**RESPONSE and DECLARATION PACKET**

**Use this packet if:**

* You are a Respondent filing your response to a Civil Protection Order Petition; or • You are a Petitioner filing additional documents into your case.

**Documents Included in this Packet:**

***Declaration:*** Write your statement using this form. This form can also be used for witness statements. Be sure to sign and date your Declaration.

***Cover Sheet:*** Use this document for police reports, text messages, photographs or any other type of document that needs a coversheet with your case caption and case number. ***Proof of Service:*** This document is filled out and filed into the court case by whomever serves documents on the other party.

* Use only blue or black ink when filling out these forms.
* Protection Order staff cannot help you draft your documents.

**Important Information:**

Include the case caption and case number. Forms not containing this information will be rejected

* Submit single-sided documents only. **Double-sided documents will** **be rejected.**
* It is recommended that you file your response no later than three (3) days prior to your scheduled hearing unless otherwise noted by the Judicial Officer. Filings received after this time *may not be reviewed by the Judicial Officer.*
* You should make 3 copies of your documents: 1) one for your records; 2) one to serve to the other party; and 3) a working copy for the Court. If filing in person the original document should be filed with the Protection Order office, Room 1-530 on the 1st) floor of the Snohomish County Superior Court.
* Any documents filed must be served on the other party by a third-party over the age of 18 and not a party to the case. **A Proof of Service must also be filled out and filed by the Server.**

**How to file:**

***In Person:*** File in Room 1-530 on the 1st floor of the Snohomish County Superior Court.

***e-file:***  Go to www.snohomishcountywa.gov/5517/4354/E-filing to file into your court case. E-filing is only available when filing into an existing protection order case.

*Heidi Percy*

*Snohomish County Superior Court Clerk*

*Protection Order Office*

*Room 1-530*

*3000 Rockefeller Avenue*

*Everett WA 98201*

*425-388-3638*

Last updated: 10/28/2024

# Superior Court of Washington, County of Snohomish

Petitioner

v.

Respondent

**No.**

**Declaration of**

**(**

**Name**

**)**

**(**

**DCLR**

**)**

This declaration is made by:

Name:

Age:

Petitioner

Respondent

Other:

Relationship to the parties in this action:

I declare,

RCW 7.105.200, .235, .500 Declaration (DCLR)

*(07/2022)* **p. 1 of 2**

**PO 018**

(Attach additional single-sided pages if necessary and number them. Use form PO 010, Statement.)

I certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct. [ ] I have attached (*number of pages*) pages.

Signed at (*City*) (*State*) on (*Date*)

*Signature of Declarant Print or Type Name*

RCW 7.105.200, .235, .500 Declaration (DCLR)

*(07/2022)* **p. 2 of 2**

**PO 018**

## SUPERIOR COURT OF WASHINGTON, COUNTY OF SNOHOMISH

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Peti

tioner/Plaintiff(s),

vs.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

R

espondent/Defendant(s).

**NO.**

**CO**

**VER SHEET**

**SUBMITTED BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ATTACHED HERETO ARE THE FOLLOWING EXHIBITS:**

(Exhibits can be, but are not limited to: photos/text messages)

* Mark your exhibits clearly and list below with a description/explanation for each exhibit.
* Declarations from witnesses should not be attached to this coversheet. Witness statements must be provided in declaration form signed under penalty of perjury. (Declarations available at po.snoco.org)

S:\FORMS\FCOURTSERVICES\PROTECTION ORDERS Master Forms\PACKETS\RESPONSE

PACKETS\Coversheet 1.23 AH-DV-STK.docx

# Superior Court of Washington, County of Snohomish

Petitioner

Respondent

No.

**Notice of Appearance**

(

for a party without a lawyer

)

**(**

**APPS**

**)**

# Notice of Appearance

1. My name is: .
2. I am filing this notice to appear in this case. I must be notified of any court hearings and receive copies of any papers filed in this case.
3. Email where I can be provided documents: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3.** I agree to accept legal papers for this case at the following address: *Is your home address confidential? NO\_\_\_ YES\_\_\_*

If you checked **YES**, **do not write your confidential address below!!!** This does not have to be your home address.

Service Address:

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Street address or PO box City State Zip*

*Sign here Date*

**If this address changes before the case ends, you must notify all parties and the court clerk in writing.**

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## Superior Court of Washington, County of Snohomish

Petitioner

Date of Birth

vs.

Respondent

Date of Birth

No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Proof of Service**

**(**

**RTS)**

**Clerk’s Action Required: 2C**

## Proof of Service

***Important!*** *Promptly file this completed form with the court clerk.*

Server declares:

1. My name is . I am 18 or older.
   1. am [ ] a peace officer [ ] **not** a party to this case.
2. **Able to Serve:**
   1. [ ] **Personal Service:** I served the court documents checked in section **4** for this case to (*name of party)*  on *(date)*  by giving the documents directly to them at this address:

at

*(*

*time*

*)*

* 1. [ ] **Electronic Service:**

***Important!*** *Do* ***not*** *use electronic service if your case involves the surrender of firearms, transfer of child custody, removing Respondent from the parties’ shared residence, an incarcerated*

*Respondent, or a petition for a vulnerable adult protection order is filed by someone other than the vulnerable adult. In these cases, after 2 unsuccessful attempts at personal service, you can ask the court to authorize electronic service.*

I served the court documents checked in section **4** for this case to

(*name of party)*  on *(date)*

at (

*time*

)

via

[ ] email [ ] text [ ] social media applications [ ] other technology

At the following email address/s, phone number/s, social media application and user name, or other address:

I received a read receipt or communication from the receiving party (*describe or attach):*

**C.** [ ] **Service by Mail:** I served the court documents checked in section **4** for this case to (*name of party)* on *(date)*  .

at (

*time*

)

I sent **2** copies of the documents, postage prepaid: one by ordinary, first-class mail and one by other mail with certified or tracking information (*attach receipts*).

I sent the mail to this/these address/es:

**Clerk’s Action:** The court clerk shall forward a copy of this *Proof of Service* immediately to the following law enforcement agency (*county or city*)

(*check only one*): [ ] Sheriff’s Office or [ ] Police Department

*(List the same agency that entered the temporary order, if any)*

This agency shall enter this Proof of Service into WACIC and National Crime Info. Center (NCIC).

1. **Not Able to Serve:**

[ ] I was unable to make personal service on (*name of party)* .

I notified the serving party that service was not successful. Personal service was attempted on the following date/s .

[ ] Electronic service was attempted at the following address/es but it bounced back, was undeliverable, or there was no follow-up communication

[ ] I did not mail court documents to *(name of party)* because I do not know the party’s last known address.

1. **List of Documents:**

***Important!*** *You must check or write in the title of* ***every*** *document that you served. Use the "Other Documents" box to write in the title of any document not already listed.*

* 1. served the following documents *(check all that apply)*:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Ne***  [ ]  [ ]  [ ] [ ]  [ ]  [ ]  [ ] | ***w Petition***  Petition for Protection Order  Temporary Protection Order and Hearing Notice  Order to Surrender and Prohibit Weapons  A **blank** Law Enforcement and Confidential Information Form  Order Transferring Case and Setting Hearing  Reissuance of Temporary Protection Order and Notice of Hearing  Declaration/s of: | | | ***After a Full Hearing***  [ ] Protection Order  [ ] Order to Surrender and Prohibit  Weapons  [ ] Order Realigning Parties  [ ] Order Extending Order to Surrender and Prohibit Weapons |
| [ ] Denial Order  [ ] Notice to Vulnerable Adult | | | |  |
| ***Renewals***  [ ] Motion for Renewal of Protection Order  [ ] Order Setting Hearing on Renewal and Extending Order until Hearing  [ ] Order for Renewal of Order for Protection | | ***Mot***  [ ] [ ]  [ ] | ***ions***  Motion to Modify or Terminate Protection Order  Motion for Surrender and Prohibition of  Weapons  Notice of Hearing | |
|  | | [ ] | Motion to Realign Parties | |
|  | | [ ] | Motion to Set Show Cause Hearing - Contempt | |
|  | | [ ] | Order on Hearing - Contempt | |
|  | | [ ] | Order re Adequate Cause | |
| ***Weapons Compliance***  [ ] Findings and Order on Review: Weapons Surrender Compliance  [ ] Order on Hearing - Contempt  [ ] A blank Proof of Surrender  [ ] A blank Declaration of Non-Surrender  [ ] Receipt for Surrender Weapons and  Concealed Pistol License  [ ] Order to Release Weapons | | ***After a Motion Hearing***  [ ] Order Modifying or Terminating Protection Order  [ ] Order to Surrender and Prohibit Weapons | | |
| ***Other Documents***  [ ]  [ ]  [ ]  [ ] | |  | | |

1. **Fees Charged for Service:**

[ ] Does not apply.

[ ] Fees: $ + Mileage $= Total: $

1. **Firearms/Deadly Weapons:**

If an *Order to Surrender and Prohibit Weapons* has been issued in this case. Restrained Person:

[ ] **surrendered** the [ ] firearms [ ] deadly weapons [ ] CPL. (file *Law Enforcement Receipt* separately).

[ ] **did not surrender** the firearms/deadly weapons specified in the order *(provide details related to what happened, including any denials of ownership/possession)*:

[ ] **asserted they have no** firearms, deadly weapons, or a CPL.

1. **Other** (*include details such as conduct at time of service, threats, avoidance of service, and statements regarding firearms possession*):

I declare, under penalty of perjury under the laws of the State of Washington, that the statements on this form are true.

Signed at *(city and state):* Date:

*Signature of server Print or type name of server*

*Law Enforcement Agency (if any)*

I**MPORTANT: This from *MUST* be filed with the Snohomish County Superior Court Clerk. You can file this document in one of the following ways:**

In-Person: 3000 Rockefeller Avenue, Room 1-530, Everett, WA 98201 E-Mail: snoco.pos@snoco.org

**If filed via e-mail or e-filing the original document is not required.**