

Ex Parte Agreed Orders (non-emergency) – Civil and Domestic

All agreed motions/orders shall be processed through the clerk's mail-in process. Judges and Court Commissioners cannot file your pleadings electronically or otherwise. It is helpful if the envelope informs the clerk the type of case and the Judge assigned, if applicable.

Emergency Orders

Civil – assigned to a Judge

- a. Email the pleadings and a proposed order to the Judicial Assistant for the Judge assigned to the case. The email addresses are listed on the court's website.
- b. Parties are responsible for having their own pleadings filed.
- c. The subject line MUST state CIVIL EMERGENCY.
- d. Sanctions may be imposed if the issue is not an emergency.
- e. If a telephonic hearing is set, parties will get notice through email or phone call.
- f. If an order is signed it will be scanned back to the sending email and filed.

Civil – unassigned

- a. Email the pleadings and a proposed order to: kkilham@spokanecounty.org.
- b. Parties are responsible for having their own pleadings filed.
- c. The subject line MUST state CIVIL EMERGENCY – UNASSIGNED.
- d. Sanctions may be imposed if the issue is not an emergency.
- e. If a telephonic hearing is set, parties will get notice through email or phone call.
- f. If an order is signed it will be scanned back to the sending email and filed.

***Family Law – assigned to a Judge**

- a. Email the pleadings and a proposed order to the Judicial Assistant for the Judge assigned to the case. The email addresses are listed on the court's website.
- b. Parties are responsible for having their own pleadings filed.
- c. The subject line MUST state FAMILY LAW EMERGENCY.
- d. Sanctions may be imposed if the issue is not an emergency.
- e. If a telephonic hearing is set, parties will get notice through email or phone call.
- f. If an order is signed it will be scanned back to the sending email and filed.

***Family Law – unassigned**

- a. Email the pleadings and a proposed order to the Judicial Assistant for Judge Fennessy.
- b. Parties are responsible for having their own pleadings filed.
- c. The subject line MUST state FAMILY LAW EMERGENCY - UNASSIGNED.
- d. Sanctions may be imposed if the issue is not an emergency.
- e. If a telephonic hearing is set, parties will get notice through email or phone call.
- f. If an order is signed it will be scanned back to the sending email and filed.

*The Ex Parte Emergency Order also allows for motions for temporary restraining orders in family law cases to be presented in person. This process will remain available to ensure that all litigants have access to the court.