

**INSTRUCTIONS FOR SCHEDULING HEARINGS ON VICTIM'S REQUEST
FOR RESCISSION OR MODIFICATION OF NO-CONTACT ORDERS**

- Moving party is recommended to meet or contact the Victim Witness Advocate from Spokane County Prosecutor's Office, prior to scheduling a hearing,
 - Jessica Moon: (509)-477-2829
 - Annette Ingham: (509) 477-3640
- Complete Criminal Motion Calendar Note for Hearing-Issue of Law form, directing it to the Prosecuting Attorney, Defendant and defense counsel, and scheduling the hearing for a Thursday at 9:00 am (in custody) or 2:30pm (out of custody). The case number is required on all paperwork. This number may be obtained at the Clerk's Office.
- When selecting the date for the hearing, moving party must give a minimum of five (5) Court days' notice to the Prosecuting Attorney, Defendant and defense counsel of the hearing. (to get on the next Thursday docket, the paperwork must be filed by 4:30pm the Thursday prior)
- Moving party should make five (5) additional copies of the completed Criminal Motion Calendar Note for Hearing and the completed Protected Person's Motion to Modify/Rescind Domestic Violence No-Contact Order, providing copies as follows:
 - Copy to Prosecuting Attorney – Public Safety Building
 - Copy to defense attorney
 - Copy to defendant – Must be present at the hearing
 - Copy to Court Administrator's Office – 3rd Floor Annex
 - Copy to be retained by moving party
 - Original to be filed with the Spokane County Clerk's Office, Room 300 of the Spokane County Courthouse, 1116 W. Broadway Ave., Spokane, WA
- Moving party must call the Chief Criminal Department (509-477-4795) **OR** the Criminal Coordinator (509-477-4403) any time before noon the Tuesday prior to the hearing to indicate readiness to proceed with the hearing. If it is not called ready by noon the Tuesday prior, it will be struck from the docket.
- Appear in Court at the time scheduled for hearing

NOTICE: The Court's entry of an order at the time of the hearing does not modify or terminate any order entered in any other case. The defendant is still required to comply with other orders.

- If a No-Contact order was issued through District Court or Municipal Court, please find the recall/modification forms in the Public Safety Building or contact the YWCA for assistance (509) 477-3656