

# How to Schedule a Motion to Redact or Seal a document filed in a Civil Protection Order Case

## WARNINGS!

- These instructions are for motions without oral argument to be heard by a specific Judge or Commissioner. See Step 2 to determine who the Judge or Commissioner will hear the Motion.
- These motions are scheduled without oral argument. This means you do not appear for a hearing unless the judicial officer contacts you and tells you to appear. Most appearances are done by video (via Zoom). You should consult the King County Superior Court webpage for the most up to date information. <https://kingcounty.gov/en/court/superior-court>.

## **Talk to a lawyer, if you can**

These instructions are not intended to be a substitute for legal advice. They provide only legal *information*. It's a good idea to talk to a lawyer before you file any forms.

If you **cannot** afford a lawyer, you can:

- You can obtain a list of low-cost and free legal resources. <https://cdn.kingcounty.gov/-/media/king-county/depts/superior-court/documents/family-law-facilitators/general-family-law-resources.pdf?rev=090c6bea78cc4b508cc69c122faee3e0&hash=33942FE9CA56A86989BBEF568EB0E177>.
- Get help from the Family Law Facilitators office. You can get information about their services at <https://kingcounty.gov/en/court/superior-court/courts-jails-legal-system/court-programs-children-families/divorce-custody-adoption/family-law-facilitators>.



### How many copies do I need?

- **Original** set to file with the Clerk's Office
- Copy **1** is to be served to the other party
- Copy **2** is for your records
- Copy **3** is for the Judge

### Step 3: Take your completed forms to the Clerk's office and file them.

File with the Clerk (2C in Kent and E-609 in Seattle) the originals of all papers from Step 1 **except** the Order.

You can file your case online on the Clerk's website at:

<https://kingcounty.gov/en/dept/dja/courts-jails-legal-system/court-forms-document-filing/filing>.

The clerk's office is responsible for the e-filing system. If you have questions about e-filing call 206-477-3000, or email [eServices@kingcounty.gov](mailto:eServices@kingcounty.gov).

### Step 4: Deliver the Judicial Officer's Working Copy.

The Judicial Officer's copy is a set of **all** forms from Step 1, including the Order.

**NOTE:** You may:

1. E-file the working copies via the Clerk's Office E-Working Copies:  
<https://kingcounty.gov/en/dept/dja/courts-jails-legal-system/court-forms-document-filing/filing/e-working-copies>;

OR

2. Take this set of copies to the Judge's Mailroom (C203 in Seattle and 2D in Kent) and turn it in any time before **12:00 noon** at least **4 court days** before your hearing date.

Copy and complete the chart below to the upper right-hand corner of the first page of the set of forms you are delivering to the Judicial Officer:

<p><b>Judicial Officer Working Copies</b> Name of Judicial Officer: _____ Calendar Date: _____ With Oral Argument Presented By: (your name): _____, Moving Party</p>
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### Step 5: Have the other party served.

#### What to serve

Copies of all the forms from step 1 need to be served on the other party.

## **Deadline for service**

If the documents will be delivered or personally served, the documents must be served at least **9 court days** before the hearing you scheduled.

If the documents will be mailed, generally you must add 3 days to the above deadline. (See Washington State Superior Court Civil Rule 6 for specific information.)

## **How to serve**

You may hand deliver, mail or email the documents yourself (provided that no order restrains you from having contact). If the other party has an attorney, deliver or mail the forms to the attorney instead. After you have delivered the forms to the other party or attorney, fill out the *Proof of Mailing or Hand Delivery (for documents after Summons and Petition)* (FL All Family 112) form.

You may also have someone else serve the other party or his/her attorney for you. The server must be over 18. After serving, the server fills out the *Proof of Personal Service* (FL All Family 101) form and returns it to you.

Make one copy of the *Proof of Mailing or Hand Delivery (for documents after Summons and Petition)* form for your records and one copy for the Judge. File the original form with the Clerk's Office and bring the copy you made for your records to the hearing.

## **Step 6: Reply to any Response (if applicable)**

If the other party chooses to respond to your motion, they must do so **by 12 noon 4 court days before** the hearing. If you wish to reply to their response, you must do so **by 12 noon 2 court days before** the hearing. Please ask the Facilitators or visit the website for the appropriate instructions.

## **Step 7: Wait for the Judicial Officer's Decision.**

Since this motion is heard without oral argument, the parties will be informed of the Judicial Officer's decision by mail in the pre-addressed, stamped envelopes you provided.