



AGREED & DEFAULT FAMILY LAW ORDERS
PRESENTED IN EX PARTE DEPARTMENT

Information & Instructions for Submission

Pursuant to King County Superior Court Emergency Order 18, Family Law agreed and default proposed orders which do not require notice, and which previously would have been presented in person to Ex Parte or Family Law, should be submitted via e-filing through the "[Orders for Review](#)", for both the Seattle and Kent locations. **IMPORTANT: To avoid duplication only one party should submit agreed Orders.**

The Following Proposed Orders should be submitted via Orders for Review E-filing queue:

- Motion for Default and Order of Default for cases involving children
- Default/Agreed Temporary Family Law Order
- Default/Agreed Temporary Parenting Plan
- Default/Agreed Temporary Child Support Order
- Agreed Temporary Restraining Order
- Agreed Order Appointing GAL/Parenting Evaluator (Title 26)
- Default/Agreed or Default Final Divorce Order w/Children
- Default/Agreed Findings for Divorce w/Children
- Default/Agreed Parenting Plan
- Default/Agreed Child Support Order
- Agreed Restraining Order
- Default/Agreed Adequate Cause Order – Parenting Plan Modification
- Default/Agreed Adequate Cause Order – Nonparental Custody
- Agreed Reissuance of Temporary Restraining Order
- Agreed Order Continuing Hearing – FL Motions

NOTE: Motions for Default and the proposed Order of Default must be submitted with any proposed default Final Decree. If the Default is entered prior to submission of final documents, parties must attach a copy of the Order of Default with their submission.

Questions about this process may be directed
Nadia.Simpson@kingcounty.gov.

The Following Orders should not be submitted via Orders for Review

- Final Decrees where both parties are self-represented (Submit these via the Facilitator's Office)
- Non-Family Law Orders, including Dependency
- Agreed or Default Family Law Orders eligible for submission Ex Parte via the Clerk
 - o Except if submitted with a qualifying order above. For example, parties may submit their Final Parenting Plan and Final Divorce Order together, in this queue, rather than submitting the Parenting Plan to the Agreed Orders Queue and the Final Divorce Order to Ex Parte via the Clerk.
- Domestic Violence Protection Orders.

COMMON REASONS FOR REJECTION OR DENIAL

- Failure to file or provide Attorney's Certificate of Compliance/Declaration in Lieu of Formal Proof
- Parenting Seminar certificates not submitted
- Documents submitted prior to expiration of statutory waiting period (dissolution)
- Agreed restraining orders – no Order to Surrender Weapons (OTSW), the OTSW doesn't have updated language re telephonic or no compliance hearing date set in caption.
- Version of parenting plan form is pre-7/2019.
- Residential provisions in temporary order submitted without Relocation Act Summary.
- Paragraphs 5 and 7 in the Decree and Findings have the "separation contract" date left blank.
- Parties submit final parenting plan with items "reserved;" final orders should not reserve any item for future determination.
- Parties submit final parenting plan which impermissibly delegates future modification/decision-making regarding modifications to third party professional.
- Final orders are marked "proposed" or listed in paragraph one as "proposed".
- Final orders do not have the "court order" language at the end/no signature line for judicial officers
- Final orders are not signed by all parties/attorneys.
- Parties submit trial continuance/other "IC Judge" orders to queue improperly (rather than to IC judge).
- Both parties have signed Agreed Final Parenting Plan, but both parties have not taken parenting seminar.
- Insufficient factual basis asserted to support CS deviation.
- Final Parenting Plan does not contain a named custodian (parties write "both parties," and do not rotate designation or otherwise assign it to anyone).

TIPS FOR A SUCCESSFUL SUBMISSION

- ✓ Mandatory forms must be used when available.
- ✓ WORD/DOC. Format preferred.
- ✓ Supporting Documents that are not proposed orders, including Declaration of Formal Proof and Certificate of Compliance, may be E-Filed prior to submission of proposed Orders to this system or concurrently. Documents which may be necessary for entry of proposed orders, but which should not be filed (such as a CR2A Agreement), may be submitted as "Other". The title of the document should read "Settlement Agreement Not for Filing".
- ✓ A Declaration of Formal Proof available online at <https://www.kingcounty.gov/courts/superior-court/family/family-law-instructions.aspx>, must be filed prior to entry of any Final Divorce or Legal Separation and must be signed by at least one party to the case. **A Declaration signed by counsel is not sufficient.**
- ✓ When presenting a final parenting plan, residential schedule, or a final nonparental custody order, an attorney must sign and file a certificate of compliance. This includes any subsequent modifications resulting in a new "Final" Parenting Plan.
- ✓ The attorney of record presenting the proposed decree must sign the proposed orders and provide their Bar Association Number. At least one of the parties must sign the child support worksheets.
- ✓ Before entering the parenting plan, the Court will consult the Judicial Information System for any criminal history, restraining orders, or actions involving children relevant to the determination of a parenting plan. The results from this review will be filed under a JIS Check Confidential Coversheet.
- ✓ The Court may, at its discretion, require a telephonic appearance for any submission. Parties may receive a Rejection Notice directing them to arrange such an appearance.
- ✓ Any party registered for E-Service in a respective case will receive a conformed copy of any signed orders.

Instructions - Agreed & Default Order Submission

Illustrated Order Submission

Proposed Order for Review

1. Open the [E-Filing application](#), enter User ID and Password.

The screenshot shows the E-Filing application login page. At the top, there is a navigation bar with links for HOME, NEWS, SERVICES, DIRECTORY, and CONTACT, along with a search box. The main header identifies the King County Department of Judicial Administration - E-Filing, Superior Court Clerk's Office. On the left, there are instructions for users. The central area features the eFiling logo and a welcome message. On the right, there is a sign-in form with fields for User ID and Password, and a Sign In button. A callout box labeled 'User ID' points to the User ID input field, and another callout box labeled 'Password' points to the Password input field.

2. Select "Orders for Review"

The screenshot shows the main menu of the E-Filing application. It is divided into two columns: E-Filing and E-Service. The E-Filing column contains several options, including 'Orders for Review'. A callout box labeled 'Select 'Orders for Review'' points to the 'Orders for Review' option in the E-Filing column.

E-Filing	E-Service
<ul style="list-style-type: none">• E-File Documents into an Existing Case<ul style="list-style-type: none">• Use eForm Template• Orders for Review• Batch Orders for Review• Start New Case(s)• Ex Parte via the Clerk• Working Copies	<ul style="list-style-type: none">• Opt-In to E-Service• View My E-Service• Manage My E-Service

3. Choose a Judge/Judge Panel and enter the case number.

E-File Documents into an Existing Case

Enter Case Number

Judge/Judge Panel:

Case Number:
XX-X-XXXXX-X OF XXXXXXXXX

Check this box if your case number is NOT 9 digits

Select EXP Family Orders Panel

Enter the case number

Cancel

Next

4. Select the type of document being uploaded.

E-File Documents into an Existing Case

Select Document(s) for E-Filing

Case Information

Judge/Judge Panel: EXP Family Agreed Orders
Case #: 02-2-99999-9 Case Title: TEST'99 vs TEST ZZ

Document Type

AGREED ORDER

Document File

Document File Name: Test Document.pdf
Only DOC, DOCK or PDF Files. Files cannot exceed 5 MB

Select the type of document

Document Type	File Name	Size (KB)	Action
Total Upload : 0.00 MB of 50.00 MB			

Previous

Save and Exit

Locate the file to upload

5. Final review and submit to the judge

E-File Documents into an Existing Case

Please review before proceeding

Click on Submit to Judge

Summary

Case Number:	02-2-99999-9	Case Designation:	KNT
Case Title:	TEST'39 vs TEST ZZ		
User Name:	David Smith		
Judge/Panel:	EXP Family Agreed Orders		

Document Type	File Name	Attachment(s)
AGREED ORDER	Test Document.pdf	

[Previous](#) [Save and Exit](#) [Submit To Judge](#)

Click on the link to see the document

6. Submission review and confirmation page

E-File Documents into an Existing Case

Your submission is pending a judicial review.



King County Superior Court Clerk's Office E-File Confirmation Receipt

Case Number:	02-2-99999-9	Case Designation:	KNT
Case Title:	TEST'39 vs TEST ZZ		
Filed By:	David Smith	Submitted Date/Time:	4/16/2020 3:24:18 PM
		Received Date/Time:	Pending Judicial review
User ID:	dsmith84	WSBA #:	
Judge/ Panel:	EXP Family Agreed Orders		

Document Type	File Name	Attachment(s)
AGREED ORDER	Test Document.pdf	

[Save Confirmation Receipt](#) [Printer Friendly Version](#) [Next \(E-Serve document\)](#)

7. Status of the submission is visible on the E-File status page.

My Cases - Filing Status  

E-File Progress E-File Status Ex Parte Status WCopies Status

Document(s) submitted to the Clerk. Select Status column link for additional information.

E-Service Working Copy Ex Parte	Case Number	Submitted Date/Time	Received Date/Time	Status	Document Type
E-Serve	02-2-99999-9 KNT TEST'39 vs TEST ZZ	04/16/2020 03:24:18 PM		WaitForJudgeReview	AGREED ORDER

Submission status will display

The reviewing judicial officer has 3 options when receiving the proposed order:

- A. Order will be filed and no revisions are necessary.
- B. Order will be filed and revisions are necessary.
- C. Order should be returned to filer.