

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

<p>_____</p> <p>Plaintiff/Petitioner(s)</p> <p style="text-align: center;">vs.</p> <p>_____</p> <p>Defendant/Respondent(s)</p>	<p>CASE NO. _____</p> <p>CALENDAR NOTE: (NTC) CIVIL MOTIONS – COMMISSIONER CALENDAR</p> <p>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.</p>
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***NOTICE*:** See page 2 to determine where to note various matters.

A. COMMISSIONER CIVIL CALENDAR

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

- See page 3 for additional information and requirements

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. 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 – DJJC3)

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 – DJJC3)

Nature of hearing: _____

- Interpreters are arranged through Court Administration. Please call 425-388-3421.
- See page 3 for additional information and requirements

Language needed: _____

CONFIRMATION REQUIRED

www.snohomishcountywa.gov/Confirmations

NOTE: When picking a hearing date, DO NOT schedule your hearing on a court holiday. A list of court holidays can be found at <http://www.snohomishcountywa.gov/354/County-Holidays>

If noting a presentation, or if a particular Court Commissioner has already heard a recent motion in the matter, please indicate that Court Commissioner’s name here: _____

Failure to notify the Court of a continuance or strike may result in sanctions and/or terms. SCLCR 7. **This form cannot be used for trial settings.** SCLMAR 2.1 SCLCR 40(b).

WHERE TO NOTE VARIOUS MATTERS:

SEE THE COURT'S MOST RECENT EMERGENCY ORDERS AT <https://www.snohomishcountywa.gov/5643> for information regarding current procedures. For the most current information regarding where to calendar various matters, See Administrative Order 11-22 which can be found here: [Administrative Orders | Snohomish County, WA - Official Website \(snohomishcountywa.gov\)](#).

COMMISSIONER CIVIL MOTIONS: Defaults, discovery motions and enforcement thereof {except family law matters}; supplemental proceedings; receiver actions; removal of wills; unlawful detainers; and motions to amend pleadings. Proposed orders shall be provided to the Court at the time working copies are submitted and in compliance with court rules.

Petitions to Restore Firearms Rights must follow the procedure outlined in the most recent [Emergency Order](#). Only matters not agreed to by the Prosecuting Attorney's Office will be noted for a hearing.

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

INTERPRETER CALENDAR: Interpreters are arranged by Court Administration at 425-388-3421. 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 when possible. Proposed orders shall be provided to the Court at the time working copies are submitted and in compliance with court rules. Please note if the maximum hearing limit for the calendar is reached, your matter may be continued.

SPECIAL SET/EXTENDED MOTIONS BEFORE A COMMISSIONER: Special Set/Extended motions are set by the Commissioner only, not by a party or by counsel. Matters **may** be heard remotely. See below for instructions on how to appear remotely through Zoom. Proposed orders shall be provided to the Court at the time working copies are submitted and in compliance with court rules.

CONFIRMATION NOTES: Except for matters set on the Pro Se Dissolution calendar, all matters set on the Judge's Civil Motion Calendar, Presiding Judge's Motion Calendar or Court Commissioner Calendars must be confirmed prior to the hearing. Motions for Summary Judgment set on the Judge's Civil Motions calendar must be confirmed no later than 12:00 noon three (3) court days prior to the hearing; all other motions set on the above calendars must be confirmed no later than 12:00 noon two (2) court days prior to the hearing. During the confirmation window, 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 online at www.snohomishcountywa.gov/Confirmations. Online confirmations are highly preferred as the confirmation coordinator can respond more efficiently when there are questions or concerns. If you are unable to access the online confirmations webpage, you may call and leave a message with your name, case name, case number, hearing date and time, name of motion and calendar name at 425-388-3587. The Coordinator will not confirm receipt of your phone message and may not be able to answer questions by phone.

All matters specially set on a Judge's personal calendar must be set/confirmed/continued/stricken through the Judge's law clerk. Adoptions, reasonableness hearings and minor settlements are specially set on the Judge's Civil Motions calendar each Monday and are confirmed through the Civil Motions Judge's law clerk. Judge's law clerk contact information is available online at <https://www.snohomishcountywa.gov/1345/Judicial-Officers>

REMOTE APPEARANCES: If you have been notified that your hearing is occurring remotely, connect to the Zoom meeting **15 minutes prior to the start time of the hearing**. Once connected, you will be placed in a waiting room until the court admits you into the meeting room for your hearing. 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 hearing via the Zoom application from a computer or tablet, find links to the meetings on the Superior Court Website at: <https://www.snohomishcountywa.gov/5657/Commissioner-Hearings>

To connect to your Zoom hearing via telephone, dial 253-215-8782 or find a more local number 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: [Commissioner Daily Calendars | Snohomish County, WA - Official Website \(snohomishcountywa.gov\)](https://www.snohomishcountywa.gov/5657/Commissioner-Daily-Calendar)

Calendar	Meeting ID	Participant ID	Password
Commissioner Courtroom 1B	569 104 5009	None, press # only	772071
Commissioner Courtroom 1C	307 878 5917	None, press # only	821291
Commissioner Courtroom 1D	753 915 9763	None, press # only	308792
Commissioner Courtroom 1E	221 411 0318	None, press # only	559533
Commissioner Courtroom DJJC3	643 690 6771	None, press # only	995624

Questions about telephonic appearances should be directed to the following:

Confirmations: SSC-HearingConfirmations@snoco.org

Court Administration: SuperiorCourtAdmin@snoco.org

Judge’s law clerk contact information is available online at <https://www.snohomishcountywa.gov/1345/Judicial-Officers>

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:	<input type="checkbox"/> Petitioner	<input type="checkbox"/> Respondent
	Attorney for:	<input type="checkbox"/> Plaintiff/Petitioner	<input type="checkbox"/> Defendant/Respondent
Signature:	_____		
Printed Name:	_____		
WSBA#: (If applicable)	_____		
Address:	_____		
Phone Number:	_____		
Email Address:	_____		

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

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)