**Superior Court of Washington, Thurston County**

**Family and Juvenile Court**

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| Petitioner: Respondent:  | Case No. **Notice of Orientation**(NTHG) |

**To the County Clerk and all parties:**

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| 1. This case is scheduled for Orientation on:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date) at 12:00 p.m. **Orientation will take place by Zoom- Meeting ID: 837-2088-7594**See section six for instructions on how to appear by Zoom.🡪 Please see the Orientation Schedule for dates available which can be found at: <https://www.thurstoncountywa.gov/departments/superior-court/self-represented-party/family-law-orientation> .🡪 You need to schedule orientation at least six court days ahead of time. |
| 2. Information about the Orientation Program**For Petitioner**: You must schedule and go to orientation when you file a case involving children. Schedule the orientation within 30 days of filing the case. Give a copy to the respondent and show you served the respondent by filling out page two of this notice.**For Both Parties***:* Orientation includes * Information about what to expect with the court process;
* A discussion of the mandatory parenting seminar and information about how to attend one;
* A video presentation on mandatory mediation.

Both parties must attend orientation, but they can go to different sessions. The parties should go to different sessions if there is a protection order or any concerns about domestic violence. Is there currently or has there ever been a protection order between you and the other party? [ ]  Yes [ ]  No. If you want to speak to someone about the situation please call the Domestic Violence Case Coordinator at (360) 709-3263. |

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| **3. Declaration of Service** | **4. Person Scheduling Orientation** |
| I declare that on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,20\_\_\_\_, I [ ]  deposited in the United States mail, [ ]  delivered through a legal messenger service, [ ]  personally delivered, a copy of this notice of hearing, the motion, and all paperwork filed along with the motion, to all people listed below in section 6.**I declare under penalty of perjury under the laws of Washington State that the foregoing is true and correct.**Signed at\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(City) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (State) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Date signed)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Signature)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Printed name) | [ ]  Petitioner [ ]  Respondent [ ] Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Sign:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Print Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_WSBA # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(if attorney)Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City/State/Zip:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email (required):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **5. Names and Contact Information for Everyone Notified of Orientation** |
| Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Attorney for:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_WSBA #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Attorney for:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_WSBA #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Attorney for:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_WSBA #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Attach more papers if needed. | Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Attorney for:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_WSBA #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **6. Instructions for Appearing by Zoom** |
| **Joining by Computer or Smartphone*** Go to <https://zoom.us> or download the free app to your phone or device.
* You will need the Zoom meeting ID for the hearing which could be found in section 3.
* Once on Zoom click “Join a Meeting”, enter the Zoom meeting ID, and click “Join”.

**Join by Telephone If*** You do not have a microphone or speaker on your computer
* You do not have a smartphone
* You cannot connect to a network for video or computer audio.

**Phone Controls**:**\*6** – mute/unmute**\*9** - Raise hand**To Join by Telephone*** Call (253) 215-8782
* Enter the Zoom Meeting ID followed by # symbol.

**Before Your Hearing, Get Prepared*** Make sure you have a good Internet connection
* Make sure your screen name is your first and last name.
* No profile picture/photo is allowed.
* Remember that you are still appearing in court and should act and dress appropriately.
* Use earbuds or headphones if you can. This frees up your hands and improves sound quality.
* Find a quiet place where no one will interrupt you.
* Do not use the chat unless you are having audio issues and need to let the Court know.
* Mute your microphone unless you are asked to speak.

**Observer*** If you are not a party to a case, then you are required to identify yourself by renaming yourself to Observer.

**DO NOT RECORD ANY COURT HEARINGS WITHOUT PERMISSION OF THE COURT IN THE HEARING**The Court keeps a record of all proceedings. You can order transcripts or copies of the hearing from the Court. More information can be found on the Court’s Website: <https://www.thurstoncountywa.gov/departments/superior-court/court-services/ordering-copies-electronic-recorded-hearings-and-transcripts-proceedings> |