

# Scheduling a King County Superior Court Family Law Motion Hearing

Go to King County Superior Court's website

king county superior court



<https://kingcounty.gov/courts/superior-court.aspx>

Go to the Family Court section of the website



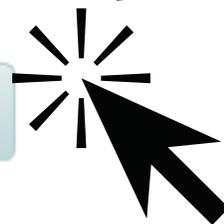
The screenshot shows the King County Superior Court website. The navigation menu includes Home, How do I..., Services, About King County, and Departments. The main content area features a sidebar with links to Daily Calendar, Contact the Court, Visit the Court, Get Help / Information, Jury Services, Family Court, Ex Parte & Probate Department, and Criminal Department. The Family Court link is highlighted with a yellow box and a black arrow pointing to it. The main content area displays the title 'King County Superior Court' and a section for 'Family Court' with a yellow box and a black arrow pointing to it. There are also two special notices on the right side of the page.

<https://kingcounty.gov/courts/superior-court/family.aspx>

Go to the Family Law Motions Scheduling page

To schedule your family law motion, visit:

Family Law Scheduling



<https://superiorcourt.kingcounty.gov/famlaw/scheduling/calendar>

# Choose date on calendar

Locations: \*

1.

Choose the relevant courthouse

Mon	Tue	Wed	Thu	Fri
28	29	30	1	2

*For general family law motions, the motion must be filed and served at least 14 calendar days before the hearing.*

*The response must be filed and delivered by noon 5 court days in advance. The reply (if any) must be filed no later than noon 3 court days in advance of the hearing date.*

● 8:30a Motions w/o

● 8:30a Reconsiderat

+3 more

2.

Click "more" to see all hearings available in a given day

*If there is an attorney on one or both sides, schedule your hearing on:*

**MONDAY / TUESDAY / THURSDAY**

*If both sides are self-represented, schedule your hearing on:*

**WEDNESDAY / FRIDAY**

3.

Choose a hearing date and time that is available and within your deadlines.

● 1p Attorney Represented Motions

● 1p Self Represented Motions

*Only a certain number of motions can be heard in a given day. Gray listings mean the calendar is already full for that day.*

# Schedule your motion hearing

## Case & Hearing Information

Case Number \*

Calendar

Self Represented Motions

Hearing Date

8/4/2021, 1:00:00 PM

Hearing Type \*

Hearing Sub-Type

*Input your case number and select "Family Law Motion" from the 'Heading Type' dropdown.*

*Then, depending on what type of motion is being heard, choose the 'Hearing Sub-type' from that dropdown.*

## Your Contact Information

First Name \*

Last Name \*

Email \*

Phone Number \*

Party Role

NOTE: You must provide a direct phone number where you can be reached (no answering services, etc.).

*Input your information, including the phone number which the court will call for the hearing. This should be a number that reaches you directly, not through an automated service.*

*Also, note that your 'Party Role' refers to your role overall in the case, not in this motion hearing. The "Petitioner" originally filed the case, the "Respondent" is the person being sued.*

## Responding Party's Contact Information

First Name \*

Last Name \*

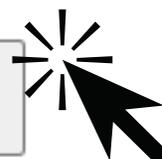
Email

Phone Number

*Lastly, fill out the contact information for the other party (the person responding to the motion).*

*Double check your entries and hit submit.*

Submit Request



# Fill out and file a Notice of Court Date form

Once you have reserved your spot on the calendar, the reservation system will generate a partially filled Notice of Court Date to file.

You must file a Notice of Court Date AND your motion within 3 calendar days of your reservation.

Please note that the Notice of Court Date generated from the system is a courtesy. You are responsible for ensuring the accuracy of that document when it is filed.

## Confirming your Hearing/Submission List

*All documents that will be considered must be filed in the clerk's office (either e-filed or physically delivered) and served on the other party. Once you have filed the documents, you must file a Working Papers Submission List.*

king county working papers submission list



[https://kingcounty.gov/~media/courts/Clerk/forms/Submission\\_List\\_final.ashx](https://kingcounty.gov/~media/courts/Clerk/forms/Submission_List_final.ashx)

IN THE SUPERIOR COURT OF THE STATE OF WASHINGTON  
IN AND FOR THE COUNTY OF KING

Regarding the Matter of: )  
\_\_\_\_\_) Cause No.: \_\_\_\_\_  
\_\_\_\_\_) )  
Petitioner, )  
and \_\_\_\_\_) Hearing Date: \_\_\_\_\_  
\_\_\_\_\_) )  
Respondent \_\_\_\_\_) **Working Papers Submission List**

The Working Papers Submission List accomplishes two purposes:

- It confirms that you want your hearing to move forward.
- It lets the Commissioner know what to read to prepare for the hearing.

If you have filed multiple motions for one case, and have reserved a spot for each motion, you may file one submission list for all properly reserved motions.

The moving party **MUST** file the Submission List no later than noon 3 court days before the hearing. If the Submission List is not filed on time, the hearing will not be confirmed, and there will be no hearing.

The responding party must file their Submission List with their response, by noon 5 court days before the hearing when the response is due.