

How to Notify the Other Parent You Want to Move with the Children

Use these instructions if the children reside with you most of the time, and you need to notify the other parent of your wish to move *out of the school district* with the children.

You are not required to notify the other parent of your move if there is not a court order establishing visitation.

Do not use these instructions if you intend to move within the same school district.

NOTE: If giving your home address, or information about the school, in the *Notice of Intent to Move with Children* will put your safety or that of your children at risk, start with Step 8 of these instructions.

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

These forms can be downloaded at www.courts.wa.gov/forms.

Form Name	Form Number	Notes	Completed
Notice of Intent to Move with Children (Relocation)	FL Relocate 701		☐

If you are requesting to change **anything** in your Parenting Plan or Residential Schedule, you will also need to complete:

Parenting Plan (proposed)	FL All Family 140		☐
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NOTE: If giving your home address, or information about the school, in the *Notice of Intent to Move with Children* will put your safety or that of your children at risk, start with Step 8 of these instructions.

Step 2: Make copies and file with the Clerk's Office

Which documents do I need copies of?

- Notice of Intent to Relocate
- Proposed Parenting Plan (as needed)

How many copies do I need?

1. Original set of all the forms from Step 1 to file with the Clerk's Office.
2. Copy 1 is for your records.
3. Copy 2 is to serve the other party.

You can start (file), your case by either bringing your original forms to the Clerk's Office (room 2C in Kent and E-609 in Seattle),

OR

You can file your case online on the Clerk's website at:

<https://kingcounty.gov/en/dept/dja/courts-jails-legal-system/court-forms-document-filing/filing>. If you have questions about e-filing call 206-477-3000, or email eServices@kingcounty.gov.

Step 3: Know Your Deadlines to Serve the Other Party

The other parent must be served 60 days before you move, unless:

- You find out about the move less than 60 days before it must happen and you notify the other parent within 5 days of learning of the need to move.
- You are entering a domestic violence shelter. The other parent must be served within 21 days of entering the shelter.
- The move is necessary to protect your health or safety or that of the children. The other parent must be served within 21 days of entering the shelter.

Step 4: Have the Other Parent Served

What to Serve

All the forms from Step 1 need to be served to the other parent.

How to Serve

You must have **someone** over the age of 18 –**not you**-- personally serve (give the documents directly to) the other party **or** by any means of mail with a return receipt.

If the forms are personally served, the server fills out the *Proof of Personal Service* form and returns it to you. File this document with the Clerk's Office.

If the forms are mailed via certified mail, complete the *Proof of Service by Mail* and file it with the Clerk's Office.

Proof of Personal Service	FL All Family 101		☐
Proof of Service by Mail	FL All Family 107		☐

Step 5: Wait for the Other Parent to file an Objection

The other parent has 30 days to file the *Objection about Moving with Children* form with the Clerk's Office.

****IMPORTANT!**** If an **Objection is filed**, a trial date will be set and you will need to follow the deadlines in the *Order Setting Domestic Case Schedule*. You will also need to respond by the deadline. Visit the Family Law Facilitator [webpage](#) to see how to file a Response to the *Objection About Moving with Children*.

If the other parent has **NOT** responded by the deadline or if the other parent agrees to the move you may finalize your case.

Step 6: Finalize your Case

NOTE: If you are not changing your parenting plan and the other parent did not file an objection, no further action is required

If the parenting plan is changing and both parties have reached an agreement:

You may bring your completed final documents, signed by both parties, to the Facilitator's Office to be processed and presented to a judicial officer for approval. You may drop them off during walk-in hours at either location, email them to faciliators@kingcounty.gov, or drop them off in the mailroom in Room C-203 (Seattle) or 2D (Kent). If the documents are incomplete or there are other issues to fix before finalizing, you will be given instructions asked to resubmit them.

All final documents must be filled out and signed by both parties. Your final documents are different than the documents you filed to start your case.

Complete and sign the proposed final forms listed below:

Form Name	Form Number	Notes	Completed
Ex Parte Motion for Final Order Changing Parenting Plan—No Objection to Moving with Children	FL Relocate 706		☐
Ex Parte Order on Motion for Final Order Changing Parenting Plan—Moving with Children	FL Relocate 707		☐
Parenting Plan	FL All Family 140	Copy of parenting plan that was served.	☐

****Please note:** All instructions after this point are for litigants who want to limit the information put in the Notice of Intent to Move due to safety concerns.

Ask to limit the information you put in the Notice of Intent to Move if you have safety concerns

If giving your home address, or information about the school, in the *Notice of Intent to Move with Children* will put your safety or that of your children at risk, you can ask the court for permission to keep this information confidential.

Step 1: Fill out these forms, which can be downloaded at
<http://www.courts.wa.gov/forms/>

Form Name	Form Number	Notes	Completed
Notice of Court Date Ex Parte	Kent or Seattle		☐
Motion to Limit Notice of Intent to Move with Children (Ex Parte)	FL Relocate 702	Explain why you are concerned for your safety or your children's safety.	☐
Order on Motion to Limit Notice of Intent to Move with Children	FL Relocate 703		☐

Step 2: Schedule a hearing on the Ex Parte Calendar

- If there are safety concerns, you must schedule a hearing on the Ex Parte Calendar for a Monday or a Wednesday at 1:30pm (Other Civil Motions). View availability from the calendar linked here: <https://superiorcourt.kingcounty.gov/ex-parte-online-scheduling>
- You will need your case number (from your current family law case), your contact information and the contact information of the other party to schedule your hearing.
- The website will generate the Ex Parte Notice of Court Date form. You may also fill one in, it is linked in the table above.

Step 3: File your documents with the Clerk's Office

- You will need to file your Motion to Limit Notice of Intent to and Notice of Court Date

The department must be given a working copy of all motion papers. The working copies should be delivered via [E-Working Copies](#).

No-fee Cases ONLY may email their working copies to SCEXPORTEORDERS@KINGCOUNTY.GOV with the following information in the subject line:

Working papers submitted via email **MUST** indicate the following information in the subject line or they will not be accepted: SUBJECT: WORKING PAPERS – DATE/TIME OF HEARING – CASE NUMBER AND DESIGNATION (Example: Working Papers – July 6, 2020 at 10:30 AM, 20-4-09354-4 KNT).

****Emailed working papers** submitted without the required information will not be forwarded to the court for consideration.

All working copies are to be delivered no later than the date and time they are required to be served on opposing parties and/or filed with the court.

If the court signs your *Order on Motion to Limit Notice of Intent to Move with Children*, follow the court order.

Depending on what was ordered, you may still need to serve the other party but with limited information. You will proceed back to page 3, Step 4 of this packet to continue with your case.

Attachment: Summary of the law about moving with children (Child Relocation Act, RCW 26.09.430 - .480)

Notice

Anyone with majority or substantially equal residential time (at least 45 percent) who wants to move with the children **must notify** every other person who has court-ordered time with the children.

Move to a different school district

If the move is to a different school district, the relocating person must complete the form *Notice of Intent to Move with Children* (FL Relocate 701) and deliver it at least **60 days** before the intended move.

Exceptions:

- If the relocating person could not reasonably have known enough information to complete the form in time to give 60 days' notice, they must give notice within **5 days** after learning the information.
- If the relocating person is relocating to a domestic violence shelter or moving to avoid a clear, immediate, and unreasonable risk to health or safety, notice may be delayed **21 days**.
- If information is protected under a court order or the address confidentiality program, it may be withheld from the notice.
- A relocating person who believes that giving notice would put themselves or a child at unreasonable risk of harm, may ask the court for permission to leave things out of the notice or to be allowed to move without giving notice. Use form *Motion to Limit Notice of Intent to Move with Children (Ex Parte)* (FL Relocate 702).

The *Notice of Intent to Move with Children* can be delivered by having someone personally serve the other party or by any form of mail that requires a return receipt.

If the relocating person wants to change the *Parenting Plan* because of the move, they must deliver a proposed *Parenting Plan* together with the *Notice*.

Move within the same school district

If the move is within the *same* school district, the relocating person still has to let the other parent know. However, the notice does not have to be served personally or by mail with a return receipt. Notice to the other party can be made in any reasonable way. No specific form is required.

Warning! If you do not notify...

A relocating person who does not give the required notice may be found in contempt of court. If that happens, the court can impose sanctions. Sanctions can include requiring the relocating person to bring the children back if the move has already happened, and ordering the relocating person to pay the other side's costs and lawyer's fees.

Right to object

A person who has court-ordered time with the children can object to a move to a different school district and/or to the relocating person's proposed *Parenting Plan*. If the move is within the same school district, the other party doesn't have the right to object to the move, but they may ask to change the *Parenting Plan* if there are adequate reasons under the modification law (RCW 26.09.260).

An objection is made by filing the *Objection about Moving with Children and Petition about Changing a Parenting/Custody Order (Relocation)* (form FL Relocate 721). File your *Objection* with the court and serve a copy on the relocating person and anyone else who has court-ordered time with the children. Service of the *Objection* must be by personal service or by mailing a copy to each person by any form of mail that requires a return receipt. The *Objection*

must be filed and served no later than **30 days** after the *Notice of Intent to Move with Children* was received.

Right to move

During the 30 days after the *Notice* was served, the relocating person may not move to a different school district with the children unless they have a court order allowing the move.

After the 30 days, if no *Objection* is filed, the relocating person may move with the children without getting a court order allowing the move.

After the 30 days, if an *Objection* has been filed, the relocating person may move with the children **pending** the final hearing on the *Objection* **unless**:

- The other party gets a court order saying the children cannot move, or
- The other party has scheduled a hearing to take place no more than 15 days after the date the *Objection* was served on the relocating person. However, the relocating person may ask the court for an order allowing the move even though a hearing is pending if the relocating person believes that they or a child is at unreasonable risk of harm.

The court may make a different decision about the move at a final hearing on the *Objection*.

Parenting Plan after move

If the relocating person served a proposed *Parenting Plan* with the *Notice*, **and** if no *Objection* is filed within 30 days after the *Notice* was served (or if the parties agree):

- Both parties may follow that proposed plan without being held in contempt of the *Parenting Plan* that was in place before the move. However, the proposed plan cannot be enforced by contempt unless it has been approved by a court.
- Either party may ask the court to approve the proposed plan. Use form *Ex Parte Motion for Final Order Changing Parenting Plan – No Objection to Moving with Children* (FL Relocate 706).

Forms

You can find forms about moving with children at:

- The Washington State Courts' website: www.courts.wa.gov/forms,
- Washington Law Help: www.washingtonlawhelp.org, or
- The Superior Court Clerk's office or county law library (for a fee).

(This is a summary of the law. The complete law is in RCW 26.09.430 through 26.09.480.)