

FAMILY LAW PROCEDURE  
PURSUANT TO  
SPOKANE COUNTY SUPERIOR COURT EMERGENCY ORDERS

Updated May 20, 2020

***Please check back frequently for any changes based on court availability.***

If your family law hearing is a 1) return of an ex parte restraining order; 2) first temporary order in a case; 3) a show cause hearing regarding the withholding of children; 4) relocation; or 5) emergent and you have an Order from the court setting a hearing per the Emergency order policy, you MUST follow the following procedure:

- All hearings must be confirmed by 4:00 p.m. two days before the hearing by phone (509-477-5702 x 0) or email ([FamilyLaw@spokanecounty.org](mailto:FamilyLaw@spokanecounty.org)). If the hearing is set less than 2 days from the determination of emergency by the court, this process must happen immediately upon receiving the court's Order setting the hearing.
  - If your case has attorneys on all sides: Provide a JOINT status sheet, any scheduling conflicts, contact information for all attorneys, and bench copies to [FamilyLaw@spokanecounty.org](mailto:FamilyLaw@spokanecounty.org).
  - If your case has at least one attorney and one pro se litigant: Provide a JOINT status sheet, any scheduling conflicts, contact information for all parties, and bench copies to [FamilyLaw@spokanecounty.org](mailto:FamilyLaw@spokanecounty.org).
  - If both parties are representing themselves: Provide any scheduling conflicts and contact information for all parties by calling (509) 477-5702 x 0 or to [FamilyLaw@spokanecounty.org](mailto:FamilyLaw@spokanecounty.org). If you can send copies of the documents you filed for the hearing, please do so to this same email address. Only email the exact copy of what you filed in the court file AND gave to the other party.
- Parties will be notified by phone or email the day prior to the hearing and given the time and Zoom meeting ID for their hearing.
- ONLY the pleadings and the JOINT status sheet shall be emailed to the email address above. Parties will be sanctioned if they send conversations between the lawyers/parties or other materials that are not bench copies for the hearing.
- The hearing must be set on the assigned court commissioner hearing day. If unassigned, it must be set on Tuesday, Wednesday or Friday.
- Hearings will take place on the Zoom platform. Instructions for participating in a Zoom hearing can be found on the Superior Court's website at [www.spokanecounty.org/1140/Superior-Court](http://www.spokanecounty.org/1140/Superior-Court).

NONCONTESTED DISSOLUTIONS:

- Please send agreed and signed documents to:

Spokane County Superior Court Clerk's Office  
1116 W. Broadway, Rm. 300  
Spokane, WA 99260