How to
Ask for a Temporary Order for people who are not married

Use this packet if you want to ask the Court for a temporary order, such as: parenting plan, child support, restraining order, and/or other financial issues.

Note: You may use this instruction ONLY if you have a pending petition to establish a parenting plan, parentage or modification case.

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 can be downloaded at: http://www.courts.wa.gov/forms/

Motion for Temporary Family Law Order	FL Parentage 323		☐
Declaration	FL All Family 135		☐
Temporary Family Law Order	FL Parentage 324	Fill this out the way you would like the Commissioner to decide	☐

Fill out these forms if you are asking for a restraining order:

Law Enforcement and Confidential Information (LECIF)	WPF All Cases 01.0400	Use if asking for restraints	☐
Restraining Order	FL All Family 150	Use if asking for restraints. Fill this out the way you would like the Commissioner to decide	☐

Fill out these forms if you are asking for a temporary parenting plan:

Parenting Plan	FL All Family 140		☐
Information for Temporary Parenting Plan	FL All Family 139		☐

Fill out these forms if you are asking for temporary child support:

Child Support Worksheets	WSCSS-Worksheets	Use WSCSS-Worksheets RDP for Registered Domestic Partnership	☐
Child Support Schedule & Instructions	Use this information to complete the Worksheets. Online Child Support Calculation software is available at https://fortress.wa.gov/dshs/dcs/SSGen/Home		
Child Support Order	FL All Family 130	Fill this out the way that you would like the Commissioner to decide	☐

Fill out these forms if you are asking for temporary child support, maintenance, and/or other financial issues:

Financial Declaration	FL All Family 131		☐
Sealed Financial Source Documents Cover Sheet	FL All Family 011		☐

For the court to decide on financial issues, you must provide copies of financial documents, including:

- Your W-2s and complete personal tax returns for the past 2 years
- Your most recent pay stubs (at least 6 months)
- Complete partnership/corporate tax returns for the past 2 years if you have a 5% interest or more
- Statements from all of your banks and financial institutions for the past 6 months

Note: The other parent can ask you for a copy of your check register. If this happens, you will have 14 days to provide it.

Step 2: How to Choose a Court Date

This form can be downloaded at: https://kingcounty.gov/en/dept/dja/courts-jails-legal-system/court-forms-document-filing/forms

Form Name	Form Number	Notes	Completed
Family Law Notice of Court Date (Commissioners)	Seattle or Kent	You must use the form associated with your case location: SEA or KNT	☐

1. **Picking a Hearing Date and Time:**
   View available hearing dates here:
   https://superiorcourt.kingcounty.gov/famlaw/scheduling/calendar and schedule your motion.

   Please note that you must schedule each motion individually. You cannot make one reservation for multiple motions.

2. **Pick the Correct Calendar:**
   SEA cases must choose Seattle; KNT cases must choose Kent.

   If neither party is represented by an attorney, choose the "Self-Represented" calendar. If there is an attorney for any party, chose the "Attorney Represented" calendar.

   You will need your case number, contact information, and information for the other party to complete the reservation.

   - Hearing Type: Family Law Motion
   - Subtype: Temporary Orders. If this is grayed out, you must pick another date.

3. **Filing your documents:**
   Once you have reserved your spot on the calendar, the reservation system will give you the *Notice of Court Date* to file, or you can download the form at https://kingcounty.gov/en/dept/dja/courts-jails-legal-system/court-forms-document-filing/forms.

   DEADLINE: You must complete and file a *Notice of Court Date* ***and*** your motion within **3 calendar days** of your reservation.

   If you make a reservation, but fail to file the Motion and Notice of Court date within 3 days, your reservation will be stricken.

   IMPORTANT! If the court determines that you are reserving space on the calendar in bad faith, you may be subject to sanctions. You should only reserve a hearing date when you intend to move forward with the motion.

4. **Cancelling or Rescheduling a Hearing:**
   In the event that you need to cancel or reschedule your hearing you must immediately contact:

   - FamilyLawStaffMRJC@kingcounty.gov or 206-477-1523 for motions noted in Kent, or

- FamilyLawStaffSeattle@kingcounty.gov or 206-477-2750 for motions noted in Seattle

Please reserve only one slot per motion.

Step 3: Make copies

How many copies do I need?

- Make copies of all the documents you completed in Steps 1 and 2.
- **Original** set to file with Clerk's office
- Copy **1** is to serve the other party
- Copy **2** you will keep for your records

Step 4: Take your completed forms to the Clerk's office and file them.

DEADLINE: At least 14 days before the hearing, file the originals of all paperwork from step 1 **except** the following forms (as needed): Temporary Family Law Order, Child Support Order, Child Support Worksheets, Final Parenting Plan, and Restraining Order. These orders are your proposed orders.

You **DO FILE** the **Proposed** Parenting Plan and the **Proposed** Child Support Worksheets.

E-filing instructions to e-file all documents except your proposed orders can be found on the Clerk's Office website: https://kingcounty.gov/en/dept/dja/courts-jails-legal-system/court-forms-document-filing/filing

Step 5: Submit Proposed Orders to Family Law Department

Proposed orders (as needed): Temporary Family Law Order, Restraining Order, Child Support Order, Final Parenting Plan, and Child Support Worksheets.

You can submit your proposed order online through the **Clerk's Office eFiling System** https://dja-efsp.kingcounty.gov/EFiling/Logon/Logon.aspx via the **"Proposed Orders (Family Law)" link.**

If you are not represented by an attorney, you can submit paper copies of proposed orders to the Judge's Mailroom in an envelope marked "Attn: Family Law Commissioner," your full name, case number, and hearing date. KNT designated cases go to room 2D in Kent. SEA designated cases go to room C-203 in Seattle.

DEADLINE: If you are the person *asking* for the motion, submit your proposed order at least 14 calendar days prior to the hearing.

DEADLINE: If you are the person *responding* to the motion, the proposed order is due 5 court days prior to the hearing

Step 6: Submission List

Find this form here: https://kingcounty.gov/en/dept/dja/courts-jails-legal-system/court-forms-document-filing/forms

Form Name		Completed
Working Paper Submission List		☐

Once you have filed the documents (excluding orders) in Steps 1 and 2 above, you must file a *Working Papers Submission List*. This document has two purposes:

1. **It confirms that you want your hearing to move forward**

   DEADLINE: The *Working Papers Submission* List is due by the reply deadline for the moving party (noon 3 court days prior) and the response deadline for the responding party (noon 5 court days prior).

   If you fail to file your submission list by the deadlines listed above, your hearing will not take place. File electronically to avoid processing delays.

2. **It lets the Commissioner know what to read to prepare for the hearing**.

   The submission list will list all documents you want the court to consider. It must list your motion. If the submission list does not list required documents, such as the motions, your hearing may not go forward.

If you have filed multiple motions for one case and have reserved one spot for each motion, you may file one submission list for all properly reserved motions.

Important! If you do not turn in a Submission List your hearing will be stricken.

Do not leave the "sub" number column blank on the Submission List. The sub number is the number each document is assigned when it is filed. The submission numbers are located at https://dja-prd-ecexap1.kingcounty.gov/ by entering your case number, clicking on the document list, and referring to the Sub Number Column.

Step 7: Have the other party served.

All of these forms can be downloaded at: http://www.courts.wa.gov/forms/

Proof of Personal Service	FL All Family 101	This is for the server to fill out after copies of your court papers are served on the other party.	☐
Proof of Mailing or Hand Delivery	FL All Family 112	See Step 5.	☐

What to serve

Serve the other party with a copy of all forms except the *Proof of Personal Service* and *Proof of Mailing or Hand Delivery (for documents after Summons and Petition)*.

How to serve

Provided that no order restrains you from having contact with the other party, you may deliver or mail them yourself at least **14 calendar days** before the hearing (add 3 more days for mailing).

If the other party has an attorney, deliver or mail the forms to the attorney instead.

After you have delivered or mailed the forms to the other party or attorney, fill out the *Proof of Mailing or Hand Delivery (for documents after Summons and Petition)* (FL All Family 112) form. File the original with the Clerk's Office.

If the respondent **has not** already been served with a Summons and Petition in your case, someone over age 18 – **not you** - must serve (give) the other party copies of your completed forms from Step 1 along with the Summons, Petition, and Case Schedule.

After serving, the server fills out a *Proof of Personal Service* (FL All Family 101) form and gives it to you. File the original with the Clerk's Office.

Step 8: Virtual hearing

All family law motions are being heard virtually via Zoom. Two days before your hearing:

- Go to https://kingcounty.gov/en/court/superior-court/courts-jails-legal-system/court-calendars-locations-operations/superior-court-calendars-schedules/virtual-family-law-hearings
- Click on the green button that says "Virtual Hearing Links- 1:00 p.m. Calendar"
- Find the name of your case. The zoom link you will use to appear for your hearing will be to the right of your case number.

If you cannot access Zoom for your hearing you may also use the phone number provided to appear by phone. If you cannot go online to get the hearing information, at least two days before your hearing, call and leave a message at:

- 206-477-1523 for motions noted in Kent, or
- 206-477-2750 for motions noted in Seattle

Court staff will contact you back to let you know how to appear.

For more guidance on Video Hearings, please visit: https://kingcounty.gov/courts/superior-court/get-help/Video.aspx

Important tips for your Zoom hearing:

1. If you are on time for your hearing and you are not let into the meeting within 15 minutes after your scheduled hearing time, please email
   a. FamilyLawStaffSeattle@KingCounty.gov for Seattle cases or,
   b. FamilyLawStaffMRJC@KingCounty.gov for Kent cases.

Do not leave the waiting room. If you cannot email the court, call 206-263-0635 for assistance.

2. Once in the meeting please:

a. Mute yourself and turn off your camera until you are called on.

b. Rename yourself with your last name, first name (example: "Doe, Jane").

c. If you get disconnected on accident you can click the link again or call the associated phone number and you will be let back into the meeting.

3. The coordinator will perform a check-in. Please remain muted and do not speak until your name or case number is called.

4. After check-in, wait and remain muted with your camera off until the court is ready for your hearing. Your hearing may start at any time between 1:00 and 4:00 pm. When called, identify yourself each time you speak and conduct yourself as you would if you were in a physical courtroom, meaning there are other people present for their hearings too.

5. After your hearing is over you are welcome to leave the meeting.

IMPORTANT! If you do not turn in a submission list, or you do not appear for your hearing on-time, the hearing may be conducted without you or stricken.