

How to Register an Out of State Child Custody Order with King County

WARNING: These instructions do not tell you if registering your custody order is necessary or appropriate. You are urged to consult an attorney.

Use these instructions if you have a parenting plan or custody order from a different state and you want it enforced in Washington. Do not use these instructions to **change** a custody order. If you want to change the custody order you do **not** need to register it first. Ask the facilitator for instructions on how to change your custody 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: Obtain a certified copy of the order you want to register



You will need a certified copy (and one regular copy) of the out-of-state order you want to register with King County Superior Court. Do NOT remove the staple out of this copy.

Step 2: Fill out these forms

All these forms 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
Case Assignment Area Designation & Case Info Cover Sheet			<input type="checkbox"/>
Confidential Information Form		Attachment to Confidential Information (for additional parties or children)	<input type="checkbox"/>

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

Request to Register Out-of-State Custody Order	FL UCCJEA 801		<input type="checkbox"/>
Notice of Registration of Out-of-State Custody Order	FL UCCJEA 802	The clerk will mail this notice to the other parties under the custody order at the address you provide in the Confidential Information Form	<input type="checkbox"/>
Proof of Mailing or Hand Delivery	FL All Family 112	For use if needed in Step 8	<input type="checkbox"/>
File a certified and regular copy of your current parenting plan/custody decree.			

Step 3: Make Copies

How many copies do I need?

- **Original** set to file with Clerk's office
- Copy **1** you will keep for your records

Do NOT remove the staple from the certified copy of the parenting plan/custody decree.

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

File the originals of the following forms with the Clerk's office:

- Certified copy of the out-of-state custody order
- One additional regular copy of the out-of-state custody order
- Case Assignment Area Designation & Case Info Cover Sheet
- Confidential Information Form
- Request to Register Out-of-State Custody Order
- Notice of Registration of Out-of-State Custody Order

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.

While starting the case, the Clerk will ask you to pay a filing fee. If you cannot afford to pay the fee, apply to waive the fee. This application is available here: <https://kingcounty.gov/en/dept/dja/courts-jails-legal-system/courts-financial/fees-payments/fee-waiver>

The clerk's office will serve notice upon the other party of your intent to register the out of state custody order at the address you provide in your documentation.

Step 5: If the Other Party(s) Responds and Requests a Hearing

If the other party does *not agree* to the registration of the custody order he/she must file a request for a hearing.

If the other party *does not file* their request for a hearing by the deadline, the registration is confirmed as a matter of law.

There is no need to complete the steps below unless the other party responds and requests a hearing!

Step 6: Wait for the other Party(s) to Respond and Request a Hearing

Response Deadlines:

The other party has **20 days** to object to your request to register the custody order and file a request for a hearing.

If the other party does request a hearing in time, you can file a response. You will need the forms listed below and follow steps 6-9:

Order about Registering Out-of-State Custody Order	FL UCCJEA 805	Fill this out the way that you would like the Commissioner to decide	<input type="checkbox"/>
Declaration	FL ALL Family 135	Tell the Court your side of the story	<input type="checkbox"/>

How many copies do I need?

- **Original** set to file with Clerk's office
- Copy 1 will go to the Commissioner for the hearing
- Copy 2 is to serve on the other party
- Copy 3 you will keep for your records

Step 7: Take your original forms to the Clerk's Office and file

5 court days by 12 noon file with the Clerk (2C in Kent and E-609 in Seattle) the originals of the *Declaration* form from Step 5. Do not file the *Order about Registering Out-of-State Custody Order*. This Order is your proposed Order.

Proposed orders

You can submit your proposed order online through the [Clerk's Office eFiling System](https://kingcounty.gov/en/dept/dja/courts-jails-legal-system/court-forms-document-filing/filing) <https://kingcounty.gov/en/dept/dja/courts-jails-legal-system/court-forms-document-filing/filing> 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" with their full name, case number and hearing date. Orders for cases with a "KNT" designation should be dropped off in room 2D in Kent. Orders for cases with an "SEA" designation should be dropped off in room C-203 in Seattle.

If you are the person asking for the motion, submit your proposed order at least **14 calendar days prior to the hearing**. **If you are the person responding to the motion**, the proposed order is due **5 court days prior to the hearing**.

Step 8: 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	<input type="checkbox"/>

All documents that will be considered **must** be filed in the clerk's office (either e-filed or physically delivered) and served on the other party. Once you have filed the documents you

must file a *Working Papers Submission List*. The *Submission List* form can be found at: <https://kingcounty.gov/en/dept/dja/courts-jails-legal-system/court-forms-document-filing/forms>. The Working Papers Submission List accomplishes two purposes:

1. **It confirms that you want your hearing to move forward**-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. It is suggested that the submission list be filed electronically to avoid processing delays.
2. **It lets the Commissioner know what to read to prepare for the hearing.** The submission list shall list all documents that the parties 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 a 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 submission number column blank on the Submission List. The submission 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 9: Serve the Other Party

Serve the other party with a copy of all forms **except** any *Proof of Personal Service* or *Proof of Mailing or Hand Delivery* forms.

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 **5 court days by 12 noon** 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* form. File the original with the Clerk's Office, keep a copy for your records, and bring it with you to the hearing.

If you had someone else deliver the papers to the other party or attorney, then the server would fill out the *Proof of Personal Service* form. If someone else mails them for you then the server would fill out the *Proof of Mailing or Hand Delivery*.

Step 10: Virtual hearing

You can attend your family law motion hearing in person or virtually via Zoom.

To locate your hearing:

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>

- Under “Calendars” click on the link that says “Afternoon (1 p.m.) Calendar”
- Find the name of your case.
 - If you plan to appear in person, your courtroom will be listed in the right hand column.
 - If you plan to attend virtually, the zoom link you will use to appear for your hearing will appear in the same column. You can click the link “Click Here to Join Virtual Courtroom” and you will be transferred to the correct Zoom room for your hearing.

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/en/court/superior-court/courts-jails-legal-system/court-calendars-locations-operations/virtual-hearings-trials/video-participation>

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 by court staff.
- b. Open the chat function so you can see if court staff are attempting to contact you.
- c. Rename yourself with your last name, first name (example: "Doe, Jane").
- d. 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.