other parties requiring notice.

Name: _____ WSBA#: _____

Address: _____ Phone # _____ Ext. _____

Attorney for: (CHECK ONE)
 Petitioner/Plaintiff Respondent/Defendant
 Pro Se

Name: _____ WSBA#: _____

Address: _____ Phone # _____ Ext. _____

Attorney for: (CHECK ONE)
 Petitioner/Plaintiff Respondent/Defendant
 Pro Se

Name: _____ WSBA#: _____

Address: _____ Phone # _____ Ext. _____

Attorney for: (CHECK ONE)
 Petitioner/Plaintiff Respondent/Defendant
 Pro Se

List all documents mailed: _____

Declaration of Service:

I declare under penalty of perjury under the laws of the State of Washington that I am over the age of 18, and that I mailed a copy of this document and all the documents listed above to the parties listed above on the following date:

_____ (date mailed).
Signed at _____ (city) _____ (state) on _____ (date).

Signature Print Name

I am the opposing party and have been provided notice of the hearing date: _____
 Petitioner/Plaintiff Respondent/Defendant (Opposing Party's Signature)