

ATTORNEY'S GUIDE TO **OPENING A CIVIL CASE**

EMERGENCY MATTERS



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IF THIS IS AN EMERGENCY MATTER, follow these steps:

1. Open the case
2. File your emergency documents
3. Have your case number ready
4. Immediately call the appropriate Clerk's Office:
Seattle: (206) 370-8400 option 0 **Tacoma:** (253) 882-3800
 - The Clerk's Office will assign a judge to your case and notify him/her of the emergency.
5. To ensure that your case receives the immediate attention it needs, please file prior to 4:30PM (or as early in the day as possible)

