

# How to Reply to the Other Party's Response to Your Motion before Your Assigned Judge

Use these instructions if you filed a motion before a judge and the other party responded, and you want to reply to the other party's response.

***Do not use these instructions for motions before a Commissioner.***

## **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 this form.

This form can be downloaded at: [www.courts.wa.gov/forms/](http://www.courts.wa.gov/forms/)

Form Name	Form Number	Notes	Completed
<a href="#">Declaration of (name):</a>	FL All Family 135	Reply to the statements made by the other party in the Response to your motion. You cannot raise new issues.	.. <input type="checkbox"/>

## After the other party is served, you will need:

Form Name	Form Number	Notes	Completed
<a href="#">Proof of Mailing or Hand Delivery</a>	FL All Family 112	See Step 4.	.. <input type="checkbox"/>

## Step 2: Make copies and file your Declaration with the Clerk's Office.

### How many copies do I need?

- **Original** Declaration is filed with the Clerk's office.
- **Copy 1** will go to the judge for the hearing.
- **Copy 2** is to serve on the other party.
- **Copy 3** you will keep for your records.

### Deadline for filing

The original Declaration must be filed by **by 12 noon 2 court days before your hearing** with the Clerk's Office (2C in Kent and E-609 in Seattle).

## Step 3: Deliver Judge's copy.

**NOTE:** Your assigned judge will tell you how they like to receive working copies. Make sure to follow all instructions from your assigned judge (which are generally provided via email). If the judge does not specify how they would like to receive working copies, you may:

1. E-file the Judge's working copies via the Clerk's Office E-Working Copies:  
<https://kingcounty.gov/en/dept/dja/courts-jails-legal-system/court-forms-document-filing/filing/e-working-copies>

OR

Take this set of copies to the Judge's Mailroom (C203 in Seattle and 2D in Kent) and turn it in any time before **12:00 noon** at least **2 court days** before your hearing date.

Copy and complete the chart below to the upper right hand corner of the first page of the Declaration you are delivering to the Judge:

<p><b>Judge's Copies</b> Name of Judge: _____ Calendar Date: _____ With [OR Without] Oral Argument Presented By: (your name): _____</p>
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## Step 4: Have the other party served.

### What to serve

A copy of the Declaration needs to be served to the other party.

### Deadline for service

If a copy of the Declaration will be delivered directly to the other party, it must be delivered by **noon 2 court days** before the hearing.

If the documents will be mailed, generally you must add 3 days to the above deadline. (See [Washington State Superior Court Civil Rule 6 for specific information.](#))

### How to serve

You may deliver or mail the documents yourself (if there is not an order preventing you from having contact). If the other party has an attorney, deliver or mail the forms to the attorney instead.

After you have delivered 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.

You may also have someone else serve the other party or his/her attorney for you. The server must be over 18. After serving, the server fills out the *Proof of Mailing or Hand Delivery* form and returns it to you. File the original with the Clerk's Office, keep a copy for your records, and bring it with you to the hearing.

## **Step 5: Go to your hearing if the motion is WITH oral argument**

- Arrive at least 30 minutes early! You will need time to go through security.
- Go to your Judge's courtroom and check in with the Bailiff.
- Take your original order and all copies of the forms you filed.
- You must give the Court your original order if asked. If you want copies of the signed order on the day of your hearing, tell the Bailiff.

## **Step 6: If the motion is WITHOUT oral argument:**

You must wait for the judge's decision via mail. The judge will mail his or her decision to you and the other party *usually* within 10 business days from the date the decision was made. You can contact the bailiff if you do not receive a copy of the judge's order.