

Pierce County Superior Court

Instructions : Protected Person 's Request to Terminate or Modify a No Contact Order

The steps listed below apply only to requests to modify or rescind (terminate) a No Contact Order which has been issued by the State as part of a Criminal Case filed with Pierce County Superior Court.

1. Complete the attached "Protected Person's Motion and Declaration to Modify/Rescind Domestic Violence No Contact Order". This Motion must be completed regardless of whether the case is "open" (still pending) or "closed" (case is completed).
2. Once you have completed the "Protected Person's Motion and Declaration to Modify/Rescind Domestic Violence No Contact Order" make (4) additional copies.
3. After the (4) copies are made, file the original in the Clerk's Office, Room 110. **Make sure all copies are stamped as received - the Clerk's Office will show you how to do this .**
4. Once you have filed the original, go to Room 247 where a member of Administration will assist you in scheduling your motion. Administration will give you a copy of a document called a "Scheduling Order." **Note: The State requires five (5) business days notification of your motion being scheduled .**

The (4) copies of your Motion, together with copies of the Scheduling Order given to you by Administration will now be distributed as listed below:

- 1 - Copy for your records
- 1 - Copy to Room 247. This copy is for the Judge assigned to hear your motion.
- 1 - Copy to Room 946, Prosecuting Attorney's Office.
- 1 - Copy for the Defense attorney (Open cases only) **OR**
- 1 - Copy for the defendant (Closed cases only)

If the case is **closed**, you must notify the defendant of your intent to modify the No Contact Order. Therefore, please make sure you have a current or last known address for the defendant. You must sign the Declaration of Mailing on the last page of the motion.

If the case is **open**, you must notify the defendant's attorney of your intent to modify the No Contact Order. The attorney's address can be obtained in Administration, Room 247. You must sign the Declaration of Mailing on the last page of the motion.

***** It is your responsibility to serve/notify ALL parties *****

5. Unless directed by the Court, personal appearance is required. Failure to appear will NOT result in a warrant; however, the motion will be cancelled, and you will need to complete step 4 in order to have the motion rescheduled.

DISCLAIMER: NEITHER THE COURT NOR COURT PERSONNEL MAY GIVE LEGAL ADVICE. THIS IS NOT INTENDED TO BE LEGAL ADVICE AND IS PROVIDED TO YOU AS INFORMATION REQUIRED BY WASHINGTON STATE LAW, RCW 10.99.040. YOU ARE ENCOURAGED TO CONSULT WITH AN ATTORNEY IN THE EVENT YOU HAVE ANY QUESTIONS.