

How to Convert a Final Legal Separation Order to a Final Divorce Order

Use this packet ONLY if:

At least six (6) months has passed since the Final Legal Separation Order was signed by a Judge/Commissioner. Either party can ask the Court to convert the Final Legal Separation Order to a Divorce Order.

Talk to a lawyer if you can

These instructions have been developed by the King County Superior Court Family Law Information Center. They provide *legal information* only and **are not intended** to be a substitute for legal advice.

Facilitators cannot provide legal advice or complete your forms for you. It's a good idea to talk to a lawyer before you file any forms.

You can get information about their services and a list of low-cost and free legal resources at:

<https://kingcounty.gov/en/court/superior-court/courts-jails-legal-system/court-programs-children-families/divorce-custody-adoption/family-law-facilitators>

Step 1: Fill out these forms.

All the forms in Step 1 can be downloaded at: www.courts.wa.gov/forms/

Motion to Convert Legal Separation Order to Final Divorce Order (Dissolution Decree)	FL Divorce 251		☐
Order Converting Legal Separation Order to Final Divorce Order (Dissolution Decree)	FL Divorce 253		☐
Proof of Mailing or Hand Delivery form	FL All Family 112	Needed if parties do not agree to convert	☐

Step 2: Have the other party Served (if necessary)

If you and the other party do not agree to convert your legal separation to a dissolution, **OR** if you cannot get the other party's signature on the Order, **you will need to mail or deliver** a copy of the completed motion and order listed in step 1 at least 14 calendar days prior to submitting your final forms to the facilitators (if you are mailing the documents add an additional 3 days).

You can deliver or mail them yourself (provided that no order restrains you from having contact). After you have delivered the forms to the other party, fill out the *Proof of Mailing or Hand Delivery* form. File this document with the Clerk's Office after completing.

If you and the other party agree to convert your legal separation to a dissolution, you will not need to serve the other party, but you will need to have the other party sign the *Order Converting Legal Separation Order to Final Divorce Order* form.

Step 3: How to finalize your case by agreement:

If both parties are **self-represented** and you are ready to finalize your case, you may bring your signed Motion and Order to the Facilitator's office during walk-in hours or email to facilitators@kingcounty.gov.

The Facilitators will present your motion and order to a judicial order to be signed after 6 months have passed from your legal separation order.