

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

Plaintiff/Petitioner(s)

vs.

Defendant/Respondent(s)

CASE NO. _____

CALENDAR NOTE: (NTC)
CIVIL MOTIONS – JUDGE’S 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 AND 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. A list of court holidays can be found at <http://www.snohomishcountywa.gov/354/County-Holidays>

A. PRESIDING JUDGE’S CALENDAR

Monday – Friday at 9:00 a.m./Department as assigned

- Presiding Judge’s Motions Calendar
- Most motions are heard without oral argument unless argument is requested by the Court
 - See page 2 for additional information and requirements

- Trial Calendar Motions
- This form cannot be used for trial settings
 - For certain motions for Revision, see Administrative Order 11-22
 - Confirmation required for all trial calendar motions

Date requested: _____
(mm/dd/yyyy)

Nature of hearing: _____

CONFIRMATION REQUIRED
www.snohomishcountywa.gov/Confirmations

Date requested: _____
(mm/dd/yyyy)

Nature of Hearing: _____

CONFIRMATION REQUIRED
www.snohomishcountywa.gov/Confirmations

B. JUDGE’S CIVIL MOTIONS CALENDAR

Tuesday – Friday at 9:30 a.m./Department as assigned

- See page 2 for additional information and requirements

Date requested: _____
(mm/dd/yyyy)

Nature of hearing: _____

CONFIRMATION REQUIRED
www.snohomishcountywa.gov/Confirmations

C. JUDGE’S PERSONAL CALENDAR

(Special set hearings to be heard by a specific Judge)

- The hearing date and time must be scheduled through the Judge’s law clerk
- See information on how to contact the law clerk on page 2

Date/time requested: _____
(mm/dd/yyyy; HH:MM)

Nature of hearing: _____

Judge: _____ Dept: _____
(Confirm via the Judge’s law clerk. See page 2)

Failure to notify the Court of a continuance or strike of a confirmed matter 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>

JUDGE’S CIVIL MOTIONS: All questions related to the Judge’s Civil Motions calendar should be directed to the Judge’s law clerk. Law clerk contact information is available online at <https://www.snohomishcountywa.gov/1345/Judicial-Officers>. It is recommended self-represented litigants file an updated Notice of Appearance with your most current contact information. A Notice of Appearance form can be found on the court’s website at <https://www.snohomishcountywa.gov/DocumentCenter/View/104281>. Remote appearance information can found on the court’s website at: <https://www.snohomishcountywa.gov/5772/>.

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.

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

If your motion is on the list above, you should use a Commissioner Civil Calendar

Family Law Matters are addressed on the Domestic Motions Calendar

PRESIDING JUDGE’S MOTION CALENDAR: Motions for trial continuance; pre-assignment; expedited trial date; and motions regarding timeliness of demand for jury trial. These motions will be considered by the Court based on materials submitted and without oral argument unless a judicial officer’s law clerk contacts you and requests the parties to appear in person or remotely. Proposed orders shall be provided to the Court by noon one (1) day prior to the hearing.

JUDGE’S PERSONAL CALENDAR: 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>

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 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 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.

<u>NOTED BY:</u>	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 #: _____
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

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)