

**Superior Court of Washington
County of Snohomish**

Plaintiff/Petitioner(s)
vs.

Defendant/Respondent(s)

Case No. _____

**CALENDAR NOTE: (NTC)
CIVIL MOTIONS - JUDGES' CALENDARS**

Unless otherwise provided by applicable rule or statute, this form and the motion must be filed with the Clerk not later than five (5) court days preceding the date requested. CR 6(d)

****SEE "WHERE TO NOTE VARIOUS MATTERS" ON PAGE 2, TO DETERMINE WHAT MOTIONS ARE TO BE SET BEFORE THE CIVIL MOTIONS JUDGE VERSUS THE CIVIL MOTIONS COMMISSIONER VERSUS THE PRESIDING JUDGE.**

TO: The Clerk of Court:

A. PRESIDING JUDGE'S CALENDAR

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

Date Requested (mm/dd/yyyy): _____
Nature of Hearing: _____

**Confirm court hearing by noon two (2) court days prior to the requested date by calling (425) 388-3587

B. JUDGE'S CIVIL MOTIONS CALENDAR

Tuesday through Friday @ 9:30 a.m.
Department as assigned

Date Requested (mm/dd/yyyy): _____
Nature of Hearing: _____

**Confirm court hearing by noon two (2) court days prior to the requested date by calling (425) 388-3587

C. RALJ HEARINGS

Wednesday @ 10:30 a.m.
Department C304 – Criminal Hearings Courtroom

Date Requested (mm/dd/yyyy): _____
Nature of Hearing: _____

**RALJ hearings are automatically confirmed by the Clerk's Office. No confirmation is necessary.

D. JUDGE'S PERSONAL CALENDAR

(Special set hearings to be heard by a specific Judge)
Hearing date and time must be scheduled through the Judge's law clerk

Date Requested (mm/dd/yyyy): _____
Judge: _____ Dept: _____
Nature of hearing: _____

**Confirm court hearing by noon two (2) court days prior to the requested date by calling the Judge's law clerk

Judge's calendar/contact information can be found at:
http://www.co.snohomish.wa.us/documents/Departments/Superior_Court/judgeschedule.pdf

NOTE: DO NOT schedule your hearing for a court holiday. Please check with the Clerk if you are uncertain when court holidays occur.

This calendar note must be filed with the Clerk not later than five (5) court days preceding the hearing date requested.

WARNING CONFIRMATION REQUIRED:

All matters set on the Judge's Civil Motion Calendar, Presiding Judge's Trial Continuance Calendar or Court Commissioner Calendars must be confirmed at 425-388-3587 two (2) court days prior to the hearing BEFORE 12:00 noon.

All RALJ hearings are automatically confirmed by the Clerk's Office. No confirmation is necessary.

Any hearings such as adoptions, reasonableness hearings and minor settlements which are specially set in front of a specific Judge on the Judge's Personal Calendar must be confirmed two (2) court days in advance through the Judge's law clerk. For more information on the Judge's schedules, you may call Court Administration at 425-388-3421 or information can be found on the internet at:

http://www.co.snohomish.wa.us/documents/Departments/Superior_Court/judgeschedule.pdf

Failure to notify the Court of a continuance or strike of a confirmed matter may result in sanctions and/or terms. SCLCR 7(b)(2)(H).

THIS FORM CANNOT BE USED FOR TRIAL SETTINGS. SCLMAR 2.1 AND SCLCR 40(b).

CERTIFICATE OF SERVICE BY MAIL:

I hereby certify that a copy of this document and all documents listed on page 3 have been mailed to the attorneys/parties listed on page 3, postage prepaid on the:

Noted by:

(Signature)

(Printed name)

Date (mm/dd/yyyy): _____

WSBA#

(Signature)

Attorney for: (CHECK ONE)

- Petitioner/Plaintiff Respondent/Defendant
 Pro Se

(Printed name)

WHERE TO NOTE VARIOUS MATTERS:

COMMISSIONER CIVIL MOTIONS:

The following are heard on the Court Commissioner's Civil Motion Calendar: Defaults, Discovery Motions and enforcement thereof; Supplemental Proceedings; Unlawful Detainer or Eviction & Receiver actions; Motions to Amend Pleadings and Petitions for Restoration of the Right to Possess Firearms. Probate and Guardianship matters are set on the Probate/Guardianship calendar.

PRESIDING JUDGE'S CALENDAR:

The following motions are heard on Presiding Judge's Calendar: trial continuance, pre-assignment, expedited trial date, jury trial (untimely demand), motion to waive mediation requirement.

RALJ HEARINGS

RALJ hearings are noted on the Wednesday morning criminal hearings calendar @ 10:30 a.m. in room C304.

****All other civil motions are heard on the Judge's Civil Motions Calendar****

EXTENDED MOTIONS BEFORE A COMMISSIONER: Extended motions are set by the Court Commissioner, not by a party or by counsel.

Calendar Notes should be filed at:
Snohomish County
Superior Court Clerk's Office
3000 Rockefeller Ave M/S 605
Everett, WA 98201

All Motions Heard At:
Snohomish County
Superior Court
3000 Rockefeller Ave
Everett, WA 98201

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: _____

