

EX PARTE POLICY AND PRIORITIES

April 2021

The following grid will outline a schedule of prioritization for specific case types, litigants and dockets through the week. Parties and counsel are strongly encouraged to appear during their designated time for best case flow management results.

Ex Parte Priority

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--|--|---|--|---|
| 9:00-9:30 a.m. Defaults | 8:30 – 12:00 p.m. Mail-in Orders and other ex parte orders COURTROOM CLOSED | 9:00-9:30 a.m. Defaults | 8:30 – 12:00 p.m. DV Docket Call & Hearings ONLY COURTROOM CLOSED FOR EX PARTE | 9:00-9:30 a.m. Defaults |
| 9:30 – 10:30 a.m. Attorney Priority | | 9:30 – 10:30 a.m. Attorney Priority | | 9:30 - 10:30 a.m. Attorney Priority |
| 10:30 – 10:45 a.m. Recess | | 10:30 – 10:45 a.m. Recess | | 10:30 – 10:45 a.m. Recess |
| 10:45 – 11:30 a.m. 10 Minute Hearing Priority | | 10:45 -11:30 a.m. 10 Minute Hearing Priority | | 10:45 -11:30 a.m. 10 Minute Hearing Priority |
| 12:00 p.m. – 1:30 p.m. Closed | | | | |
| 1:30 – 2:30 p.m. Pro Se Priority | 1:30 – 3:15 p.m. Protection Order/Emergency Order Priority | 1:30 – 2:30 p.m. Pro Se Priority | 1:30 – 3:15 p.m. Protection Order/Emergency Order Priority | 1:30 – 2:30 p.m. Pro Se Priority |
| 2:30 – 3:15 p.m. Protection Order Priority | | 2:30 – 3:15 p.m. Protection Order Priority | | 2:30 – 3:15 p.m. Protection Order Priority |
| 3:15 – 3:30 p.m. Recess | | | | |
| 3:30 – 4:00 p.m. Civil Contempt/ Transport | 3:30 – 4:00 p.m. Civil Contempt/ Transport | 3:30 – 4:00 p.m. Civil Contempt/ Transport | 3:30 – 4:00 p.m. Civil Contempt/ Transport | 3:30 – 4:00 p.m. Civil Contempt/ Transport |
| 4:00 p.m. Closed | | | | |

Ex Parte Policy

Ex Parte Restraining Order Motions from attorneys will not be accepted after 3:00 p.m. except under extraordinary or emergency circumstances.

Motions to Continue a family law motion will not be accepted after 3:00 p.m. except under extraordinary or emergency circumstances and will not take priority over protection orders.

All discovery motions, including family law cases, shall be set for hearing and heard by the assigned Judge. Child support modifications without an assigned Judge can be set in ex parte or on the assigned court commissioner's family law docket. Parties to consider that in ex parte, the hearings must be 10 minutes or less.

All minor settlements and structured settlement transfers shall be assigned to a Judge and scheduled for hearing before that court department.

Ex Parte will not sign orders (excluding domestic matters) for cases assigned to a Judge absent express permission from that court department.

Ex Parte will not sign continuance orders for revisions or trial dates.

Any contested matter requiring more than 10 minutes total shall request an assignment to an available trial court through the court administrator's office.

All pro se parties wishing to present their final dissolution or parenting plan paperwork to the court are strongly encouraged to utilize the court facilitator for review of their paperwork before presentation to the court and are encouraged to present final documents on Mondays, Wednesdays and Fridays between 1:30 and 2:30 p.m. Here is a link to contact the courthouse facilitator:

<https://www.spokanecounty.org/DocumentCenter/View/32487/COVID-19-Contacting-the-Court-Facilitator>.

Any attorneys or parties wishing to argue any contested issue in ex parte must obtain advance permission from the Ex Parte court AND those hearings may not exceed 10 minutes.

Civil rules and local rules about Notice apply to all ex parte hearings. Parties/Counsel shall be prepared to cite what rule/authority allows the setting of a hearing on shortened notice in the Ex Parte courtroom.

Adoptions

Adoptions should only be set in ex parte as a last resort. If they are the result of a juvenile court termination, they should be set on the assigned Court Commissioner's dependency docket, or scheduled through a Judge's JA. Any adoptions set in Ex Parte shall be scheduled through the ex parte clerk using low volume times.

Guardianships

No guardianship orders should be signed by Pro Tem Commissioners. Guardianship Commissioners can be found on the weekly Guardianship & Trust Docket or if it is an emergency, you may contact the Guardianship Monitoring Program. Guardianship Commissioner availability is not guaranteed.