

# CONTEMPT OF COURT ACTION

## SPOKANE COUNTY FAMILY COURT FACILITATOR

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### Checklist of Steps to Complete:

\_\_\_\_\_ 1. Fill out the following papers completely and sign. Print clearly in black ink or type:

( ) *Motion for Contempt Hearing (FL All Family 165)*

Fill out the motion using the same case title and case number as the original action. Identify the document (parenting plan, decree, order of child support) being violated by date, and explain how it has been violated.

( ) *Order to Go to Court for Contempt Hearing (FL All Family 166)*

Fill out the caption box and the case number, address it to the other party and sign where it says "Presented By."

You may pick a hearing date, to be heard via Zoom or in person (at a time to be determined), at least 14 days from the date of service on the other party, not including the date of service.

(You must schedule any hearings before the Commissioner assigned your case. To determine if your case has been assigned to a Court Commissioner and/or to determine which day your assigned Commissioner is scheduled to hear motions, please see the Court's web page: <http://wa-spokanecounty.civicplus.com/DocumentCenter/View/4266> and search for the commissioner's rotation schedule;

**OR** call the Superior Court Clerk's Office at 509-477-2211.

\_\_\_\_\_ 2. Make two copies of these documents (three copies if there is a Guardian Ad Litem on the case).

\_\_\_\_\_ 3. Get *Order to Go to Court for Contempt Hearing (FL All Family 166)* signed by the Court and filed with Clerk's Office:

Go to Ex Parte, Court Room 202 (open Monday, Wednesday and Friday from 9:00 a.m., to 12 noon and 1:30p.m. to 4:00p.m. and Tuesday and Thursday 1:30 p.m. to 4:00 p.m.).

Give your original *Motion for Contempt Hearing* and *Order to Go to Court for Contempt Hearing* to the Clerk of the Court. Take a seat in the Courtroom and wait for the Court to sign your documents. **The Clerk will keep the original documents.**

Once your Order has been signed by the Court, go back to the Clerk's office (Room 300) and stamp your copies with the Judge/Commissioner's name and the date stamp.

\_\_\_\_\_ 4. Serve other party with *Motion for Contempt Hearing and Order to Go to Court for Contempt Hearing*. The other party must be personally served with the *Motion for Contempt Hearing and Order to Go to Court for Contempt Hearing* at least 14 days prior to the hearing, not including the date of service.

You must arrange to have someone over the age 18, **other than you**, serve (deliver) the papers to the opposing party. The person who serves the other party must complete the *Proof of Personal Service (FL All Family 101)* form and give it back to you. Make yourself a copy and file the original, completed form with the Clerk's office or bring it with you to the hearing. **Remember, the other party must receive the documents at least 14 days prior to the hearing, not including the date of service.**

\_\_\_\_\_ 5. **Three days prior** to your hearing date, by 4:00p.m., **you must confirm your hearing by emailing [familylaw@spokanecounty.org](mailto:familylaw@spokanecounty.org) or calling** (509) 477-5702 ext. 0.

**Failure to do so may result in your hearing being struck from the docket.**

- I. Confirmations shall include:
  - a. Names of the parties and cause number;
  - b. Name of assigned commissioner and date of hearing; Joint motion status sheet (<https://www.spokanecounty.org/1409/Family-Court-Forms;>)
  - c. Confirmation from the moving party that the other party was timely served;
  - d. Bench copies of any documents filed within five days of the confirmation date;
  - e. Any scheduling conflicts for the parties on the day of the hearing.
  - f. Hearing times will be posted on the Spokane County Superior Court website (<https://www.spokanecounty.org/1397/Family-Court>) by 12:00p.m. two days before the hearing. Parties are responsible for knowing what time their hearing is to occur. Parties without internet access can call (509) 477-5702 ext. 0 to get their hearing time and location. If the moving party fails to appear at the hearing, the matter will be struck and sanctions may be entered. If the non-moving party fails to appear at the hearing, the relief requested may be granted.

You must also provide a copy of the signed mandatory local form Family Law/Paternity Motion Status Report:

<https://www.spokanecounty.org/DocumentCenter/View/3675/Family-Law-Paternity-Motion-Status-Report-PDF>

Please see the court's local rules:

<https://www.spokanecounty.org/DocumentCenter/View/34440/2020-Local-Court-Rules-Effective-912020?bidId=>

- \_\_\_\_\_ 6. At your hearing, be prepared to argue as to why the other party should be found in contempt. Complete your *Contempt Hearing Order (FL All Family 167)* based on the judicial officer's ruling at the time of your hearing, and follow the judicial officer's instructions on submitting the order.

All of the above-mentioned forms can be found on the Washington State Court website: [www.courts.wa.gov/forms](http://www.courts.wa.gov/forms).

The Family Court Facilitator, Room 200, Family Law Center, is available to review your documents and answer procedural questions. It is recommended you have all documents reviewed before filing and presenting to the Court.