

**KING COUNTY SUPERIOR COURT CLERK'S OFFICE**

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**King County**

# CLERK'S ALERT

## New Scheduling System for Ex Parte Motions

Effective February 5, 2024, motions in front of the Ex Parte Commissioners must be reserved in advance at: <https://superiorcourt.kingcounty.gov/ex-parte-online-scheduling>.

This new scheduling system will show the availability on the motions calendar in real time and a spot on the calendar can be immediately reserved. Parties must create a reservation **for each motion** they intend to schedule.

The new system replaces the scheduling system that was on the Clerk's Office webpage. The Clerk's Office system will no longer be accessible, however motions properly scheduled prior to February 5, 2024, through the Clerk's system will remain on the calendar.

**Important!** A *Notice of Court Date* must be filed within 24 hours of reserving a spot on the calendar. For Orders to Show Cause, parties must include a copy of the hearing reservation confirmation e-mail with the Ex Parte via the Clerk submission. Failure to meet required filing deadlines may result in the hearing being stricken from the calendar.

To learn more about the new system visit: <https://kingcounty.gov/es-es/court/superior-court/courts-jails-legal-system/ex-parte-probate/hearings>.



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Department of Judicial Administration

[www.kingcounty.gov/courts/clerk](http://www.kingcounty.gov/courts/clerk)