

Preparing for a Traditional Trial

Use these instructions and forms to prepare trials materials if:

- you have a family law case, AND
- at least one party has not agreed to an informal trial.

Informal Trials

You can choose an informal trial, which is simpler than a traditional trial. Both parties must agree to this trial format.

For more information, please visit:

<https://kingcounty.gov/courts/superior-court/family/fl-trials.aspx>.

FLO YouTube Videos

Videos on preparing for trial are available on the Family Law Orientation YouTube Channel.

More information, including how to register, is at:

<https://kingcounty.gov/courts/superior-court/family/family-law-orientation.aspx>.

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Talk to a lawyer if you can

These instructions are legal *information*, not legal *advice*. It's a good idea to talk to a lawyer before you file any forms. If you cannot afford a lawyer, you can:

- Find a lawyer to help you with the *most difficult* parts of your case, such as reviewing your forms, explaining how to get ready for court and confirming this is the best legal action for your case. You can contact the King County Bar Association to ask for a referral.
- Use the Legal Resource List included in this packet to contact programs providing low-cost and free legal services.

Step 1. Get your trial prep deadlines.

If your judge scheduled a pretrial conference (usually 4-6 weeks before the trial date), trial prep deadlines are in the **Order on Pretrial Conference** signed by the judge at that hearing. Generally, you will be emailed a copy from the judge's bailiff.

Otherwise, your deadlines are in the **Order Setting Deadlines (Case Schedule)** provided by the Clerk's Office at the time the case was started. You can get a copy from the Clerk's Office (E-609 in Seattle, Room 2C in Kent).

Step 2. Complete the forms required for the first deadline.

Please read the Order on Pretrial Conference very carefully, as it may not require all the documents listed below.

If you do not have an Order on Pretrial Conference, you must complete all the below forms.

Witness List

Write or type the full legal name of each witness that you want to testify at trial on your behalf. If you are not calling any witnesses, you can list yourself as your only witness.

Witness Time Form

Fill out the number of hours you expect each witness to testify. Email a copy to your assigned judge's court, including all other parties in that email.

Your assigned judge is listed on the first page of your Case Schedule. Contact information for all judge's bailiffs is available at:

<https://kingcounty.gov/courts/superior-court/directory/judges.aspx>.

Exhibit List

Exhibits are documents or items that you are submitting as evidence. For example: financial records, police reports, medical records, Family Court Services evaluations.

Please note: documents previously filed with the court are NOT automatically looked at by the judge at trial. If you want a document to be looked at by the judge at trial then you MUST follow the steps below.

- Gather your exhibits.
- Use the correct numbers. Petitioners (or person who started the case) start their Exhibit List with number 1. Respondents should start their Exhibit List with 101 unless the Order on Pretrial Conference says differently.
- On the Exhibit List, write the name of each exhibit, e.g., Petitioner's 2022 Federal Income Tax Return.
- Attach a copy of each exhibit to the Exhibit List.

Financial Declaration and Financial Documents

These documents are required if the trial judge will be deciding child support, maintenance (spousal support), or property and debt issues.

- In the Financial Declaration, write your income, monthly expenses, and debt.
- Gather the following records:
- Pay stubs for the past six months. If a party does not receive pay stubs, other documents should be provided that show all income received, such as Social Security checks, award letters, or profit and loss statements.
- Personal tax returns for the prior two years, including all Schedules and all W-2s.
- All bank, credit union, mutual fund, and brokerage account statements from the last six months for ALL accounts on which your name appears.
- List your financial records as exhibits on your Exhibit List.

Step 3. Make copies of all documents completed in Step 2.

Make a hard copy for all parties who need to be served by personal delivery or mail. (See Step 5 for more information about how to serve.) Make one copy for yourself.

Step 4. Serve all other parties the documents completed in Step 2.

By the deadline, all parties need to be served, including Guardian ad Litem, CASA advocates, and the Prosecuting Attorney's Office. If a party has an attorney, you must serve the attorney.

Service can be made by personal delivery, regular first-class mail, or email *if there is a written agreement*. If mailing the documents, do so at least three days before the deadline.

Then fill out a *Proof of Mailing or Hand Delivery* form. Make one copy of this form for your records and file the original with the Clerk's Office.

Step 5. Cases without children: Complete the Joint Statement of Trial Readiness

If children under the age of 18 are not involved in your case, you must complete this form available at: <https://kingcounty.gov/~media/courts/Clerk/forms/confirm-trial-pdf.ashx?la=en>. If parties are unable to sign the same form, each party must file a separate form.

File a copy of your completed and signed Joint Statement of Trial Readiness, and then email a copy to your assigned judge's court, including all other parties in that email.

Your assigned judge is listed on the first page of your Case Schedule. Contact information for all judge's bailiffs is available at: <https://kingcounty.gov/courts/superior-court/directory/judges.aspx>.

Step 6. Get a link to Case Center from the Clerk's Office.

Ask for a Case Center link by emailing dja-e-exhibits@kingcounty.gov.

For instructions on how to use Case Center, including a video tutorial, visit:
<https://kingcounty.gov/courts/clerk/documents/Electronic%20Exhibits.aspx>

Step 7. Complete a Joint Statement of Evidence, if required.

Review your Order on Pretrial Conference to see if this form is required.

- Complete the Joint Statement of Evidence form. If both parties are unable to sign this form, complete your section of the form, listing the other parties' exhibits *using the same numbers they used*. Then, fill out the columns to report any objections to those exhibits.

If the exhibit is not authentic (that is, it is not the actual record, e.g., there is a question that a bank statement actually was generated by the bank), you will check the "Otherwise Objectionable" column.

If you do not want the judge to read an exhibit because it violates the rules of evidence, then check the column "Authenticity Admitted but Objected to." Some common objections are "hearsay" or "irrelevant."

You can review the Rules of Evidence here:

http://www.courts.wa.gov/court_rules/?fa=court_rules.list&group=ga&set=ER.

- By the deadline, file the Joint Statement of Evidence form with the Clerk's Office. Information about how to file documents with the Clerk's Office is available at <https://kingcounty.gov/courts/clerk/documents/file.aspx>.
- By the deadline, serve a copy to all other parties, as described in Step 4.

Step 8. Complete all the forms required by the final deadline.

Review your Order on Pretrial Conference to see if all these forms are required and the deadline for their submission.

- Trial Brief**
Use this form to *briefly* describe what you are asking for at trial.
- Property and Debt Worksheet** (*ONLY divorce, legal separation, or invalidity cases*)

If an electronic spreadsheet is required and you did not receive one via email with these instructions, please speak with a Facilitator.

Otherwise, use the form included in this packet to list all the assets and debts and approximate amounts. Then, say who you would like to receive each asset and who should pay each debt.

- Proposed Final Orders**
Please see attached final document list to identify the final orders that the judge will sign after the trial. Complete them, telling the judge what you want.

Step 9. Make copies of all documents completed in Step 8.

Make a hard copy for all parties who need to be served by personal delivery or mail. (See Step 10.) Make one copy for yourself.

Step 10. Serve all parties with the documents completed in Step 8.

By the deadline, all parties need to be served, including Guardian ad Litem, CASA advocates, and the Prosecuting Attorney's Office. If a party has an attorney, you must serve the attorney.

Service can be made by personal delivery, regular first-class mail, or email *if there is a written agreement*. If mailing the documents, do so at least three days before the deadline.

Then fill out a *Proof of Mailing or Hand Delivery* form. Make one copy of this form for your records and file the original with the Clerk's Office.

Step 11. Provide your trial materials to the judge.

Upload an electronic copy of each of your exhibits to Case Center using the link provided by the Clerk's Office. Be sure to follow the instructions at <https://kingcounty.gov/courts/clerk/documents/Electronic%20Exhibits.aspx>.

All other documents completed in the above steps should also be uploaded to Case Center unless your Order on Pretrial Conference says different.

Check your Order on Pretrial Conference to see if you need to email Microsoft Word versions of your proposed orders to the bailiff. If so, you must include all other parties in that email.

Only if your judge has given you permission to provide hard copies, deliver a copy to the judge's mailroom (For judges located at the Seattle courthouse or the Clark Children and Family Justice Center, the mailroom is C-203 at the Seattle courthouse. For judges located at the Kent Courthouse, the mailroom is Room 2D at the Regional Justice Center.) In the top right-hand corner of these documents write the following:

JUDGE'S WORKING PAPERS
JUDGE _____
(name of your assigned judge and courtroom number)
CASE #: _____
TRIAL DATE: _____
(your trial date)
SUBMITTED BY: _____
(Petitioner or Respondent)

Step 12. Participate at Trial

Currently, most trials are conducted by video; please contact the bailiff to your assigned judge to confirm how you should be participating at trial if you have questions.

If you follow all above instructions, you will be scheduled for trial, receiving the date and time by the Friday before your trial date.

Traditional Trial Prep Tips

1. Trial Assignment

Every case is assigned a Monday trial date in the case schedule. You need to be available the entire week of your trial date.

The exact day and time you must appear for trial is decided on the Thursday afternoon before your Monday trial date. Court staff will contact you, using information from the court file. Thus, you must keep the court informed of any changes in your phone number or email address.

2. *IF* your trial judge has permitted you to submit documents in paper form: ALL TRIAL DOCUMENTS MUST BE ON 8.5" X 11" WHITE PAPER. DO NOT PROVIDE DOUBLE-SIDED DOCUMENTS.

3. Witness List

Witnesses can generally only testify as to what they have personally observed. The witness will be placed "under oath" by the judge. You must ask the witness questions. Witnesses cannot speak unless answering a question. It is a good idea to write down the questions you plan to ask the witness in advance of trial.

Written statements by witnesses are generally not considered by the judge because they do not provide the other side with an opportunity to ask questions (cross-examine).

4. Exhibit List

Parties must provide all exhibits (documents) they think the court needs to make a good decision in the case. *The court will review only the documents provided by the parties on the Exhibit List.*

Please note that to divide property in a divorce case, the judge will need evidence to determine the value of the property and the amount of any outstanding debt. Some examples of documents that a judge may need are: an appraisal of the home, mortgage statement showing the current balance owed, IRA statements as of date of separation and date of trial, 401k or pension statements, monthly billing statements from creditors.

5. Joint Statement of Evidence

If both parties are unable to sign this form, complete your section of the form and sign it.

6. Representing Yourself

These instructions summarize the rules and procedures you are required to follow. You

should familiarize yourself with court rules and Washington State law. *You are required to follow the rules even if you do not have an attorney.*

There are many resources in King County for parties who do not have attorneys. Please use the attached Resource List to get legal assistance and/or legal advice.

7. Reaching an Agreement Before Trial

If you reach an agreement before trial, you should contact the bailiff to your assigned judge immediately. You will be responsible for drafting the final orders and getting them approved by the court. For more information, visit: <https://kingcounty.gov/courts/superior-court/family/facilitator.aspx>.

Until excused by your trial judge, you must appear in court on the date and time your case has been assigned for trial.

8. What Generally Happens at In-Person and Virtual Trials

- The judge opens court at 9 am.
- The trial will be audio recorded, and therefore, it is important to speak loudly and clearly so everyone can hear you and an accurate record can be made.
- Each party or attorney makes an opening statement, outlining what the trial is about and what is being requested.
- The petitioner or the person who started the case calls witnesses and introduces evidence, asking the judge to “admit” the exhibits. The petitioner also testifies.
- The respondent has an opportunity to ask questions of each witness called by the petitioner. This is commonly known as cross-examining a witness.
- The judge usually takes a 15-minute recess in the morning and in the afternoon. The lunch break is generally from noon until 1:30 pm.
- The respondent calls witnesses and introduces evidence, asking the judge to “admit” the exhibits. The respondent also testifies.
- The petitioner has an opportunity to ask questions of each witness called by the respondent. This is commonly known as cross-examining a witness.
- Each party or attorney makes a closing argument, summarizing the requests being made and presenting reasons for the judge to grant those requests.
- The judge announces a decision or schedules a time for the decision to be announced.

9. Preparing for Virtual Trials

- Review your Order on Pretrial Conference for detailed instructions on how to participate.
- Technology Check: the day **before** trial, charge your device and ensure your internet connection will be stable. Also, practice using Zoom functions, such as mute/unmute and enabling video. All your technology needs to be working and ready for the 9am start.

GENERAL FAMILY LAW RESOURCES

King County Superior Court Family Law Facilitators

The Family Law Facilitator Program at King County Superior Court provides information to family law litigants who are not represented by attorneys. No legal advice is provided.

Customers are assisted on a first-come first-served basis as outlined below. FLIC staff are unable to respond to phone calls or emails.

*If you need assistance with finalizing your divorce by agreement, finalizing your parenting plan case by agreement, starting a minor guardianship proceeding, completing your annual adult guardianship report, or require interpreter services you can book an appointment online (both in-person and virtual appointments are available) at <https://book.appointment-plus.com/db46jcnk/>.

**If you do not have internet access, email facilitators@kingcounty.gov with your request to schedule an appointment. You must state the type of case you need an appointment for (see asterisk above) and leave a phone number for the Facilitators to confirm your appointment.

Locations:

Kent: Maleng Regional Justice Center, 401 4th Ave North, Kent, WA 98032.

Help Desk Walk-ins: A1222 – Mondays and Wednesdays 9am to 12pm and 1pm to 4pm.

Seattle: King County Courthouse, 516 3rd Ave, Seattle, WA 98104.

Help Desk Walk-ins: W-291 – Tuesdays and Thursdays 9am to 12pm and 1pm to 4pm

Family law Instructions can be downloaded at: <https://kingcounty.gov/en/court/superior-court/courts-jails-legal-system/court-programs-children-families/divorce-custody-adoption/family-law-facilitators>. These instructions can guide you through how to file most family law cases and motions in King County.

Family Law Forms can be downloaded at: <http://www.courts.wa.gov/forms/>

King County Bar Association

Neighborhood Legal Clinic

Neighborhood Legal Clinics provide a FREE 30-60 minute consultation with an attorney at 30+ locations across King County and/or by telephone. Attorneys determine whether the client has a legal problem, suggest possible options, and provide appropriate referrals. These attorneys will not represent you in court.

For more information: Call (206) 267-7070 or visit <https://www.kcba.org/?pg=Neighborhood-Legal-Clinics>.

King County Law Library

Seattle Location Only

A walk-in family law forms lab offered in a classroom-like setting where you can ask a volunteer attorney specific questions about your family law forms. The attorneys cannot give you legal advice or suggest a course of action in your case. No appointment necessary.

Every Tuesday afternoon from 1:00 – 3:00 pm

Location: 516 Third Ave, Room W621 (6th floor), Seattle, WA 98104.

For more information see: <https://kcll.org/family-law-forms-drafting-lab/>

Call (206) 235-7235 or visit <https://www.qlawfoundation.org/www.q-law.org/legalclinic>.

King County Law Library	Online Resources
<p>Videos on a variety of court related processes and procedures: KCLL Videos - King County Law Library</p> <p>Infographics and in-depth guides on a variety of legal process and procedures: Research Guides - King County Law Library (kccl.org)</p>	
King County Bar Association	Lawyer Referral Service
<p>A 30-minute consultation with an attorney and referral for legal representation will be provided; referrals to attorneys providing “self-help legal services” may be provided without a fee during the pandemic. No income requirements for services.</p> <p>For more information call (206) 267-7010 or visit https://www.kcba.org/?pg=Hire-a-Lawyer</p>	
King County Bar Association	Self Help Plus Program
<p><i>Pro se</i> assistance for low to moderate income King County residents with <i>agreed</i> divorce cases or parenting plan cases when paternity has been established. Attorneys help with legal pleadings, filings, case management, and finalization. Fees are based on a sliding scale depending on income.</p> <p>For more information call (206) 267-7080 or visit http://www.kcba.org/For-the-Public/Free-Legal-Assistance/Self-Help-Plus-Program</p>	
Washington Law Help	
<p>Website with hundreds of free legal education materials, including self-help packets, available for viewing and downloading at: www.washingtonlawhelp.org</p>	
CLEAR (Coordinated Legal Education, Advice and Referral) Hotline	
<p>This is a toll-free legal hotline for people with low incomes. Based on the information you provide, CLEAR may do one or more of the following:</p> <ul style="list-style-type: none"> Give verbal or written advice that may help you to solve your problem on your own; Send written legal information and/or forms to help you solve the problem on your own; Try to resolve your problem through negotiation; Refer you to another legal aid service. <p><u>In King County</u> call 2-1-1. 2-1-1 is open weekdays 8:00 am - 6:00 pm. 2-1-1 will identify and refer you to the appropriate legal aid provider.</p> <p><u>Outside of King County</u>, call the CLEAR Hotline at 1-888-201-1014 weekdays between 9:15 am - 12:15 pm.</p> <p><u>Seniors (age 60 and over)</u> can also call CLEAR*Sr at 1-888-387-7111 (statewide)</p> <p>2-1-1 and CLEAR will provide interpreters.</p> <p>More Information at: https://nwjustice.org/clear-hotline</p>	

ALTERNATIVE DISPUTE RESOLUTION (ADR) RESOURCES

King County Superior Court

Family Court Services

Mediation for disagreements about parenting plans; fees charged according to income. *No income requirements*. Staff are available to assist electronically during business hours at FCS@KingCounty.gov. Emails are responded to during normal business hours Mon-Fri, 8:30-12:00 and 1:00-4:30 Mon-Fri.

For more information, go to: <https://kingcounty.gov/en/court/superior-court/courts-jails-legal-system/court-programs-children-families/family-court-services>

King County Superior Court

Early Resolution Case Managers

If both you and the other party in the case are not represented by an attorney and in need of mediation services, staff in the Early Resolution Program may contact you after the Court Review date in your case schedule.

King County Bar Association

Volunteer Family Law Settlement Conference Program

The Settlement Conference Program helps low-income families resolve cases without a trial and offers free settlement conferences with experienced volunteer family law attorneys. *No income requirements*. For more information, please visit:

<https://kingcounty.gov/en/court/superior-court/courts-jails-legal-system/court-programs-children-families/divorce-custody-adoption/family-law-hearings-settlements-trials/settlement-conferences>

CHILD SUPPORT RESOURCES

Washington State DSHS

Division of Child Support

For information on administrative or court ordered child support, please call or visit:

800-442-KIDS (5437) - toll free. (*If you do not have a case, or do not know your number, press "0" for staff assistance*).

<https://www.dshs.wa.gov/esa/division-child-support> (general information)

<https://fortress.wa.gov/dshs/dcs/SSGen/Home> (online child support calculation software – can be used to generate and print child support worksheets)

King County Prosecutor's Office

Family Support Division

Prosecutors may assist with actions to establish paternity and must review child support orders for those who have received or are receiving public assistance. For more information, please call or visit:

(206) 296-9020 – Seattle or (206) 296-9595 – Kent

<https://kingcounty.gov/so-so/dept/pao/about-king-county/about-pao/team-leadership/organizational-structure/family-support>

DOMESTIC VIOLENCE RESOURCES

King County Prosecutor's Office

Domestic Violence Protection Order Advocacy Program

The Protection Order Advocacy Program is a program within the Domestic Violence Unit of the King County Prosecuting Attorney's Office. The program assists King County residents and those who recently fled to King County (because of domestic violence) as they petition the courts for protection orders. For more information, please call or visit:

(206) 477-1103 - King County Superior Court (Seattle) or

(206) 477-3758 - Maleng Regional Justice Center (Kent)

For more information, visit:

<https://kingcounty.gov/en/dept/pao/courts-jails-legal-system/protection-orders>

Washington State Coalition Against Domestic Violence

A collection of resources to increase public awareness about domestic violence. For more information, please call or visit:

1 (800) 799-7233 – National Domestic Violence Hotline

<https://wscadv.org/?msclid=4ad8ca21aafd11eca9f1de78420f68b3>

New Beginnings

Legal advocates provide assistance and access to resources on protection orders and parenting concerns. The program also provides general support and advocacy for those affected by domestic violence. For more information:

Call the 24-hour hotline at (206) 737-0242 or visit www.newbegin.org

LifeWire (formerly Eastside Domestic Violence Program)

Legal advocates provide assistance for domestic violence victims (including immigrants, men, members of the LGBTQIA2S+ community, and teens) in North and East King County. The program provides the following services: support and comprehensive legal advocacy, connection to local legal clinics, accompaniment to court proceedings, and outreach to domestic violence victims.

For more information:

Call (425) 746-1940 or (800) 827-8840 – 24 Hour Hotline

or visit <https://www.lifewire.org/>

Eastside Legal Assistance Program (ELAP)

A non-profit organization providing free or low-cost, high quality civil legal services to low-income residents of East and Northeast King County. The program also provides domestic violence legal services throughout King County, offering a Family Law Domestic Violence clinic.

For more information:

Call (425) 747-7274

or visit <https://elap.org/domestic-violence/>

King County Coalition Ending Gender Based Violence

Website provides extensive resources for domestic violence survivors.

For more information visit: <https://endgv.org>.

Northwest Network of Bisexual, Trans, Lesbian, and Gay Survivors of Abuse

Free and confidential support for LGBTQ survivors of abuse and their friends and families.

877-737-0242 if you are local to Washington
State

800-799-SAFE if you are outside Washington
State,

or visit www.nwnetwork.org

BILINGUAL RESOURCES

King County Superior Court

Office of Interpreter Services

To request an interpreter, please visit <https://kingcounty.gov/en/court/superior-court/courts-jails-legal-system/court-services-resources/interpreter-services>

*Interpreters should be requested *at least five (5) business days* in advance of your hearing.

Consejo Counseling and Referral Service

Agency that provides behavioral health, substance abuse and domestic violence services including prevention, treatment, and housing services to the Latino community in the state of Washington.

Non-attorney advocates may also provide cultural mediation and translation/interpretation as needed to ensure the domestic violence survivor's success during legal and civil actions, e.g. petitions for protection orders, petitions for dissolution, petitions to establish paternity, petitions to establish parenting plan.

Advocates may also provide immigration assistance.

For more information:

Call (206) 461-4880

or visit <http://consejocounseling.org/>

Refugee Women's Alliance (ReWA)

Comprehensive support and legal advocacy services in 50 different languages and dialects.

ReWA's bilingual/bicultural domestic violence advocates work with victims to help them apply for protection orders, develop safety plans, access safe shelters, understand and navigate the legal system, as well as connect them to services providing basic needs.

For more information:

Call (206) 721-0243

or visit www.rewa.org

MINOR GUARDIANSHIP RESOURCES

King County Bar Association

Kinship Care Solutions Project

This program provides free legal representation for relatives and other caregivers seeking nonparental custody (also known as third party custody) of a child or children through a panel of volunteer attorneys. This program serves low-income King County residents only.

For more information:

(206) 267-7086

Or visit: <https://www.kcba.org/?pg=Kinship-Care-Solutions>

King County Bar Association

Legal Advice and Referral for Kinship Care (LAARK)

LAARK provides legal advice to kinship caregivers in Washington on matters related to the children in their care. Topics include minor guardianship, the child welfare system, education, housing, and public benefits.

For more information or to apply online go to:

<https://www.kcba.org/?pg=LAARK>

or call the LAARK voicemail and leave a message at 206-267-7075.

LGBTQ+ RESOURCES

Washington State Bar Association

QLAW

QLaw Foundation of Washington offers assistance statewide for civil legal issues through two different virtual Legal Clinics that are hosted several times a month. Legal Clinics provide free consultations who can help clients understand their legal issues, suggest possible next steps, review and assist with completing legal forms, and provide appropriate referrals. *These attorneys are NOT able to represent you directly.*

For more information visit [https://www.qlawfoundation.org/legal-clinics/](https://www qlawfoundation.org/legal-clinics/)

Entre Hermanos Seattle's Latino LGBTQ Organization

Promotes the health and well-being of the Latino Gay, Lesbian, Bisexual, Transgender, and questioning community in a culturally appropriate environment through disease prevention, education, support services, advocacy and community building.

For more information visit <http://www.entrehermanos.org/>

Ingersoll Gender Center in Seattle

Provides direct peer support, community building, education and advocacy for transgender and gender nonconforming people.

For more information, please visit: <https://ingersollgendercenter.org/>

WASHINGTON STATE LAW WEBSITES

If you don't have access to the internet, please visit the law library in your local courthouse for statutes and rules. Forms are available at the facilitator's office in your courthouse.

WA State Statutes

<http://apps.leg.wa.gov/rcw>

WA State Case Law

<https://kcll.org/research/research-guides/washington-case->

	law/?msclkid=892dd7deabbb11ec83ceae43342a3d7a
WA Court Rules	http://www.courts.wa.gov/courtrules
King County Court Rules	https://kingcounty.gov/en/dept/dja/courts-jails-legal-system/superior-court-local-rules
King County Local Family Law Rules	https://kingcounty.gov/en/dept/dja/courts-jails-legal-system/superior-court-local-rules/local-family-law-rules
WA Court Forms	http://www.courts.wa.gov/forms
King County Local Forms	https://kingcounty.gov/en/dept/dja/courts-jails-legal-system/court-forms-document-filing/forms
Search Case Records: To review a list of documents filed in your case, visit: https://dja-prd-ecexap1.kingcounty.gov/?q=Home	

**Superior Court of Washington
County of King**

In re:

No.

and

Petitioner,

Witness List

Respondent.

Pursuant to KCLCR 26(k) and KCLFLR 4(a), the undersigned submits the following list of witnesses who are expected to be called at trial.

I. WITNESSES

NAME	ADDRESS	PHONE NUMBER	SUMMARY OF KNOWLEDGE/EXPERTISE
1.			
2.			
3.			

4.			
5.			

DATED this ____ day of _____, 20____ By: _____
Petitioner/Respondent

NOTE: This document is not to be filed with the Clerk's Office. It is designed to assist parties in the exchange of information.

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Complete Total:				

Counsel are to confer prior to the trial date to determine estimations for cross-examination time for each party's witnesses and prepare this document. You may use this form, or create one of your own, as long as it includes the requested information. Please return the form to this court on _____, _____.

If there are additional parties, each party should create and complete the required information for that party's witnesses.

NOTE: Failure to complete this form and disclose witnesses may result in exclusion of witnesses or other sanctions.

**Superior Court of Washington
County of King**

In re:

No.

and

Petitioner,

Exhibit List

Respondent.

Pursuant to KCLFLR 4(a), the undersigned submits the following list of exhibits that are expected to be offered at trial.

I. EXHIBITS

- 1.
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- 25.

(If you have additional exhibits, you may continue the list on a separate page.)

DATED this ____ day of _____, 20____ By: _____
Petitioner/Respondent

NOTE: This document is not to be filed with the Clerk's Office. It is designed to assist parties in the exchange of information.

Superior Court of Washington, County of King

In re the marriage of:

Petitioner *(person who started this case)*:

And Respondent *(other spouse)*:

No.

Financial Declaration of

(name): _____

(FNDCLR)

Financial Declaration

1. Your personal information

Name: _____

Highest year of education you completed: _____ Your job/profession is: _____

Are you working now?

Yes. List the date you were hired *(month / year)*: _____

No. List the last date you worked *(month / year)*: _____

What was your monthly pay *before taxes*: \$ _____

Why are you not working now? _____

2. Summary of your financial information

(Complete this section after filling out the rest of this form.)

1. Total Monthly Net Income <i>(copy from section 3, line C. 3.)</i>	\$
2. Total Monthly Expenses After Separation <i>(copy from section 7, line I.)</i>	\$
3. Total Monthly Payments for Other Debts <i>(copy from section 9)</i>	\$
4. Total Monthly Expenses + Payments for Other Debts <i>(add line 2 and line 3)</i>	\$

Gross Monthly Income of Other Party <i>(copy from section 3. A.)</i>	\$
---	----

3. Income

List monthly income and deductions below for you and the other person in your case. If your case involves child support, this same information is required on your *Child Support Worksheets*. If you do not know the other person's financial information, give an estimate.

Tip: If you do not get paid once a month, calculate your *monthly* income like this:

Monthly income = Weekly x 4.3 **or** 2-week x 2.15 **or** Twice a month x 2

A. Gross Monthly Income (before taxes, deductions, or retirement contributions)		
	You	Other Party
Monthly wage / salary		
Income from interest / dividends		
Income from business		
Spousal support / maintenance received (Paid by: _____)		
Other income		
Total Gross Monthly Income (add all lines above)		
Total gross income for this year before deductions (starting January 1 of this year until now)		

B. Monthly Deductions		
	You	Other Party
Income taxes (federal and state)		
FICA (Soc.Sec. + Medicare) or self-employment taxes		
State Industrial Insurance (Workers' Comp.)		
Mandatory union or professional dues		
Mandatory pension plan payments		
Voluntary retirement contributions (up to the limit in RCW 26.19.071(5)(g))		
Spousal support / maintenance paid		
Normal business expenses		
Total Monthly Deductions (add all lines above)		

C. Net Monthly Income		
	You	Other Party
1. Total Gross Monthly Income (from A above)		
2. Total Monthly Deductions (from B above)		
3. Net Monthly Income (Line 1 minus Line 2)		

4. Other Income and Household Income

Tip: If this income is not once a month, calculate the *monthly* amount like this:
 Monthly income = Weekly x 4.3 or 2-week x 2.15 or Twice a month x 2

A. Other Income (Do not repeat income you already listed on page 2.)		
	You	Other Party
Child support received from other relationships		
Other income (From: _____)		
Other income (From: _____)		
Total Other Income (add all lines above)		

B. Household Income (Monthly income of other adults living in the home)		
	Your Home	Other Party's Home
Other adult's gross income (Name: _____)		
Other adult's gross income (Name: _____)		
Total Household Income of other adults in the home (add all lines above)		

5. Disputed Income – If you disagree with the other party's statements about anyone's income, explain why the other party's statements are not correct, and your statements are correct:

6. Available Assets

List your liquid assets, like cash, stocks, bonds, that can be easily cashed.	
Cash on hand and money in all checking & savings accounts	\$
Stocks, bonds, CDs and other liquid financial accounts	\$
Cash value of life insurance	\$
Other liquid assets	\$
Total Available Assets (add all lines above)	

7. Monthly Expenses After Separation

Tell the court what your monthly expenses are (or will be) after separation. If you have dependent children, your expenses must be based on the parenting plan or schedule you expect to have for the children.

A. Housing Expenses		F. Transportation Expenses	
Rent / Mortgage Payment		Automobile payment (<i>loan or lease</i>)	
Property Tax (if not in monthly payment)		Auto insurance, license, registration	
Homeowner's or Rental Insurance		Gas and auto maintenance	
Other mortgage, contract, or debt payments based on equity in your home		Parking, tolls, public transportation	
Homeowner's Association dues or fees		Other transportation expenses	
Total Housing Expenses		Total Transportation Expenses	
B. Utilities Expenses		G. Personal Expenses (not children's)	
Electricity and heating (gas and oil)		Clothes	
Water, sewer, garbage		Hair care, personal care	
Telephone(s)		Recreation, clubs, gifts	
Cable, Internet		Education, books, magazines	
Other (<i>specify</i>):		Other Personal Expenses	
Total Utilities Expenses		Total Personal Expenses	
C. Food and Household Expenses		H. Other Expenses	
Groceries for (<i>number of people</i>): _____		Life insurance (not deducted from pay)	
Household supplies (cleaning, paper, pets)		Other (<i>specify</i>):	
Eating out		Other (<i>specify</i>):	
Other (<i>specify</i>):		Other (<i>specify</i>):	
Total Food and Household Expenses		Total Other Expenses	
D. Children's Expenses		List all Total Expenses from above:	
Childcare, babysitting		A. Total Housing Expenses	
Clothes, diapers		B. Total Utilities Expenses	
Tuition, after-school programs, lessons		C. Total Food and Household Expenses	
Other expenses for children		D. Total Children's Expenses	
Total Children's Expenses		E. Total Health Care Expenses	
E. Health Care Expenses		F. Total Transportation Expenses	
Insurance premium (health, vision, dental)		G. Total Personal Expenses	
Health, vision, dental, orthodontia, mental health expenses not covered by insurance		H. Total Other Expenses	
Other health expenses not covered by insurance		I. All Total Expenses (add A - H above)	
Total Health Care Expenses		<i>Use section 11 below to explain any unusual expenses, or attach additional pages.</i>	

8. Debts included in Monthly Expenses listed in section 7 above

Debt for what expense (mortgage, car loan, etc.)	Who do you owe (Name of creditor)	Amount you owe this creditor now	Last Monthly Payment made
		\$	Date:
		\$	Date:
		\$	Date:
		\$	Date:

9. Monthly payments for other debts (not included in expenses listed in section 7)

Describe Debt (credit card, loan, etc.)	Who do you owe (Name of creditor)	Amount you owe this creditor now	Last Monthly Payment (Date and Amount)	
			Date:	\$
		\$	Date:	\$
		\$	Date:	\$
		\$	Date:	\$
		\$	Date:	\$
		\$	Date:	\$
		\$	Date:	\$
Total Monthly Payments for Debts				

10. Explanation of expenses or debts (if any needed):

11. Lawyer Fees

List your total lawyer fees and costs for this case as of today.

Amount paid	\$	Source of the money you used to pay these fees and costs: Describe your agreement with your lawyer to pay your fees and costs:
Amount still owed	\$	
Total Fees/Costs	\$	

I declare under penalty of perjury under the laws of the state of Washington that the facts I have provided on this form are true.

Signed at (city and state): _____ Date: _____

▶

Sign here

Print name

Financial Records – You must provide financial records as required by statute and state and local court rules. These records may include:

- Personal Income Tax Returns
- Partnership or Corporate Income Tax Returns
- Pay stubs
- Other financial records

Important! Do not attach financial records to this form. Financial records should be served on the other party and filed with the court separately using the *Sealed Financial Source Documents* cover sheet (FL All Family 011). If filed separately using the cover sheet, the records will be sealed to protect your privacy (although they will be available to all parties and lawyers in this case, court personnel and certain state agencies and boards.) See GR 22(c)(2).

**Superior Court of Washington
County of King**

In re:

No.

Petitioner,

Joint Statement of Evidence

and

Respondent.

If both parties are unable to sign this form, each party is required to file this form separately.

Name of Exhibit	Party Offering Exhibit	No Objection	Authenticity Admitted but Objected to	Otherwise Objectionable
1.	Petitioner			
2.	Petitioner			
3.	Petitioner			
4.	Petitioner			
5.	Petitioner			
6.	Petitioner			
7.	Petitioner			
8.	Petitioner			
9.	Petitioner			
10.	Petitioner			
11.	Petitioner			
12.	Petitioner			
13.	Petitioner			
14.	Petitioner			
15.	Petitioner			
16.	Petitioner			
17.	Petitioner			
18.	Petitioner			
19.	Petitioner			
20.	Petitioner			
21.	Petitioner			

22.	Petitioner			
23.	Petitioner			
24.	Petitioner			
25.	Petitioner			
26.	Petitioner			
27.	Petitioner			
28.	Petitioner			
29.	Petitioner			
30.	Petitioner			
31.	Petitioner			
32.	Petitioner			
33.	Petitioner			
34.	Petitioner			
35.	Petitioner			
36.	Petitioner			
37.	Petitioner			
38.	Petitioner			
39.	Petitioner			
40.	Petitioner			
41.	Petitioner			
42.	Petitioner			
43.	Petitioner			
44.	Petitioner			
45.	Petitioner			
46.	Petitioner			
47.	Petitioner			
48.	Petitioner			
49.	Petitioner			
50.	Petitioner			
101.	Respondent			
102.	Respondent			
103.	Respondent			
104.	Respondent			
105.	Respondent			
106.	Respondent			
107.	Respondent			
108.	Respondent			
109.	Respondent			
110.	Respondent			
111.	Respondent			
112.	Respondent			
113.	Respondent			
114.	Respondent			
115.	Respondent			
116.	Respondent			
117.	Respondent			

118.	Respondent			
119.	Respondent			
120.	Respondent			
121.	Respondent			
122.	Respondent			
123.	Respondent			
124.	Respondent			
125.	Respondent			
126.	Respondent			
127.	Respondent			
128.	Respondent			
129.	Respondent			
130.	Respondent			
131.	Respondent			
132.	Respondent			
133.	Respondent			
134.	Respondent			
135.	Respondent			
136.	Respondent			
137.	Respondent			
138.	Respondent			
139.	Respondent			
140.	Respondent			
141.	Respondent			
142.	Respondent			
143.	Respondent			
144.	Respondent			
145.	Respondent			
146.	Respondent			
147.	Respondent			
148.	Respondent			
149.	Respondent			
150.	Respondent			

Exhibit certification: Whether exhibits are provided electronically or as hard copies, *by signing below the parties are certifying* that the exhibits exchanged between the parties and provided to witnesses are identical to the original set of exhibits provided to the Court and do not contain notes, highlighting, or any material not contained in the original exhibits provided to the Court.

Respectfully submitted this ____ day of _____ (month), 20____ (year),

Petitioner pro se

Respondent pro se

Print or Type Name

Print or Type Name

Assigned Judge:
Trial Date:

**SUPERIOR COURT OF THE STATE OF WASHINGTON
KING COUNTY**

Plaintiff/Petitioner

v.

Defendant/Respondent

CAUSE NO.

JOINT CONFIRMATION REGARDING
TRIAL READINESS

[CLERK'S ACTION REQUIRED]
DUE DATE:

The parties jointly represent that they have conferred regarding the following information, are aware of all deadlines and requirements in the Pretrial Order, and certify the following to the Court regarding trial readiness. If parties are unable to confirm jointly each party is required to file a separate confirmation.

- A. All parties are are not represented by counsel. If any party is not represented by counsel, state that party's name, current mailing address, and telephone number.

NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE: (____) _____

EMAIL: _____

B. This trial is a jury/ non-jury trial.

C. It is estimated, based upon a maximum of **5** trial hours per day that this trial will last _____ days.

D. Alternative Dispute Resolution (ADR) with a neutral third party **WAS** accomplished:

Yes No

If ADR with a neutral third party **WAS NOT** accomplished, you must provide a detailed explanation and identify what arrangements have been made to complete ADR before trial. Counsel/party(ies) may be sanctioned for failure to comply with this requirement.

E. Interpreter(s): No Yes Language: _____

Interpreter(s) requested for: (party/witness): _____

Interpreter(s) arranged by: _____

Expert(s): Yes No Expert(s) Out of town: Yes No

Out of town parties: Yes No

Out of town witnesses Yes No

F. OTHER:

OTHER REQUIREMENTS:

1. CR 16 CONFERENCE:

Any party may file a motion for a CR 16 Conference with the assigned Judge.

2. TRIAL WEEK AVAILABILITY :

If counsel has another trial scheduled at the same time, identify name, cause number, venue of case, and dates of trial. Unusual problems scheduling witnesses should be noted.

NOTICE: Cases otherwise ready may be held on standby status during the week trial is scheduled to start. Counsel must be within two hours of the designated courthouse while on standby.

NOTE: It is the responsibility of the parties to arrange for necessary trial equipment.

Attorney for Plaintiff/Petitioner WSBA# DATE

Attorney for Plaintiff/Petitioner WSBA# DATE

Attorney for Defendant/Respondent WSBA# DATE

Attorney for Defendant/Respondent WSBA# DATE

ORIGINAL: CLERK'S OFFICE
BENCH COPY: ASSIGNED JUDGE

REVISED : 9/27/2010

**Superior Court of Washington
County of King**

In re:

No.

and

Petitioner,

TRIAL BRIEF OF

Respondent.

(PETITIONER or RESPONDENT pro se)

I. STATISTICAL FACTS

1. Date of Marriage or Relationship Began: _____.
2. Date of Separation or Date Relationship Ended: _____.
(e.g. no longer living together)
3. List case numbers and dates of any previous orders between the parties in this case.

Case Number	Date of Order	Type of Order (Temp, Admin, etc.)	Please mark an "X" if the order addresses any of the following:			
			Custody	Support	Property	Restraining orders

4. Please include copies of all previous orders in your trial notebooks.

II. CHILDREN

1. Names and Ages of ALL minor children (even those not of the marriage/relationship):

Does not apply. There are no children dependent upon either or both spouses/parties.
(Skip to section IV.)

The children listed below are dependent upon either or both spouses.

<u>Name of Child</u>	<u>Age</u>	<u>Parent's Name</u>	<u>Parent's Name</u>
----------------------	------------	----------------------	----------------------

2. ISSUES

A. Do both parties agree on a Final Parenting Plan? YES NO

B. If NO, please complete the following:

AGREED SECTIONS (identify the parts of the parenting plan that you both agree upon):

SECTIONS THAT ARE NOT AGREED (list any parts of the parenting plan that are not agreed):

SIGNIFICANT ISSUES (*briefly* describe any important issues that you want the judge to know):

C. Please include a Proposed Parenting Plan in your trial notebook.

D. Has CASA or a GAL been appointed? YES NO

1. If YES, please include a copy of the CASA/ GAL REPORT in your trial notebook.
2. Please explain why you do/do not agree with the information contained in the CASA/GAL report: _____

E. Has a parenting evaluation/ risk assessment been completed? YES NO

1. If YES, please include a copy of the PARENTING EVALUATION / RISK ASSESSMENT in your trial notebook.
2. Please explain why you do/do not agree with the information contained in the Parenting Evaluation and/or Risk Assessment: _____

III. CHILD SUPPORT

1. Financial Information

- Does not apply, because there is an administrative child support order established through the Division of Child Support and neither party is requesting that the court enter a child support order. (*Skip to Section IV*)
- Financial Information is contained in the FINANCIAL DECLARATION, which I have included in my trial notebook.

2. Do both parties agree on a Final Child Support Order? YES NO

3. Do(es) the child(ren) receive public benefits/assistance (medical coupons or TANF)?

YES NO

If YES, has the State of Washington through the Family Support Unit of the Prosecuting Attorney's Office, been notified of your family law case? YES NO

4. A proposed CHILD SUPPORT ORDER is included in my trial notebook.

IV. SPOUSAL SUPPORT (MAINTENANCE)

1. Financial Information

- Does not apply, because neither party is requesting maintenance or this is not a dissolution of marriage or legal separation case. (*Skip to Section V*)
- Financial Information is contained in the FINANCIAL DECLARATION, which I have included in my trial notebook.

2. Is the amount of Spousal Maintenance to be paid agreed? YES NO

If YES, please list the amount the parties agree should be paid: _____ (name)
shall pay _____ (name) the sum of \$ _____ per month.

If NO, please list the amount, if any, you believe should be paid, and why: _____

3. Is the length of time maintenance is to be paid agreed? YES NO

If YES, please list the length of time the parties agree maintenance should be paid:
_____ (name) shall pay _____ (name) maintenance
for a period of _____ [insert number] MONTHS YEARS.

If NO, please list the length of time you believe Spousal Maintenance should be paid, and
why: _____

V. PROPERTY

1. Property Information

- Does not apply, because this not a dissolution of marriage or legal separation case. (*Skip to Section VII*)
- Property is listed in the PROPERTY AND DEBT WORKSHEET or proposed final orders, which I have included in the trial notebook.

2. Issues

A. Is there any disagreement regarding the distribution of property? YES NO

If YES, please explain the areas of property distribution that you agree on and then explain where you disagree and why you think the property should be distributed your way:

VI. DEBT

1. Debt Information

- Does not apply, because this not a dissolution of marriage or legal separation case. *(Skip to Section VII)*
- Debt is listed in the PROPERTY AND DEBT WORKSHEET or the final orders, which I have included in my trial notebook.

2. Is there any disagreement regarding the distribution of debt? YES NO

If YES, please explain the areas of debt distribution that you agree on and then explain where you disagree and why you think the debt should be distributed your way:

VII. FEES AND COSTS

1. Division of Fees and Costs Incurred for the Family Law Case

- Does not apply, because neither party is requesting the other to pay for his or her fees and/or costs. *(Skip to Section VIII)*
- There are fees and costs that I have incurred for this case, and I am requesting that the other party pay for some or all of these fees and costs.

2. If applicable, please list the fees and costs you have incurred that you are asking the other party to pay: _____

3. Explain why you should not be responsible for paying these fees and costs:

-
4. Explain why you believe the other party should be responsible for paying these fees and costs:

VIII. RESTRAINING ORDERS

1. Is either party requesting a RESTRAINING ORDER? YES NO
2. If YES, please explain why you feel a RESTRAINING ORDER is / is not necessary:

IX. PROTECTION ORDERS

1. Is either party requesting a DOMESTICE VIOLENCE PROTECTION ORDER? YES NO
2. If YES, please explain why you feel a PROTECTION ORDER is / is not necessary:

X. SUMMARY

Please explain any additional issues and or arguments you have regarding your case:

**Superior Court of Washington
County of King**

In re:

No.

KNT/SEA

Petitioner,

and

PROPERTY and DEBT WORKSHEET

For Trial Presentation

Do Not File with Clerk's Office

Respondent.

PROPERTY <i>Please list property and describe as clearly as possible.</i> LIST REAL ESTATE, VEHICLES, BOATS, BANK ACCOUNTS, RETIREMENT ACCOUNTS, PENSION ACCOUNTS, HOUSEHOLD GOODS, ELECTRONICS, AND/OR ANY OTHER PROPERTY YOU ARE ASKING THE COURT TO AWARD. <i>For example: List your house as "real property at 105 4th St, Seattle, WA"</i>	WHO HAS IT? <i>Put an X in the column to identify who currently has each item in their possession.</i> <i>Circle YES or NO to indicate whether or not the property was obtained during the marriage/partnership.</i>			WHO SHOULD GET IT? <i>Enter the Fair Market Value (Garage Sale Value) in the column of the person you think should be awarded each item.</i>	
	Petitioner	Respondent	During Marriage/ Partnership?	A	B
				Petitioner	Respondent
			YES / NO	\$	\$
			YES / NO	\$	\$
			YES / NO	\$	\$
			YES / NO	\$	\$
			YES / NO	\$	\$

Sub-Total for this page:			\$	\$	
PROPERTY <i>Please list property and describe as clearly as possible.</i> <i>LIST REAL ESTATE, VEHICLES, BOATS, BANK ACCOUNTS, RETIREMENT ACCOUNTS, PENSION ACCOUNTS, HOUSEHOLD GOODS, ELECTRONICS, AND/OR ANY OTHER PROPERTY YOU ARE ASKING THE COURT TO DISTRIBUTE.</i> <i>For example: List cars as "2004 Honda Civic".</i>	WHO HAS IT? <i>Put an X in the column to identify who currently has each item in their possession.</i> <i>Circle YES or NO to indicate whether or not the property was obtained during the marriage/partnership.</i>			WHO SHOULD GET IT? <i>Enter the Fair Market Value (Garage Sale Value) in the column of the person you think should be awarded each item.</i>	
	Petitioner	Respondent	During Marriage/ Partnership?	A	B
				Petitioner	Respondent
			YES / NO	\$	\$
			YES / NO	\$	\$
			YES / NO	\$	\$
			YES / NO	\$	\$
			YES / NO	\$	\$
			YES / NO	\$	\$
			YES / NO	\$	\$
			YES / NO	\$	\$
			YES / NO	\$	\$
			YES / NO	\$	\$
			YES / NO	\$	\$
			YES / NO	\$	\$
Line C: Sub-Total for this page:				\$	\$
Line D: Sub-Total from page 1:				\$	\$
Total Value of Property Awarded to Each Party (add line C and D in each column)				\$	\$

DEBT <i>Please list debts/liabilities, describe each item and the total amount owed.</i> LIST MORTGAGE LOANS, CAR LOANS, BANK LOANS, CREDIT CARDS, STUDENT LOANS, AND ANY OTHER DEBTS YOU WANT THE COURT TO DISTRIBUTE. <i>For example: Visa Credit Card \$3000.00</i>	WHOSE NAME IS ON THE ACCOUNT? Put an X in the column to identify who currently has each item in their possession. Circle YES or NO to indicate whether or not the property was obtained during the marriage/partnership			WHO SHOULD PAY IT? List the amount of each debt that each party should be ordered to pay in the appropriate column.	
	Petitioner	Respondent	During Marriage/ Partnership?	A	B
				Petitioner	Respondent
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
TOTAL DEBT TO BE DISTRIBUTED TO EACH PARTY: (Add all amounts in each column)				\$	\$

Superior Court of Washington, County of King

In re:

Petitioner/s (person/s who started this case):

And Respondent/s (other party/parties):

No. _____

Proof of Mailing or Hand Delivery
(for documents after Summons and Petition)
(AFSR)

Proof of Mailing or Hand Delivery
(for documents after Summons and Petition)

Warning! Do not use this form to prove you mailed or delivered a Summons, Petition, Order to Go to Court, or any kind of Restraining Order. For those documents, use Proof of Personal Service (FL All Family 101), or if you have court permission to serve by mail, use Proof of Service by Mail (FL All Family 107).

I declare:

1. I am (check one): [] the Petitioner [] the Respondent [] (name): _____ and am competent to be a witness in this case.

2. On (date): _____, I served copies of the documents listed in 3 below to (name of party or lawyer served): _____ by:

[] mail (check all that apply): [] first class [] certified [] other _____

_____ mailing address city state zip

[] email to (address): _____ (only if allowed by agreement, order, or your county's Local Court Rule)

[] fax to (number): _____ (only if allowed by agreement, order, or your county's Local Court Rule)

[] Hand delivery at (time): _____ [] a.m. [] p.m. to this address:

_____ street address city state zip

I left the documents (*check one*):

- with the party or lawyer named above.
- at his/her office with the clerk or other person in charge.
- at his/her office in a conspicuous place because no one was in charge.
- with (*name*): _____, at the address listed in court documents where the party agreed to receive legal papers for this case.
- (*For a party or lawyer who has no office or whose office is closed*) at his/her home with (*name*): _____, a person of suitable age and discretion who lives in the same home.

3. List all documents you served (*check all that apply*):

(The most common documents are listed below. Check only those documents that were served. Use the "Other" boxes to write in the title of each document you served that is not already listed.)

<input type="checkbox"/> Notice of Hearing _____	<input type="checkbox"/> Notice Re Military Dependent
<input type="checkbox"/> Motion for Temporary Family Law Order <input type="checkbox"/> and Restraining Order	<input type="checkbox"/> Sealed Financial Documents
<input type="checkbox"/> Proposed Temporary Family Law Order	<input type="checkbox"/> Financial Declaration
<input type="checkbox"/> Proposed Parenting Plan	<input type="checkbox"/> Declaration of: _____
<input type="checkbox"/> Proposed Child Support Order	<input type="checkbox"/> Declaration of: _____
<input type="checkbox"/> Proposed Child Support Worksheets	<input type="checkbox"/> Declaration of: _____
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____

4. Other: _____

I declare under penalty of perjury under the laws of the state of Washington that the statements on this form are true.

Signed at (*city and state*): _____ Date: _____

Signature of server

Print or type name of server

FINAL DOCUMENT LIST

www.courts.wa.gov/forms

Divorce/Legal Separation/Invalidity

Findings and Conclusions About a Marriage	FL Divorce 231 FL Divorce 232 Registered Domestic Partnership
---	--

Final Divorce Order/Legal Separation/Invalid Marriage Order	FL Divorce 241 FL Divorce 242 Registered Domestic partnership
---	--

If you have minor children, you also need the following forms

Final Parenting Plan	FL All Family 140
----------------------	-------------------

Child Support Order	FL All Family 130
---------------------	-------------------

Child Support Worksheets	WSCSS-Worksheets
--------------------------	------------------

If you are asking for Restraining Order, you also need the following forms

Restraining Order	FL All Family 150
-------------------	-------------------

Law Enforcement Information Sheet	WPF 01.0400
-----------------------------------	-------------

Converting a Decree of Legal Separation to a Decree of Divorce

Motion to Convert Decree of Legal Separation to Final Divorce	FL Divorce 251 FL Divorce 252 Registered Domestic Partnership
---	--

Order on Motion to Convert Decree of Legal Separation to Final Divorce	FL Divorce 253 FL Divorce 254 Registered Domestic Partnership
--	--

Petition to Establish Parenting Plan

Final Order and Findings for a Parenting Plan	FL Parentage 333
---	------------------

Final Parenting Plan	FL All Family 140
----------------------	-------------------

If child support HAS NOT already been ordered through the Division of Child Support, you also need the following forms

Child Support Order	FL All Family 130
---------------------	-------------------

Child Support Worksheets	WSCSS-Worksheets
--------------------------	------------------

Non-Parent Custody

RCW 26.10 repealed.

Petition for Visits

Final Order and Findings on Petition for Visits	FL Visits 488
---	---------------

Child Support Modification

Final Order and Findings on Petition to Modify Child Support Order	FL Modify 510
--	---------------

Child Support Order	FL All Family 130
---------------------	-------------------

Child Support Worksheets	WSCSS-Worksheets
--------------------------	------------------

Parenting Plan Modification

Final Order and Findings on Petition to Change a Parenting Plan	FL Modify 610
Final Parenting Plan	FL All Family 140
Order on Adequate Cause to Change a Parenting/Custody Order	FL Modify 604

If you are also modifying the order of child support, you also need the following forms

Child Support Order	FL All Family 130
Child Support Worksheets	WSCSS-Worksheets

Relocation

(No objection filed. Finalizing in Ex-Parte)

Ex Parte Motion for Final Order Changing Parenting Plan	FL Relocate 706
Ex Parte Order on Motion for Final Order Changing Parenting Plan	FL Relocate 707
Final Parenting Plan	FL All Family 140

If the other party has filed "Objection to Relocation" and has requested child support, you also need the following forms

Final Order and Findings on Objection about Moving with Children	FL Relocate 735
Child Support Order	FL All Family 130
Child Support Worksheets	WSCSS-Worksheets

Parentage

Findings and Conclusions About Parentage	FL Parentage 315
Final Parentage Order	FL Parentage 316
Final Parenting Plan or Residential Schedule (Optional)	FL All Family 140 or FL Parentage 304

If you are asking for Child Support, you also need the following forms

Child Support Order	FL All Family 130
Child Support Worksheets	WSCSS-Worksheets

De Facto Parentage

Findings and Conclusions About De Facto Parentage	FL Parentage 345
Final Parentage Order or a Final Order Denying Parentage Petition	FL Parentage 316 or FL Parentage 317
Final Parenting Plan or Residential Schedule (if requested)	FL All Family 140

If you are asking for Child Support, you also need the following forms

Child Support Order	FL All Family 130
Child Support Worksheets	WSCSS-Worksheets