

FAMILY LAW MOTION PROCEDURE  
PURSUANT TO  
SPOKANE COUNTY SUPERIOR COURT EMERGENCY ORDERS

**Updated June 19, 2020**

Beginning June 16, 2020, the Tuesday – Friday family law motion dockets are open for all motions. For now, all motion hearings on the court commissioner family law dockets will be conducted by video/audio through Zoom.

All hearings must be confirmed as READY by 4:00 p.m. **THREE** court days before the hearing by phone (509-477-5702 x 0) or emailing ([FamilyLaw@spokanecounty.org](mailto:FamilyLaw@spokanecounty.org)). If the hearing is set by the court with less than 3 days before the hearing, 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 obtain the time and Zoom meeting ID for their hearing by viewing the online docket which will be posted the day prior to the scheduled hearing.** The online docket can be found on the Superior Court's website at <https://www.spokanecounty.org/1688/Assignments-Calendar-Schedules> or <https://www.spokanecounty.org/1397/Family-Court> If parties do not have access to the online docket, they may call the Family Law Center at 477-5702, ext. 0.
- ONLY the bench copies 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. The court will determine any assignment/re-assignment.
- 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).
- DO NOT file pleadings that exceed your page limits without FIRST getting permission from the court.
- BENCH CONFERENCES for contested continuances requests SHALL be resolved prior to the 3-day call-in deadline. It is the obligation of the party objecting to the READINESS of the hearing to set the bench conference in a timely manner so the issue can be resolved. Failure to do so may result in sanctions.
- Use the Ex Parte Policy for setting a request for a bench conference or a request to exceed page limitations.
- DO NOT INCLUDE THE FAMILY LAW CENTER STAFF IN ANY EMAIL REGARDING THE ORDER AFTER A HEARING or IN ANY CONFLICT BETWEEN THE PARTIES/ATTORNEYS.

- DO NOT SEEK **LEGAL ADVICE** FROM THE FAMILY LAW CENTER STAFF.