

**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><b>CALENDAR NOTE: (NTC)</b></p> <p><b>CIVIL MOTIONS – COMMISSIONER CALENDARS</b></p> <p>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)</p>
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**\*\*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:

**COURT COMMISSIONER  
CIVIL CALENDAR**

Tuesday through Friday @ 10:30 a.m.  
Department A – 1<sup>st</sup> Floor

**Date requested:** \_\_\_\_\_  
(mm/dd/yyyy)

**Nature of hearing:** \_\_\_\_\_

\_\_\_\_\_  
(Confirm hearing at 425-388-3587)

**COURT COMMISSIONER  
GUARDIANSHIP/PROBATE CALENDAR**

Thursday @ 9:00 a.m. OR Friday @ 9:30 a.m.  
Department D – 1<sup>st</sup> Floor

**Date requested:** \_\_\_\_\_  
(mm/dd/yyyy)

**Nature of hearing:** \_\_\_\_\_

\_\_\_\_\_  
(Confirm hearing at 425-388-3587)

Please note that these calendars are limited to 12 matters per calendar. Parties for cases noted on the calendar in excess of the 12 matter limit will be notified at the time of confirmation and will be required to re-note the motion or submit to an agreed continuance date.

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: \_\_\_\_\_  
**WARNING:** The moving party **MUST CONFIRM** by calling 425-388-3587 **two (2) court days prior to the hearing BEFORE 12:00 noon**, in order for the matter to be heard.

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

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

See below for other confirmation and noting information.

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**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:

Date (mm/dd/yyyy): \_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed name)

Noted by:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed name)

\_\_\_\_\_  
WSBA#

Attorney for: (CHECK ONE)

- Petitioner/Plaintiff     Respondent/Defendant  
 Pro Se

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**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 TRIAL CONTINUANCE CALENDAR:**

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

\*\*All other civil motions are heard before the Civil Motions Judge\*\*

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

**CONFIRMATION NOTES:** 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 other matters noted before an individual judge must be confirmed/continued by his/her law clerk. Adoptions, reasonableness hearings and minor settlements are specially set and confirmed through the Civil Motions Judge's Law Clerk at 425-388-3421. If you reach voice mail when confirming, you must leave the requested information or the matter will not be confirmed/continued.

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**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

Name: \_\_\_\_\_ WSBA#: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone # \_\_\_\_\_ Ext. \_\_\_\_\_  
\_\_\_\_\_  
Attorney for: (CHECK ONE)  
 Petitioner/Plaintiff  Respondent/Defendant  
 Pro Se

List all documents mailed: \_\_\_\_\_  
\_\_\_\_\_  
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