

Trial Prep Instructions Informal Trial

Important: This is not meant to be legal advice, but meant to help you understand the court process. The following instructions are for an **informal** trial where the trial date is July 18, 2022. **These instructions are for when you already have your evidence. Discovery, interrogatories, subpoenas etc., should be initiated at least 2 months, preferably 3 months, before your trial date at the very latest.** This can be used for all informal trials across Washington state, however the contacts listed are for King County.

Trial Date July 18, 2022.

On or before June 24 (4 weeks before trial, that Friday)

Complete the attached Witness List for any expert witnesses you are asking to testify *and* serve a copy to the other party.

On or before July 1 (3 weeks before trial, that Friday)

For a link to your ShareFile folder, email the Clerk's Office at dja-e-exhibits@kingcounty.gov. For more information about how to use ShareFile, visit: <https://kingcounty.gov/courts/clerk/documents/Electronic%20Exhibits.aspx>
For help, you can also email dja-e-exhibits@kingcounty.gov.

On or before July 11 (1 week before trial, that Monday)

- Complete your Exhibit List *and* serve a copy to the other party *with* a copy of each exhibit. Petitioner will use the Exhibit List that starts with #1. Respondent will use the Exhibit List that starts with #101.
- Complete the attached Trial Brief.
 - File with the Clerk's Office. Information about how to file documents with the Clerk's Office is available at <https://kingcounty.gov/courts/clerk/documents/file.aspx>.
 - Serve a copy to the other party.
 - Provide a hard copy to the judge. Label it as a Working Copy and deliver it to C-203. See page 6 of the attached Trial Prep Instructions, "Judge's Copies."
- Upload an electronic copy of *each* of your exhibits to the ShareFile folder, using the link provided by the Clerk's Office.
- Email the following proposed orders to yourjudgeorcommissioner@kingcounty.gov as *Word documents*:
 - Proposed Parenting Plan (attached)

Service

All documents after the Summons and Petition can be served by mail (or by email if the other party agrees). Any documents served by mail need to be mailed three days before the deadline. Use the attached Proof of Mailing/Hand Delivery to document how service occurred and file the form with the Clerk's Office.

Court Rule

The court rule that describes informal trials is located here: [https://kingcounty.gov/~media/courts/Clerk/docs/LocalRules/2020-LFLR-23-Informal Family Law Trials.ashx?la=en](https://kingcounty.gov/~media/courts/Clerk/docs/LocalRules/2020-LFLR-23-<u>Informal Family Law Trials.ashx?la=en</u>)

Questions?

You can speak with a facilitator, Monday to Friday, 8:30 am to noon, at (206) 263-FLIC. If you wish to hire or consult with an attorney, the attached Resource List may be helpful.

Early Resolution Case Manager
King County Superior Court
516 Third Ave W-382
Seattle, WA 98104
(206) 477-2466