

# How to Serve by Publication

Superior Court Civil Rule 4(d)(3) and RCW 4.28.100-110

Use this packet if:

1. You have tried to find the other party;
2. You cannot locate the other party; and
3. You have no information about the other party's whereabouts.

Note: You cannot have the other party served by publication without first obtaining a court order allowing service by publication. You must use one of the court approved newspapers listed on the last page of this instruction.

## 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 of these forms in Step 1 can be downloaded at: [www.courts.wa.gov/forms/](http://www.courts.wa.gov/forms/)

Form Name	Form Number	Notes	Completed
<a href="#">Motion to Service by Publication</a>	FL All Family 108		<input type="checkbox"/>
<a href="#">Order to Allow Service by Publication</a>	FL All Family 109	Fill this out the way that you would like the Commissioner to decide	<input type="checkbox"/>
<a href="#">Summons Served by Publication</a>	FL All Family 110		<input type="checkbox"/>
<a href="#">Proof of Publication (Cover Sheet)</a>	FL All Family 111		<input type="checkbox"/>
<a href="#">Ex Parte via the Clerk Coversheet</a>			<input type="checkbox"/>

## Step 2: Submit your documents Ex Parte via the Clerk

Ex Parte via the Clerk is a service provided by the Clerk's Office. Submit your Motion and Order to the Clerk and pay the Ex Parte via the Clerk processing fee. The Clerk will present the Order to the Commissioner for you. After the Order has been signed the Clerk will automatically file the original documents and return a copy of the Order to you via the method you requested.

***You cannot proceed with service by publication until this Order is signed by a Commissioner.***

You can submit your documents to the Clerk's Office (room 2C in Kent and E-609 in Seattle),

**OR**

You may also provide your papers electronically to Ex Parte via the Clerk. Please see:

<https://kingcounty.gov/en/dept/dja/courts-jails-legal-system/court-forms-document-filing/filing/ex-parte-via-the-clerk>

There is a fee; if you cannot afford to pay the fee, apply to waive the fee. Forms and instructions are at: <https://kingcounty.gov/en/dept/dja/courts-jails-legal-system/courts-financial/fees-payments/fee-waiver>.

## Step 3: Arrange for publication of the Summons by Publication

Contact a newspaper from the list attached to the end of this instruction and arrange to have the Summons Served by Publication published. Make sure the Summons is filled out completely and that the Court's address and Petitioner's address are written in the designate sections. Newspapers are free to charge what they wish for publication, so you may choose to "shop" for the best rate. The Summons Served by Publication must be published **once a week for six weeks in a row**.

## **Step 4: Obtain and file the Affidavit of Publication**

After the Summons has been published for six weeks in a row, the newspaper should send you an Affidavit of Publication (showing the dates the Summons was published) along with a copy of the newspaper clipping. Make a copy of them for yourself, attach the originals to the Proof of Publication Cover Sheet and file in the Clerk's Office.

If 60 days pass following the first date of publication and the other party has not responded, you may be able to finalize your case by default (contact the Facilitator's Office for more information).

# KING COUNTY LEGAL PUBLICATIONS

(NEWSPAPERS IN WHICH A SUMMONS BY PUBLICATION MAY BE VALIDLY PUBLISHED FOR KING COUNTY CASES)

(List from King County Clerk's Website as of 03/08/2021)

1. Auburn Reporter ..... (253) 833-0218
2. Ballard News Tribune.....(206) 376-5952
3. Bellevue Reporter ..... (425) 453-4270
4. Bothell/Kenmore Reporter...(425) 483-3732
5. Burien Highline Times ..... (206) 376-5952
6. Covington/Maple Valley Reporter (425) 432-1209
7. Daily Journal of Commerce. (206) 622-8272
8. Enumclaw Courier Herald ... (360) 825-2555
9. Kent Reporter..... (253) 872-6600
10. Masonic Tribune ..... (800) 628-4732
11. Medium, The ..... (206) 323-3070
12. North Seattle Herald-Outlook...(206) 461-1303
13. Puget Sound Business Journal (206) 876-5500
14. Queen Anne & Magnolia News (206) 461-1304
15. Redmond Reporter.....(425) 867-0353
16. Renton Reporter.....(425) 255-3484
17. Seattle Chinese Post.....(206) 223-0623
18. Seattle P.I.....(206) 448-8000
19. Seattle Times .....(206) 464-2111
20. Snoqualmie Valley Record .....(425) 888-2311
21. Stranger, The .....(206) 323-7101
22. Vashon-Maury Island Beachcomber (206) 463-9195
23. Voice of the Valley.....(425) 432-9696
24. West Seattle Herald .....(206) 376-5952