**Seattle - EMERGENCY ONLINE PROTECTION ORDERS AND VIRTUAL COURT HEARINGS**

**Don’t come to court in person!** The COVID-19 pandemic is a public health emergency which requires limitations of in-person access to the courthouse. The court is accepting online filing of emergency orders and has planned for telephonic hearings to keep you safe and prevent the spread the virus.

**SAFETY FIRST**

**Anyone thinking about a Domestic Violence Protection Order (DVPO) is highly encouraged talk with an advocate before filing one. You will learn about details of the process and discuss potential safety concerns.** The King County Prosecuting Attorney’s Protection Order Advocacy Program (POAP) can help. **All petitioners interested in filing for a Domestic Violence Protection Order are encouraged to call 206-477-1103 email** [protectionorder@kingcounty.gov](mailto:protectionorder@kingcounty.gov) (Mon – Fri 10am – 12pm and 1:30pm – 4:00pm)

**COMPLETING IMPORTANT ONLINE FORMS**

Protection order forms can be completed online away from the courthouse. **Most people need help completing the forms** because a person might feel overwhelmed or confused by so many forms to fill out. The court process often involves advocates to help people go through certain parts of the civil protection order process more quickly and effectively. You can get **free help** completing the forms and **work with an advocate who has experience** with the protection order forms and court processes.

**ONLINE FILING HELP MADE EASY**

* POAP uses [www.LegalAtoms.com](http://www.LegalAtoms.com.) to help petitioners prepare their DVPO petition online using an easy and secure step-by-step process.
* Petitioners can use [www.LegalAtoms.com](http://www.LegalAtoms.com) to share their DVPO petition electronically with POAP advocates for review, consultation, and safety planning, if desired.
* This free tool can be used on any cell phone, laptop or desktop computer.
* To get started, or for assistance with filing go to [www.LegalAtoms.com](http://www.LegalAtoms.com) or contact [protectionorder@kingcounty.gov](mailto:protectionorder@kingcounty.gov)

**FILING ON YOUR OWN**

If you do not wish to use the online help or to work with an advocate you can file (turn-in your forms to the court) by following these five steps.

Step 1: Fill out the following required forms:

1. [Case Designation (SEA)](https://kingcounty.gov/~/media/depts/prosecutor/documents/2020/DV/Case_Designation_Sheet.ashx?la=en)
2. [Law Enforcement Information Sheet (LEIS)](https://www.kingcounty.gov/~/media/courts/Clerk/PO/Law-Enforcement-Information-Sheet-docx.ashx?la=en)
3. [Petition](https://www.kingcounty.gov/~/media/courts/Clerk/PO/Petition-for-Order-of-Protection-DV-docx.ashx?la=en)
4. [Temporary Order of Protection (SEA)](https://kingcounty.gov/~/media/depts/prosecutor/documents/2021/DV/SEA-Temporary-DVPO-NotHng-zoom.ashx?la=en)
5. [Proof of Service](https://kingcounty.gov/~/media/depts/prosecutor/documents/2021/DV/Proof_of_Service.ashx?la=en)
6. [Contact Information Sheet](https://www.kingcounty.gov/~/media/courts/Clerk/PO/Contact-Information-Sheet-docx.ashx?la=en)

Additional Optional forms depending on circumstance.

Include this form if there are children listed as protected parties on your temporary order

[Child Custody Sheet](https://kingcounty.gov/~/media/depts/prosecutor/documents/2020/DV/Child_Custody_Sheet.ashx?la=en)

Include this form if you are requesting the respondent to comply with an Order to Surrender Weapons

[Order to Surrender Weapons (SEA)](https://www.kingcounty.gov/~/media/courts/Clerk/PO/Order-to-Surrender-Weapons-Issued-without-Notice-SEA-docx.ashx?la=en)

If you need to **renew** an existing protection order fill out these forms:

[Petition for Renewal of Order of Protection](https://www.courts.wa.gov/forms/documents/DV5_030%20Petition%20for%20Renewal%20of%20Order%20for%20Protection.pdf)

[Order Setting Hearing on Renewal and Extending Order](https://www.kingcounty.gov/~/media/depts/prosecutor/documents/2021/DV/SEA_Order_Setting_Hng_Renewal_Ext_DVPO_zoom.ashx?la=en)

[Law Enforcement Information Sheet (LEIS)](https://www.kingcounty.gov/~/media/courts/Clerk/PO/Law-Enforcement-Information-Sheet-docx.ashx?la=en)

[Proof of Service](https://kingcounty.gov/~/media/depts/prosecutor/documents/2021/DV/Proof_of_Service.ashx?la=en)

Step 2: Go to the Clerk’s Office Virtual Protection Order Office

Join the Clerk’s Office Virtual Protection Order Office waiting room from 9:00 AM to 3:00 PM, Monday – Friday by going to the Clerk’s Office website at <https://www.kingcounty.gov/courts/clerk.aspx>. Instructions on how to join the virtual office can be found here: [Instructions](https://www.kingcounty.gov/~/media/courts/Clerk/PO/PO_Zoom_Instructions1.ashx?la=en).

Please note that the Clerk’s Office will no longer be accepting email submissions. If you are not able to use Zoom through a computer or through the Zoom mobile app, the instructions linked above also include steps to join the waiting room via a phone call.

Step 3: Temporary Order Hearing

Upon receipt of paperwork, the King County Superior Court Clerk’s office will process that paperwork for a hearing with a Judicial Officer by phone. The court may call you on the number you provided to the Virtual Protection Order Office, it is important that you be available and answer your phone should the court contact you.

Step 4: King County Superior Court Clerk will process your paperwork and email or send you certified copies. If you have any issues or do not hear back from the court or clerk timely, you may contact the clerk protection order office:

* Live Chat: <https://www.kingcounty.gov/courts/clerk.aspx>
* Call : 206-477-0845 (Seattle)

Step 5: Contact Family Law Confirmation Desk

After you receive the temporary order, you must contact the family law confirmation desk by email or phone to provide the court with a phone number of where you can be reached the day of the hearing. In Seattle: Email [FamilyLawStaffSeattle@KingCounty.gov](mailto:FamilyLawStaffSeattle@KingCounty.gov) or call (206) 477- 1523.