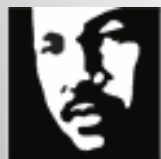


WELCOME!

FAMILY LAW ORIENTATION

“FLO”



King County

Presented By:

**King County Superior Court
Family Court Operations**

FAMILY LAW ORIENTATION: WHY ARE YOU HERE?

- Developed in an effort to provide *pro se* litigants with more information and direction—not intended to provide or substitute for legal advice.
- Mandatory for all *pro se* parties (parties without attorney representation) in Chapter 26.09 RCW actions except child support modifications.
- The Court will not appoint free legal representation in family law matters.
- There are risks involved with representing yourself because you don't have the specialized knowledge and training of lawyers.

ORIENTATION MATERIALS

- Coversheet containing important tips for your specific case type. *This sheet does not contain everything you need to know!!*
- Checklist to help you keep track of your progress. Be sure to record the dates from your case schedule!
- Legal Dictionary.
- Copy of the FLO presentation.
- Facilitator instructions (if available).
- Sample Confirmation of Issues Form/Confirmation of Issues Form (if applicable).
- Legal Resource List.
- *What About the Children?* seminar registration
- Family Law Orientation Survey. (**THANK YOU!**)

WHAT IS YOUR CASE TYPE?

Also known as FAMILY COURT, Family Law involves a variety of case types, including:

- Divorce, Legal Separation,
Invalidate Marriage (Annulment)
- Deciding Parentage (Paternity)
- Petition for Parenting Plan/Child Support
- Changing a Parenting Plan
- Modifying Child Support
- Moving with Children (Relocation)
- Non-Parent Custody

FAMILY LAW CASE TYPES

- Each case type has specific forms, rules and requirements. Be sure to review the instructions available for your case type. Forms are available for free download at www.courts.wa.gov/forms and www.kingcounty.gov/courts/clerk.
- Facilitator instructions with hyperlinks to forms are available at: <https://kingcounty.gov/courts/superior-court/family/family-law-instructions.aspx>
- Forms and Instructions are also available at the facilitators office in room 3D(MRJC) or W-382 (KCCH).

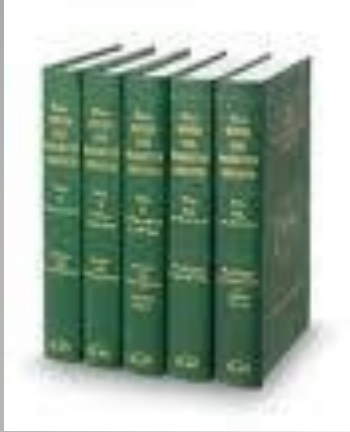
- The Rules
- The Court Process
- Tips & Resources

The RULES



- ✓ Revised Code of Washington (RCW)
- ✓ Case Law
- ✓ Court Rules (CR, LCR, LFLR)
 - * See resource handout

RCW: Revised Code of Washington



Washington State laws.

Looks like: RCW 26.09.191

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

or visit the law library

CASE LAW

Laws are subject to interpretation. When the law is reviewed by a higher Court (i.e. Court of Appeals or Supreme Court), the interpretation is done in a case decision... CASE LAW. That means each RCW may have case law that changes, interprets, or explains it.

Looks like: Kaplan, 23 Wn. App. 503 (1979)

Where can I find out about applicable case law?

**GO TO <https://www.lexisnexis.com/clients/wareports/> OR
VISIT THE LAW LIBRARY and/or OBTAIN A LEGAL CONSULTATION.**

COURT RULES

- Statewide Civil Rules (CR) that govern how civil cases will be handled and processed in every Washington State Superior Court.

www.courts.wa.gov/court_rules/

- Local Civil Rules (LCR) establish the procedures and detailed requirements for civil cases in King County Superior Court
- Local Family Law Rules (LFLR) apply to all family law proceedings filed in King County Superior Court. These rules alter or expand the requirements of LCRs for family law cases.

www.kingcounty.gov/courts/clerk/rules.aspx

IMPORTANT LFLR's (Local Family Law Rules)

- LFLR 5:** Where to Schedule Motions on Family Law Proceedings.
- LFLR 6:** Time Frames, Copies, Formats, Page Limits.
- LFLR 10:** Financial Issues
When you need financial declarations and supporting documents.
- LFLR 13:** Parenting Plan and Child Custody Procedures
Adequate Cause.
- LFLR 14:** Child Support and Spousal Maintenance
Modifications and Adjustments.

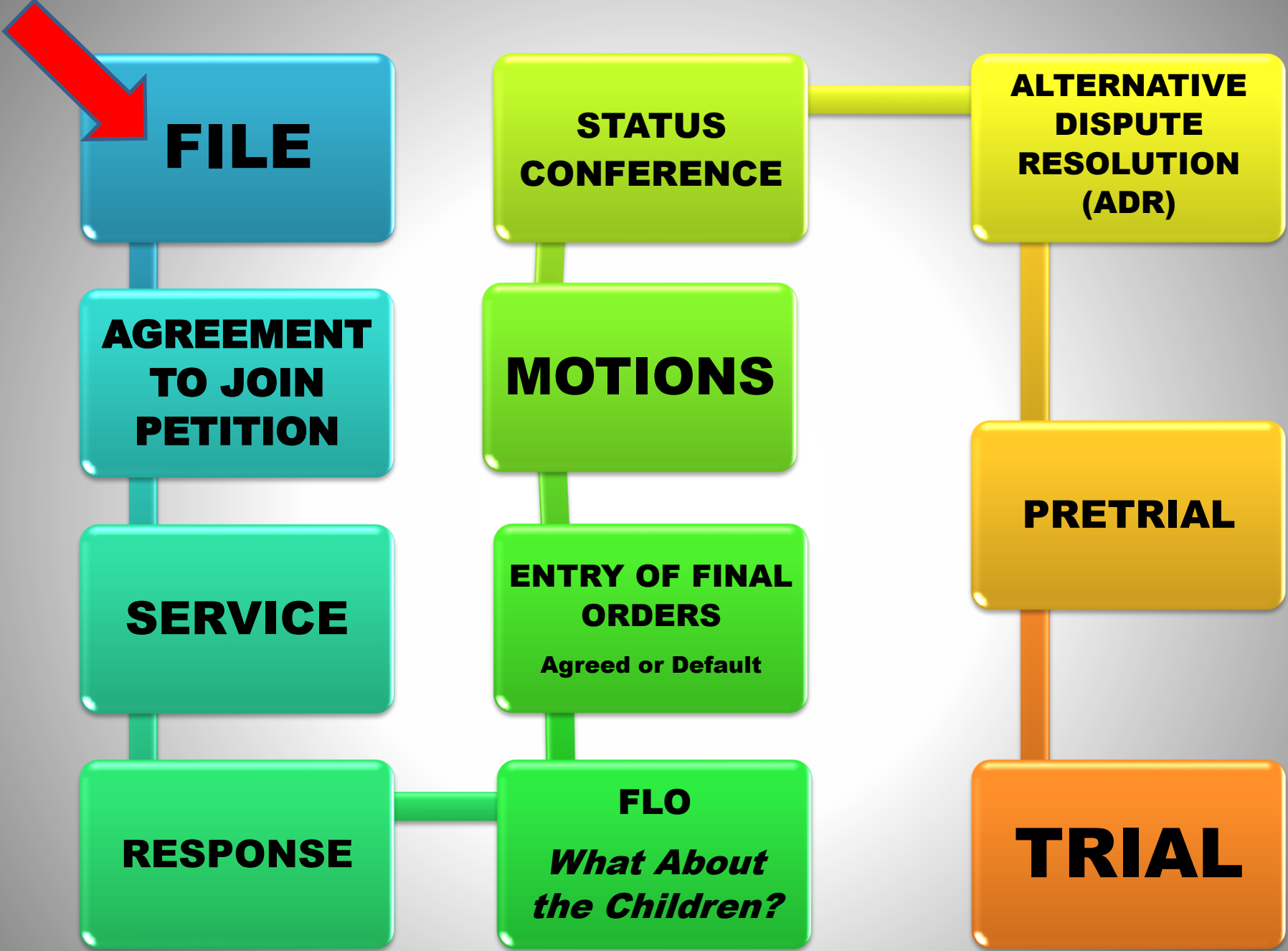
So What?

There's a lot going on... RCW's, Case Law, Court Rules, Local Court Rules, Local Family Law Rules...

Failure to follow the rules may result in the court imposing sanctions (penalties, including fines). For example, the court may:

- Not consider documents you have filed;
- Refuse to hear your motion;
- Require you to pay the other party's attorney's fees or lost wages (fines);
- Impose any other sanction deemed appropriate.

- The Rules
- The Court Process
- Tips & Resources



FILE

**AGREEMENT
TO JOIN
PETITION**

SERVICE

RESPONSE

**STATUS
CONFERENCE**

MOTIONS

**ENTRY OF FINAL
ORDERS**
Agreed or Default

FLO
*What About
the Children?*

**ALTERNATIVE
DISPUTE
RESOLUTION
(ADR)**

PRETRIAL

TRIAL

FILE

FILING WITH THE CLERK

The Facilitator's Office produces instructions that detail the forms required to start a case. Those instructions are included in your packet.

- Have all forms completed prior to filing with the clerk.
- You can file documents in your case in person at the courthouse or you can “e-file” them from any computer with a high speed internet connection. For more information on e-filing visit the Clerk's website at:
<http://www.kingcounty.gov/courts/Clerk/E-Filing.aspx>
or email Services@kingcounty.gov.

The Clerk's Office does not provide legal advice and does not review your forms!

FILE FORMS WITH THE CLERK

- Anything you file must by law be permanently retained- you can't get it back.
- Items such as photographs, video/audio tapes, oversized drawings/maps, etc. cannot be scanned and will not be made a part of the permanent Court record. In addition, there is a \$20.00 filing fee and an additional \$20.00 destruction fee [RCW 36.18.016(11)].

Order Setting Domestic Case Schedule

FILED
11 JUL 28 PM 2:25
KING COUNTY
SUPERIOR COURT CLERK
SEATTLE, WA.

IN THE SUPERIOR COURT OF THE STATE OF WASHINGTON
IN AND FOR THE COUNTY OF KING

PETITIONER'S NAME

Petitioner(s)

NO. CASE NUMBER

Order Setting Domestic Modification Case Schedule (*ORSCS)

vs

RESPONDENT'S NAME

Respondent(s)

ASSIGNED JUDGE YOUR JUDGE 36

FILE DATE: 07/28/2011

TRIAL DATE: 07/02/2012

A petition for either *Establishment of a Parenting Plan*, any modification of a *Parenting or Residential Plan*, or any modification of a *Parenting Plan* that includes modification of child support or maintenance has been filed in the King County Superior Court and will be managed by the Case Schedule on Page 3 as ordered by the King County Superior Court Presiding Judge.

I. NOTICE

NOTICE TO PETITIONER:

This *Order Setting Domestic Modification Case Schedule (Schedule)* applies to any petition to establish a parenting plan, modification of a *Parenting/Residential Plan*, or any modification of support/maintenance if it is incidental to the *Parenting Plan* modification.

SERVICE:

- The *Answer*, plus *Declaration of Financial Information* is due twenty (20) days from the date of service of the *Petition* (if served inside the State of Washington) or sixty (60) days from the date of service of the *Petition* (if served outside the State of Washington). If service outside the State of Washington takes longer than twenty (20) days, please file a court-approved *Amended Schedule*, adjusting the other dates.
- The Petitioner may serve a copy of this *Schedule* (including these Notices) on the Respondent along with the *Petition for Establishment or Modification*. Otherwise, the Petitioner shall serve the *Schedule* on the Respondent(s) within 10 days after the later of: (1) the filing of the *Petition for Establishment or Modification* or (2) service of the Respondent's first response to the *Petition for Modification*, whether that response is a *Notice of Appearance* or a response. The *Schedule* may be served by regular mail, with proof of mailing to be filed promptly in the form required by Civil Rule 5 (CR 5).

"I understand that I am required to give a copy of these documents to all parties in this case."

Print Name

Sign Name

➤ From the Court's perspective, each case is contested.

At the time of filing, a case schedule is issued that sets out a status conference date, a trial date, and an assigned judge.

➤ Mark each of the dates on a calendar. It may be the only notice of deadlines you will receive. Failure to comply may result in certain sanctions or dismissal of your case.

SAMPLE

II. CASE SCHEDULE

CASE EVENT	DEADLINE or EVENT DATE	Filing Needed
Case Filed and Schedule Issued.	Tue 06/29/2010	*
DEADLINE for Completion of Parenting Plan Seminar [KCLFLR 13(c)(2)]	Wed 10/27/2010	*
Confirmation of Issues; Referral to Mediation [See KCLFLR 4(c)(1)(B)]. <i>NOTE: If no "Issues" document and response or joinder to the petition are filed, or if "Issues" document so indicates, parties are required to appear at the Status Conference.</i>	Tue 10/19/2010	*
DEADLINE for Hearing Motions to Change Case Assignment Area [See KCLCR 82(e)].	Tue 11/02/2010	
Status Conference [See KCLFLR 4(e)]. 1:30 p.m. in Room 1F at Regional Justice Center If "Confirmation of Issues" and response or joinder to the petition are not filed, all parties must appear at this hearing.	Mon 11/22/2010	
DEADLINE for Disclosure of Possible Primary Witnesses [See KCLCR 28(b)].	Mon 03/07/2011	
DEADLINE for a Change in Trial Date [See KCLCR 40(e)(2)].	Mon 03/21/2011	
DEADLINE for Disclosure of Possible Additional Witnesses [See KCLCR 28(b)(2)].	Mon 04/04/2011	
DEADLINE for Discovery Cutoff [See KCLCR 37(g)].	Mon 05/02/2011	
DEADLINE for Engaging in Alternative Dispute Resolution [See KCLCR 16(b)].	Mon 05/09/2011	
DEADLINE for Exchange of Witness & Exhibit Lists & Documentary Exhibits [See KCLCR 4(j)].	Mon 05/16/2011	
DEADLINE for filing of Joint Confirmation of Trial Readiness – FOR CASES WITHOUT CHILDREN ONLY – [See KCLCR 16(a)(2)].	Mon 05/16/2011	*
Joint Statement of Evidence [See KCLCR 4(k)].	Tue 05/31/2011	*
Trial Week [See KCLCR 40].	Mon 06/06/2011	

III ORDER

Pursuant to King County Local Civil Rule 4 [KCLCR 4], IT IS ORDERED that the parties shall comply with the schedule listed above. Penalties, including but not limited to sanctions set forth in Local Civil Rule 4(g) and Rule 37 of the Superior Court Civil Rules, may be imposed for failure to comply. It is FURTHER ORDERED that the party filing this action must serve this *Order Setting Domestic Case Schedule*, attachment and a copy of the *Family Law Handbook* located at www.kingcounty.gov/courts/clerk/familylawhandbook on all other parties.

DATED: 06/29/2010



PRESIDING JUDGE

Order Setting Domestic Case Schedule

With Children(*ORSCS)

REV 12/08 3

**DEADLINE FOR
COMPLETING
FLO and What About the
Children?**

**STATUS
CONFERENCE
HEARING DATE**
*(Does not apply for Child Support
Modifications and Relocation actions).*
**\$50.00 fine for
not appearing.**

TRIAL WEEK
Your case could be sent
out anytime during the
week...

SUMMONS

In contested matters, one of the required forms is a **SUMMONS**.

- Explains to the other party that a lawsuit has been started and tells them the time frame for responding to the lawsuit.
- Must contain the petitioner's (moving party's) address AND the court's address.
- Must be served on all other parties along with the petition in contested matters.

CR 4.1

SUMMONS

Superior Court of Washington, County of King

In re the marriage / domestic partnership of: Petitioner (person who started this case): _____ And Respondent (other spouse / partner): _____	No. _____ Summons: Notice about a Marriage or Domestic Partnership (SM)
---	---

INSERT NAMES and
CASE NUMBER

Summons:

Notice about a Marriage or Domestic Partnership

To the Respondent:

- The petitioner has started an action asking the court:
 To end your marriage. To decide if your marriage is valid.
 To end your domestic partnership. To decide if your domestic partnership is valid.
 For a legal separation.

Additional requests, if any, are stated in the petition, a copy of which is attached to this summons.

- You must **respond** to this summons and petition by serving a copy of your written response on the person signing this summons and by filing the original with the clerk of the court.

If you do not serve your written response within **20 days** (or 60 days if you are served outside of the state of Washington) after the date this summons was served on you, exclusive of the day of service, the court may enter an order of default against you, and the court may, without further notice to you, enter a decree and approve or provide for the relief requested in the petition.

In the case of a dissolution of marriage or domestic partnership, the court will not enter the final decree until at least 90 days after filing and service. If you serve a notice of appearance on the undersigned person, you are entitled to notice before an order of default or a decree may be entered.

SELECT TYPE
OF CASE

CR 4.1 Mandatory Form (03/2017) FL Divorce 200	Summons: Notice about a Marriage or Domestic Partnership p. 1 of 2
--	--

SUMMONS

- Your written response to the summons and petition must be on one of these forms:
 - Response to Petition about a Marriage (FL Divorce 211) if you are married, or
 - Response to Petition about a Registered Domestic Partnership (FL Divorce 212) if you are a domestic partner.
- You can get the Response and other forms at:
 - The Washington State Courts' website: www.courts.wa.gov/forms
 - The Administrative Office of the Courts – call: (360) 705-5328
 - Washington LawHelp: www.washingtonlawhelp.org, or
 - The Superior Court Clerk's office or county law library (for a fee).
- If this action has not been filed with the court, you may demand that the petitioner file this action with the court. If you do so, the demand must be in writing and must be served upon the person signing this summons. Within 14 days after you serve the demand, the petitioner must file this action with the court, or the service on you of this summons and petition will be void.
- If you wish to seek the advice of an attorney in this matter, you should do so promptly so that your written response, if any, may be served on time.
- One method of serving a copy of your response on the petitioner is to send it by certified mail with return receipt requested.

This summons is issued pursuant to RCW 4.28.180 and Superior Court Civil Rule 4.1 of the state of Washington.

Dated: 1/2/2018 Jane Doe
Signature of Petitioner or Lawyer/WSBA No.

Jane Doe
Print or Type Name

File original of your response with
the clerk of the court at:

Serve a copy of your response on:

Petitioner (You may list an address that is not your residential address where you agree to accept legal documents.)*

Petitioner's Lawyer

King County Superior Court
(Name of Court)
516 Third Ave E-609
(Address)
Seattle, WA 98104

Jane Doe
(Name)
12345 NE 25th St Unit #1
(Address)
Seattle, WA 99111

* If Petitioner's address changes before the case ends, Petitioner **must** notify all parties and the court clerk in writing. S/he may use the Notice of Address Change form (FL All Family 120). S/he must also update the Confidential Information Form (FL All Family 001) if this case involves parentage or child support.

CR 4.1 Mandatory Form (03/2017) FL Divorce 200	Summons: Notice about a Marriage or Domestic Partnership p. 2 of 2
--	--

PETITIONER
TO SIGN
AND DATE

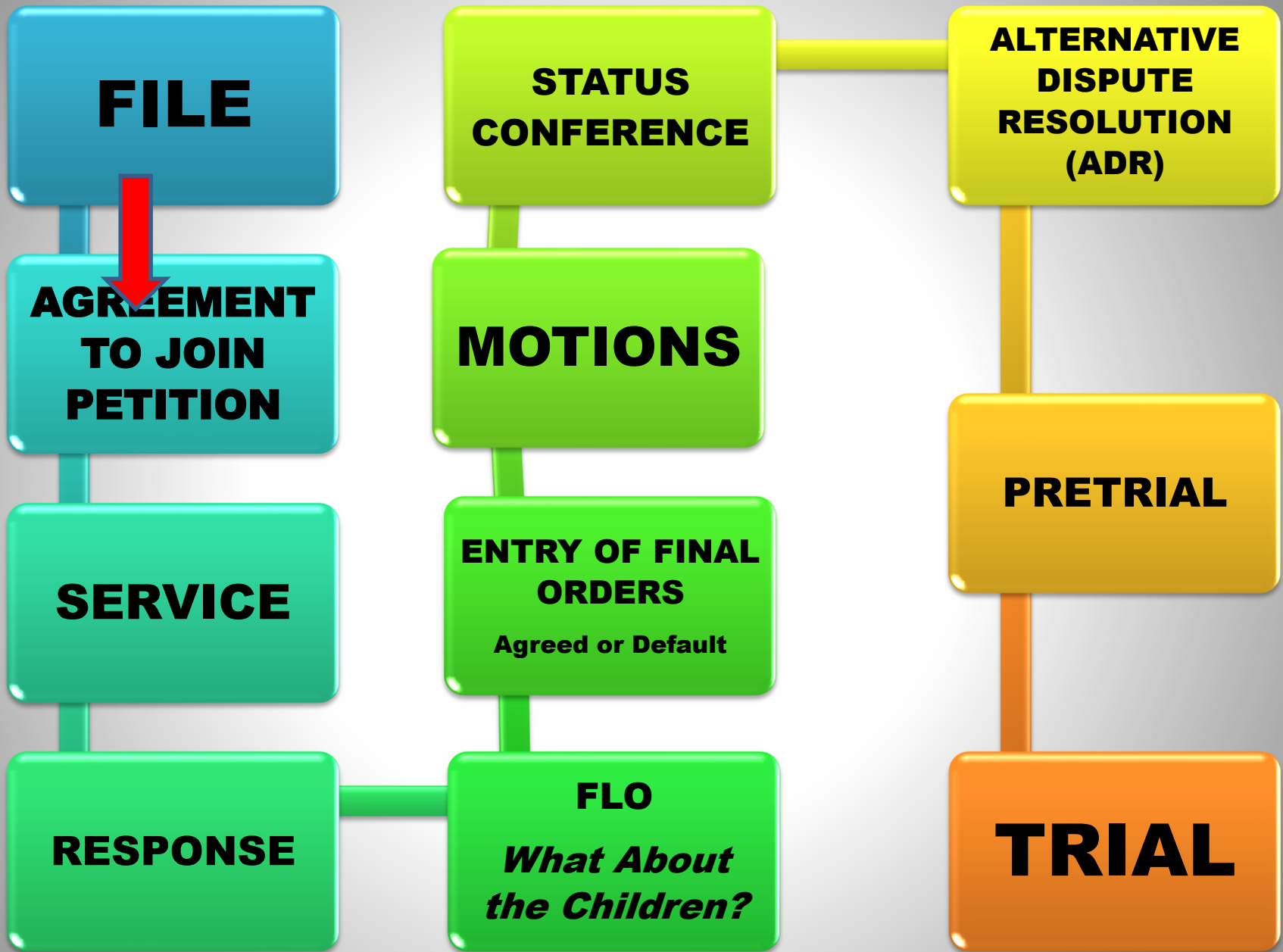
INSERT AN
ADDRESS for
PETITIONER

INSERT
COURT
ADDRESS
for Kent or
Seattle

Contested

SERVICE ADDRESS

- You must provide an address for legal service.
- It does not necessarily need to be an address where you reside...
- Visit the Domestic Violence Advocates in room 2B (MRJC) or C213 (KCCH) for information on address confidentiality for victims of domestic violence.



**AGREEMENT
TO JOIN
PETITION**

AGREEMENT TO JOIN PETITION

- If a respondent is in agreement with each of the petitioner's requests, he or she may choose to sign an *Agreement to Join Petition (Joinder)*.
- An *Agreement to Join Petition* can be found on the last page of each petition, or it can be filed as a separate form available at www.courts.wa.gov.

AGREEMENT TO JOIN PETITION

WRITE IN PARTY NAMES and
CASE NUMBER.

Provide an address if you want to be
notified of court hearings.

COMPLETE, DATE and SIGN FORM.

OBTAIN LEGAL ADVICE!

VISIT THE FACILITATOR'S
OFFICE FOR
INSTRUCTIONS

Superior Court of Washington, County of King

In re:
Petitioner/s (person/s who started this case):
Jane Doe

No. 16-3-12345-1 SEA
Agreement to Join Petition (Joinder)
(JN)

And Respondent/s (other party/parties):
John Doe

Agreement to Join Petition (Joinder)

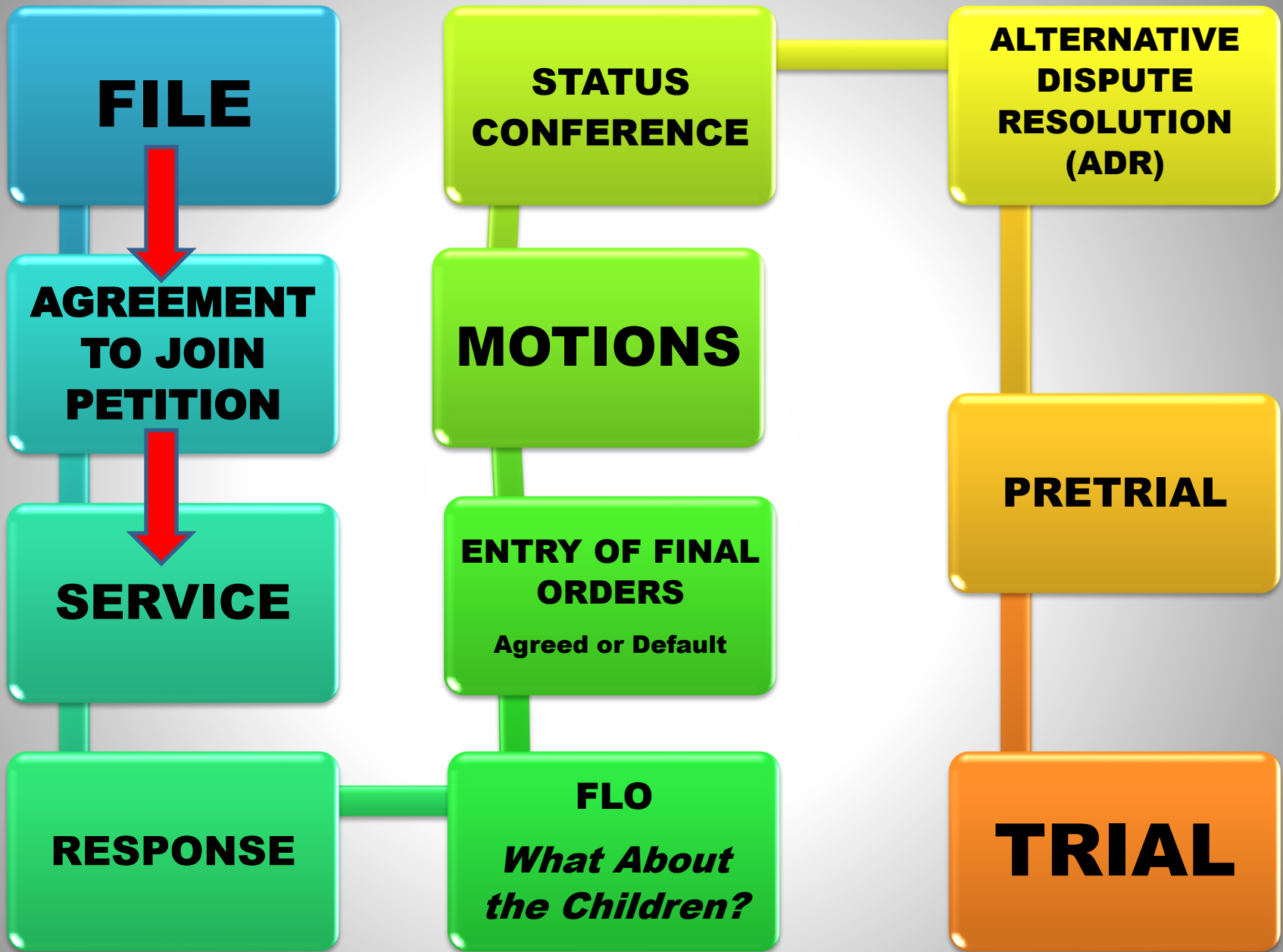
1. My name is: John Doe
2. I have read and I agree to join the *Petition* filed by the other side:
(title of *Petition*): Petition for Divorce.
I understand that if I fill out and sign below, the court may approve the requests listed in the *Petition* unless I file and serve a *Response* before the court signs final orders.
(Check one):
 I do not need to be notified about the court's hearings or decisions in this case.
 I ask the other side to notify me about any hearings in this case. (List an address where you agree to accept legal documents. This may be a lawyer's address or any other address.)
345 W. Main St. Seattle. WA 98101
address city state zip
(Optional) email: _____

If this address changes before the case ends, you must notify all parties and the court in writing. You may use the Notice of Address Change form (FL All Family 120). You must also update your Confidential Information form (FL All Family 001) if this case involves parentage or child support.
3. Other (if any): _____

John Doe John Doe Date of Signature
Sign here Print name Date

AGREEMENT TO JOIN PETITION

- You may revoke the *AGREEMENT TO JOIN PETITION* by filing a *RESPONSE*.
- In order to finalize the case, you need an agreement on every issue in the case.
- You do not have to wait until your trial date to finalize your case if you are in agreement (or if the other party does not respond.) For divorces, parties cannot finish their case until 90 days have passed from the date of filing or service, whichever is later.
- However, it is important to know how the entire process works because your case schedule is in effect until final orders are entered.



SERVICE

SERVICE

- Giving the other party copies of the initial legal documents: Summons, Petition, Order Setting Case Schedule, and if applicable Proposed Parenting Plan
- If an *Agreement to Join the Petition (Joinder)* has been signed, no service is required.

CR 5

SERVICE

Personal Service = Hand Delivery

Someone other than yourself who is 18 or older must hand deliver the documents to the other party. YOU CANNOT SERVE THE OTHER PARTY!

The server must complete and sign the *Proof of Personal Service* form and then return it to you so that you may file it.

PROOF OF PERSONAL SERVICE

Superior Court of Washington, County of King

In re:
Petitioner/s (person/s who started this case):
Jane Doe

No. 16-3-12345-1 SEA

Proof of Personal Service (AFSR)

And Respondent/s (other party/parties):
John Doe

INSERT NAMES and CASE NO.

Proof of Personal Service

Server declares:

1. My name is: William Smith. I am not a party to this case. I am 18 or older.

2. Personal Service

I served court documents for this case to (name of party): John Doe
by (check one):

- giving the documents directly to him/her.
 giving the documents to (name): _____
a person of suitable age and discretion who lives at the same address as the party.

3. Date, time, and address of service

Date: _____ Time: _____ a.m. p.m.

Address:

Number and street city state zip

INSERT Respondent's NAME and CHECK HOW SERVICE WAS MADE

INSERT DATE, TIME AND ADDRESS WHERE RESPONDENT WAS SERVED

PROOF OF PERSONAL SERVICE

4. 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 checked="" type="checkbox"/> Petition to/for Divorce _____	
<input checked="" type="checkbox"/> Summons (Attach a copy.) _____	<input type="checkbox"/> Notice of Hearing _____
<input checked="" type="checkbox"/> Order Setting Case Schedule _____	<input type="checkbox"/> Motion for Temporary Family Law Order and Restraining Order _____
<input type="checkbox"/> Notice Re Military Dependent _____	<input type="checkbox"/> Proposed Temporary Family Law Order _____
<input checked="" type="checkbox"/> Proposed Parenting Plan _____	<input type="checkbox"/> Motion for Immediate Restraining Order (Ex Parte) _____
<input type="checkbox"/> Proposed Child Support Order _____	<input type="checkbox"/> Immediate Restraining Order (Ex Parte) and Hearing Notice _____
<input type="checkbox"/> Proposed Child Support Worksheets _____	<input type="checkbox"/> Restraining Order _____
<input type="checkbox"/> Sealed Financial Documents _____	<input type="checkbox"/> Motion for Contempt Hearing _____
<input type="checkbox"/> Financial Declaration _____	<input type="checkbox"/> Order to Go to Court for Contempt Hearing _____
<input type="checkbox"/> Declaration of: _____	<input type="checkbox"/> Notice of Intent to Move with Children (Relocation) _____
<input type="checkbox"/> Declaration of: _____	<input type="checkbox"/> Objection about Moving with Children and Petition about Changing a Parenting/ Custody Order (Relocation) _____
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____

CHECK OFF ALL DOCUMENTS SERVED

5. Fees charged for service

- Does not apply.
- Fees: \$ _____ + Mileage \$ _____ = Total: \$ _____

6. Other Information (if any): _____

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

SIGNATURE OF SERVER NOT Petitioner

To the party having these documents served:

- File the original *Proof of Personal Service* with the court clerk.
- If you served a *Restraining Order* signed by the court, you must also give a copy of this *Proof of Personal Service* and a *Law Enforcement Information Sheet* to law enforcement.

PROOF OF PERSONAL SERVICE

To the Server: check here if you personally served the documents *outside* Washington state. Your signature must be notarized or sworn before a court clerk.
(For personal service in Washington state, your signature does *not* need to be notarized or sworn before a court clerk.)

Signed and sworn to before me on (date): _____

Signature of notary or court clerk

Print name of notary or court clerk

I am a notary public in and for the state of: _____
My commission expires: _____

I am a court clerk in a court of record in
(county): _____
(state): _____

(Print seal above.)

SIGNATURE OF SERVER NEEDS TO BE NOTARIZED IF SERVICE OCCURRED OUTSIDE WASHINGTON

Is service by third party always required?

- No. A party can agree to accept service... The party accepting the documents signs a forms called an *Acceptance of Service*.

Service Accepted

Superior Court of Washington, County of King

In re:
 Petitioner/s (person/s who started this case):
Jane Doe
 And Respondent/s (other party/parties):
John Doe

No. 16-3-12345-1 SEA
 Service Accepted
 (ACSR)

Be sure to identify each document by title

Service Accepted

1. I am (name): John Doe. I accept service of the following documents (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 served that is not already listed.)

<input checked="" type="checkbox"/> Petition to/for Divorce	<input type="checkbox"/> Notice of Hearing _____
<input checked="" type="checkbox"/> Summons (Attach a copy.)	<input type="checkbox"/> Motion for Temporary Family Law Order and Restraining Order
<input type="checkbox"/> Order Setting Case Schedule	<input type="checkbox"/> Proposed Temporary Family Law Order
<input type="checkbox"/> Notice Re Military Dependents	<input type="checkbox"/> Motion for Immediate Restraining Order (Ex Parte)
<input checked="" type="checkbox"/> Proposed Parenting Plan	<input type="checkbox"/> Immediate Restraining Order (Ex Parte) and Hearing Notice
<input type="checkbox"/> Proposed Child Support Order	<input type="checkbox"/> Restraining Order
<input type="checkbox"/> Proposed Child Support Worksheets	<input type="checkbox"/> Motion for Contempt Hearing
<input type="checkbox"/> Sealed Financial Documents	<input type="checkbox"/> Order to Go to Court for Contempt Hearing
<input type="checkbox"/> Financial Declaration	<input type="checkbox"/> Declaration of: _____
<input type="checkbox"/> Declaration of: _____	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Declaration of: _____	<input type="checkbox"/> Other: _____

<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: _____	<input type="checkbox"/> Other: _____

2. Personal Jurisdiction (check one):

- I agree this court has jurisdiction over me (or my client) for this case.
 I do not agree this court has jurisdiction over me (or my client) for this case because: _____

Signing this form means you agree that you have received the court papers for this case. It does not mean that you agree with the papers.

If you sign below, you must also list an address where you agree to accept legal papers for this case. This may be a lawyer's address or any other address.

▶ John Doe John Doe Date of Signature
 Sign here Print name (if lawyer, also provide WSBA #) Date

345 W. Main St, Seattle, WA 98101
 street address or P.O. box city state zip

(Optional) email: _____

(If this address changes before the case ends, you must notify all parties and the court clerk in writing. You may use the Notice of Address Change form (FL All Family 120). You must also update your Confidential Information form (FL All Family 001) if this case involves parenting or child support.)

I am the lawyer for (name): _____

Signed by the actual party to the case!

Provide a service address

PROOF of SERVICE

One of the following documents must be properly completed, signed and filed.

Agreement to Join Petition

(Respondent agrees to Petition)

Proof of Personal Service *OR*

(Personal service by a third party)

Service Accepted

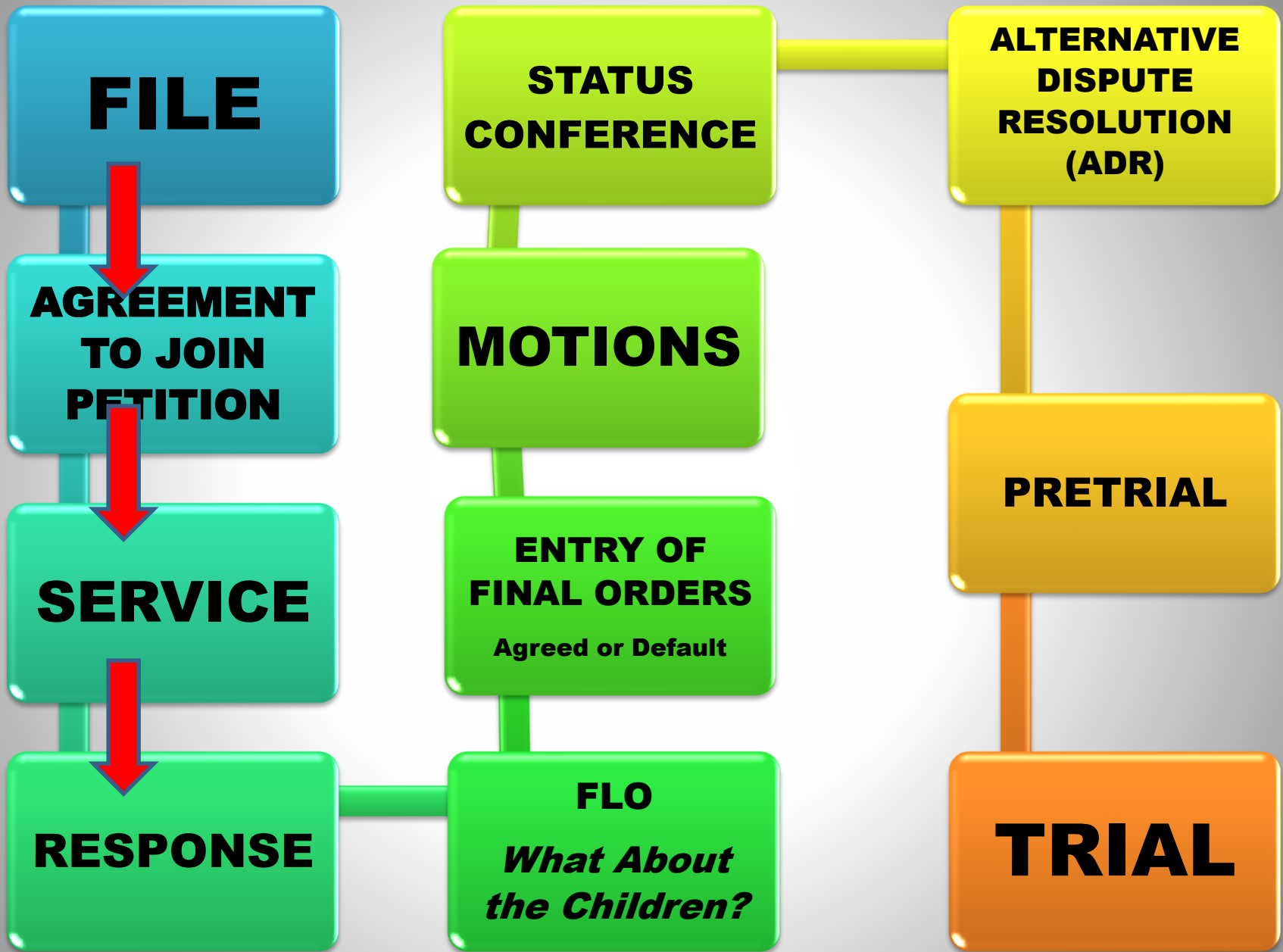
(Party receiving service agrees to accept papers)

Alternative **SERVICE**



If the other party cannot be personally served, you may be able to serve by mail or publication. BUT YOU MUST ASK FOR AN ORDER ALLOWING SERVICE BY MAIL OR PUBLICATION FIRST!





RESPONSE

WHAT DO YOU NEED TO DO IF YOU ARE SERVED?

If you are served a summons and petition for a family law action, the two most common actions for you to take are:

1) Complete and file a *RESPONSE*.

Or

2) Complete and file a *AGREEMENT TO JOIN PETITION*.

RESPONSE

➤ A respondent must file a written *RESPONSE* within the time frame allowed by law. Each type of case has a required response form (www.courts.wa.gov). The time frame for responding is determined by how the respondent was served:

- Personal Service in Washington = 20 days
- Personal Service outside Washington = 60 days
- Service by Publication (with Court Permission) = 60 days
- Service by Regular and Certified Mail (with Court Permission) = 90 days

RESPONSE

1. Complete the response form using the PETITION you were served as a guide, which means you will want to tell the court if you agree or disagree with each line in the petition.
2. Make two copies of your *Response*.
3. File the ORIGINAL in the Clerk's Office.
4. Mail a copy of your *Response* to the Petitioner at the address listed for the petitioner on page 2 of the summons or to the petitioner's attorney if he/she is represented.
5. Keep one copy for your records.

RESPONSE (Pages 1 and 2)

SAMPLE ONLY!

Superior Court of Washington
County of King

In re the Marriage of:

PETITIONER'S NAME

Petitioner,

and

RESPONDENT'S NAME

Respondent.

No. YOUR CASE NO. KNT/SEA

**Response to Petition
(Marriage)
(RSP)**

Check box if petition is attached for:
 Order for protection DV (PTORPRT)
 Order for protection UH (PTORAH)

To the Above-Named Petitioner: PETITIONER'S NAME

I. Response

1.1 Admissions and Denials

The allegations of the petition in this matter are **Admitted** or **Denied** as follows (check only one for each paragraph):

Paragraph of the Petition

1.1	<input checked="" type="checkbox"/>	Admitted	<input type="checkbox"/>	Denied	<input type="checkbox"/>	Lacks Information
1.2	<input type="checkbox"/>	Admitted	<input checked="" type="checkbox"/>	Denied	<input type="checkbox"/>	Lacks Information
1.3	<input checked="" type="checkbox"/>	Admitted	<input type="checkbox"/>	Denied	<input type="checkbox"/>	Lacks Information
1.4	<input checked="" type="checkbox"/>	Admitted	<input type="checkbox"/>	Denied	<input type="checkbox"/>	Lacks Information
1.5	<input checked="" type="checkbox"/>	Admitted	<input type="checkbox"/>	Denied	<input type="checkbox"/>	Lacks Information
1.6	<input checked="" type="checkbox"/>	Admitted	<input type="checkbox"/>	Denied	<input type="checkbox"/>	Lacks Information
1.7	<input checked="" type="checkbox"/>	Admitted	<input type="checkbox"/>	Denied	<input type="checkbox"/>	Lacks Information
1.8	<input checked="" type="checkbox"/>	Admitted	<input type="checkbox"/>	Denied	<input type="checkbox"/>	Lacks Information

Response to Petition (RSP) - Page 1 of 3
WPF DR 01.0300 Mandatory (6/2008) - RCW 26.09.0300

Insert names
and case no.

1.9	<input checked="" type="checkbox"/>	Admitted	<input type="checkbox"/>	Denied	<input type="checkbox"/>	Lacks Information
1.10	<input checked="" type="checkbox"/>	Admitted	<input type="checkbox"/>	Denied	<input type="checkbox"/>	Lacks Information
1.11	<input checked="" type="checkbox"/>	Admitted	<input type="checkbox"/>	Denied	<input type="checkbox"/>	Lacks Information
1.12	<input checked="" type="checkbox"/>	Admitted	<input type="checkbox"/>	Denied	<input type="checkbox"/>	Lacks Information
1.13	<input checked="" type="checkbox"/>	Admitted	<input type="checkbox"/>	Denied	<input type="checkbox"/>	Lacks Information
1.14	<input checked="" type="checkbox"/>	Admitted	<input type="checkbox"/>	Denied	<input type="checkbox"/>	Lacks Information
1.15	<input checked="" type="checkbox"/>	Admitted	<input type="checkbox"/>	Denied	<input type="checkbox"/>	Lacks Information
1.16	<input type="checkbox"/>	Admitted	<input type="checkbox"/>	Denied	<input checked="" type="checkbox"/>	Lacks Information

Each allegation of the petition that is denied, is denied for the following reasons (List separately):

1.2 Denied. The Respondent's Date of Birth is 05/05/1955.

1.2 Notice of Further Proceedings

Notice of all further proceedings in this matter should be sent to the address below.

1.3 Other

II. Request for Relief

- Does not apply.
- The respondent requests the court to grant the relief requested below.
- Enter a decree.
- Provide reasonable maintenance for the husband wife.
- Approve my parenting plan for the dependent children.
- Determine support for the dependent children pursuant to the Washington State Child Support Schedule.
- Approve the separation agreement.
- Dispose of property and liabilities.
- Change name of wife to (first, middle, last): _____.
- Change name of husband to (first, middle, last): _____.

Protection Order:

- There is a protection order between the parties filed in case number _____, court _____, which expires on (date) _____.
- The court should grant the domestic violence antiharassment petition for order for protection:
 attached to this response.
 filed separately under this case number case number _____.

Response to Petition (RSP) - Page 2 of 3
WPF DR 01.0300 Mandatory (6/2008) - RCW 26.09.0300

If you deny,
explain
why

Each line number corresponds to the same
line number of the Petition filed in the case.

Contested

RESPONSE (Page 3)

If you need immediate protection, contact the clerk/court for RCW 26.50 Domestic Violence forms or RCW 10.14 Antiharassment forms.

- Enter a continuing restraining order.
- Order payment of day care expenses for the children.
- Award the tax exemptions for the dependent children as follows:

- Order payment of attorney fees, other professional fees and costs.
- Other:

Dated: Insert Date of Signature

Respondent's Signature
Signature of Respondent or Lawyer/WSBA No.

Notice to party: You may list an address that is not your residential address where you agree to accept legal documents. Any time this address changes while this action is pending, you must notify the opposing parties in writing and file an updated Confidential Information Form (WPF DRPSCU 09.0200) with the court clerk.

RESPONDENT'S PRINTED NAME
Print or Type Name

RESPONDENT'S ADDRESS
(Address)

RESPONDENT'S ADDRESS

**OBTAIN LEGAL
ADVICE!**

**VISIT THE
FACILITATOR'S
OFFICE FOR
INSTRUCTIONS**

Be sure to date and sign your response. Include a current service address!

RESPONSE (Pages 1 and 2)

Superior Court of Washington, County of King

In re the marriage of:

Petitioner (person who started this case):

Petitioner,

And Respondent (other spouse):

Respondent.

No. YOUR CASE NO. KNT/SEA

Response to Petition about a Marriage
(RSP)

Insert names
and case no.

Response to Petition about a Marriage

Use this form to respond to a Petition for Divorce, Petition for Legal Separation, or Petition to Invalidate (Annul) Marriage.

1. Your response

Look at each section of the *Petition*. Check below to say if you agree or disagree with what the other party said in each section, or say if you don't know because you don't have enough information. (If you disagree with any part of a section, check "I disagree.") List your reasons for disagreeing on page 2.

Section in the Petition	Your response (check one)		
1. Information about the parties	<input checked="" type="checkbox"/> I agree	<input type="checkbox"/> I disagree	<input type="checkbox"/> I don't know
2. Information about the marriage	<input type="checkbox"/> I agree	<input checked="" type="checkbox"/> I disagree	<input type="checkbox"/> I don't know
3. Request...	<input checked="" type="checkbox"/> I agree	<input type="checkbox"/> I disagree	<input type="checkbox"/> I don't know
4. Jurisdiction over the spouses	<input checked="" type="checkbox"/> I agree	<input type="checkbox"/> I disagree	<input type="checkbox"/> I don't know
5. Is one of the spouses pregnant?	<input checked="" type="checkbox"/> I agree	<input type="checkbox"/> I disagree	<input type="checkbox"/> I don't know
6. Children of the marriage	<input checked="" type="checkbox"/> I agree	<input type="checkbox"/> I disagree	<input type="checkbox"/> I don't know

Section in the Petition	Your response (check one)		
6.b. Other people with a legal right to spend time with a child	<input checked="" type="checkbox"/> I agree	<input type="checkbox"/> I disagree	<input type="checkbox"/> I don't know
6.c. Other court cases involving a child	<input checked="" type="checkbox"/> I agree	<input type="checkbox"/> I disagree	<input type="checkbox"/> I don't know
7. Jurisdiction over the children	<input checked="" type="checkbox"/> I agree	<input type="checkbox"/> I disagree	<input type="checkbox"/> I don't know
8. Parenting Plan	<input checked="" type="checkbox"/> I agree	<input type="checkbox"/> I disagree	<input type="checkbox"/> I don't know
9. Child Support	<input checked="" type="checkbox"/> I agree	<input type="checkbox"/> I disagree	<input type="checkbox"/> I don't know
10. Children from other relationships	<input checked="" type="checkbox"/> I agree	<input type="checkbox"/> I disagree	<input type="checkbox"/> I don't know
11. Written Agreements	<input checked="" type="checkbox"/> I agree	<input type="checkbox"/> I disagree	<input type="checkbox"/> I don't know
12. Real Property (land or home)	<input checked="" type="checkbox"/> I agree	<input type="checkbox"/> I disagree	<input type="checkbox"/> I don't know
13. Personal Property (possessions, assets or business interests of any kind)	<input checked="" type="checkbox"/> I agree	<input type="checkbox"/> I disagree	<input type="checkbox"/> I don't know
14. Debts	<input checked="" type="checkbox"/> I agree	<input type="checkbox"/> I disagree	<input type="checkbox"/> I don't know
15. Spousal Support (maintenance/alimony)	<input checked="" type="checkbox"/> I agree	<input type="checkbox"/> I disagree	<input type="checkbox"/> I don't know
16. Fees and Costs	<input checked="" type="checkbox"/> I agree	<input type="checkbox"/> I disagree	<input type="checkbox"/> I don't know
17. Protection Order	<input checked="" type="checkbox"/> I agree	<input type="checkbox"/> I disagree	<input type="checkbox"/> I don't know
18. Restraining Order	<input checked="" type="checkbox"/> I agree	<input type="checkbox"/> I disagree	<input type="checkbox"/> I don't know
19. Name Change	<input checked="" type="checkbox"/> I agree	<input type="checkbox"/> I disagree	<input type="checkbox"/> I don't know
20. Other requests, if any	<input type="checkbox"/> I agree	<input type="checkbox"/> I disagree	<input checked="" type="checkbox"/> I don't know

If you checked "Disagree" for any of the sections, list your reasons here:

Section #: 1, 2 Reasons: We were married on 05/05/2005.

Section #: _____ Reasons: _____

If you deny, explain why

Each line number corresponds to the same line number of the Petition filed in the case.

RESPONSE (Page 5)

- approve a Child Support Order, according to the Washington State Child Support Schedule
- approve the separation contract.
- divide the property and debts as requested above (or fairly and equitably if no specific request is made).
- order reasonable spousal support as requested above (or fairly and equitably if no specific request is made).
- order payment of lawyer fees, other professional fees, and costs for this case.
- change the Respondent's name to: _____
first middle last
- approve an Order for Protection
- approve a Restraining Order
- Other (specify): _____

Respondent fills out below:

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

- I have attached (number): 0 pages.

Signed at (city and state): Seattle, Washington Date: 05/05/2016

▶ Respondent's Signature _____ Respondent's Printed Name _____
Respondent signs here Print name

I agree to accept legal papers for this case at (check one):

- my lawyer's address, listed below.
- the following address (this does **not** have to be your home address):
Respondent's Address Seattle WA 98XXX
street address or PO box city state zip

(Optional) email: Respondent08@email.com

(If this address changes before the case ends, you must notify all parties and the court clerk in writing. You may use the Notice of Address Change form (FL All Family 120).)

Important! You must fill out and file a *Confidential Information* form (FL All Family 001) with the court clerk.

Lawyer (if any) fills out below:

▶ _____
Lawyer signs here Print name and WSBA No. Date

Lawyer's address city state zip

Email (if applicable): _____

**OBTAIN LEGAL
ADVICE!**

**VISIT THE
FACILITATOR'S
OFFICE FOR
INSTRUCTIONS**

Be sure to date and
sign your response.
Include a current
service address!

Obtaining an Order of **Default**

If a responding party does not file a *Response* within the time frame allowed by law, it may be possible to obtain an *Order of Default*.

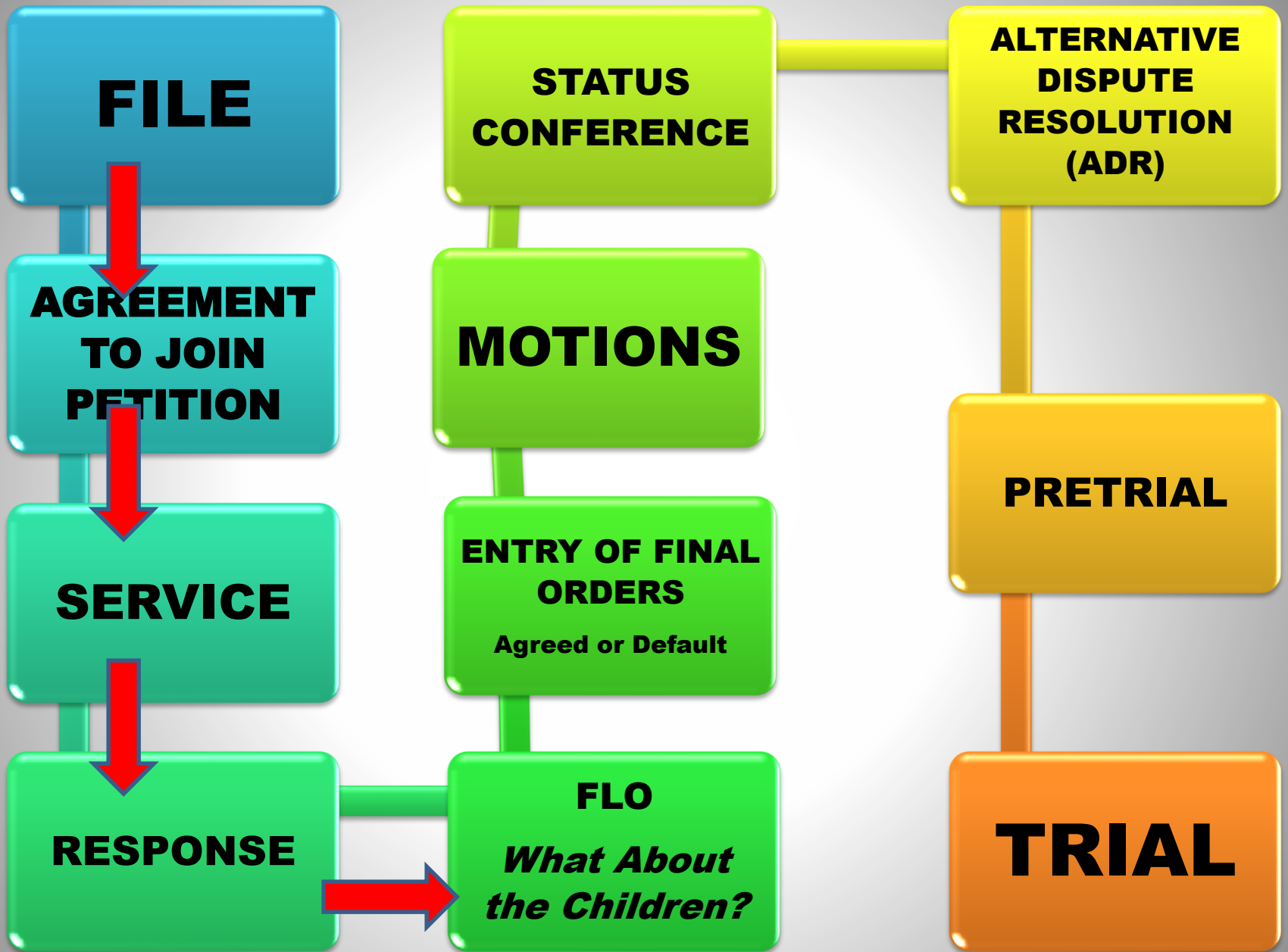
An *Order of Default* allows the petitioner (moving party) to finish the case in the absence of the defaulted party.

OBTAIN LEGAL ADVICE!

VISIT THE FACILITATOR'S OFFICE FOR
INSTRUCTIONS

CR 55
LFLR 5

Contested



FLO

***What About
the Children?***

FLO: Family Law Orientation

- Deadline for taking the FLO is listed on your case schedule
- A ***Certificate of Attendance*** will be filed in the court file. You will also receive a copy for your records.
- If you did not have a case number at the time you registered for the FLO, you will be responsible for filing a copy of your Certificate of Attendance in the court file.

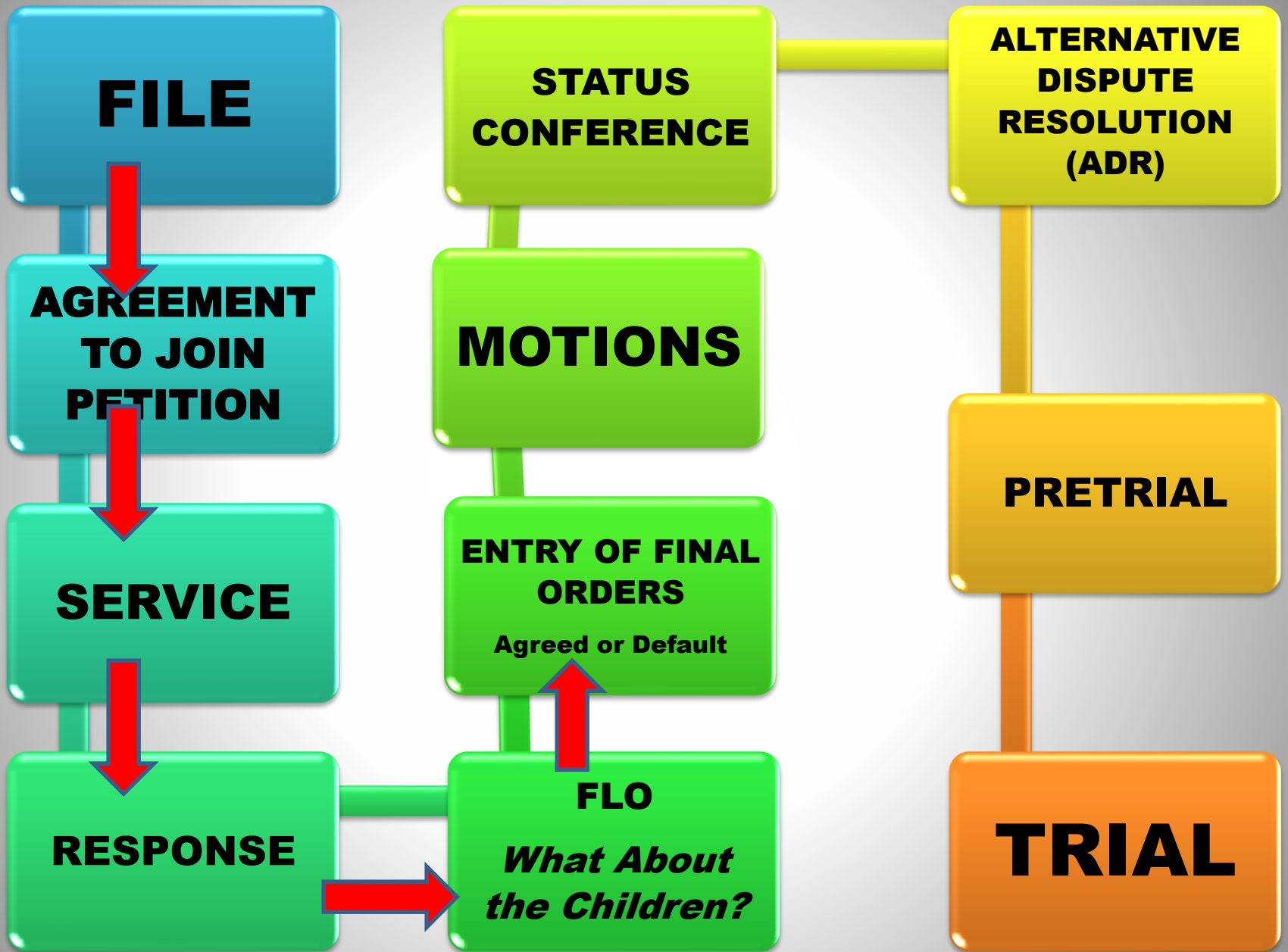


What About the Children?

- **LFLR 13 requires attendance by parties of cases involving minor children except nonparental custody cases within 60 days of filing or service.**
- **The cost for the seminar is \$40.00 if you register within the 60-day period. If you wait, the fee increases to \$75.00. The fee may be reduced depending on income.**
- **Attendance is not required for child support modification or relocation actions.**
- **Register for the class in the Facilitators office 3D (Kent) W-382 (Seattle)**

What About the Children?

- **The seminar does not teach you how to parent! The focus is on children and the impact of conflict as well as the court process, including parenting plan tips.**
- **The Court may not sign off on final orders or may continue your trial date until all parties have attended.**
- **A *Certificate of Attendance* will be filed in the court file; you will also receive a copy for your records.**
- **If you did not have a case number at the time you registered for the seminar, you will be responsible for filing a copy of your Certificate of Attendance in the court file.**



ENTRY OF FINAL ORDERS

Agreed or Default

FINALIZING BY

AGREEMENT or DEFAULT

If you agree on every issue in your case, or if the other party fails to file a response, you may be able to finalize in the Ex Parte courtroom and avoid a trial.

OBTAIN LEGAL ADVICE!

**VISIT THE FACILITATOR'S
OFFICE**

Simple Dissolution

The Simple Dissolution Program may be able to assist you with finalizing your case if:

- You do not have children
- You do not have complicated financial assets
 - Dividing 401K's
 - Dividing a business
 - Dividing a home

FILE THE CASE

- **You must have a case number before filing your simple dissolution application**
- **Visit the facilitators office for forms, instructions and assistance reviewing your forms**

FILL OUT THE PACKET

- **You need to list all property and debts**
- **Both parties should sign the application**

TURN IN THE PACKET

- **Packets can be mailed, emailed or dropped off in the facilitators office 3D in Kent and W-382 in Seattle**

WE WILL

- **Within 2 weeks review your application and determine if you are eligible for the program and send you proposed final documents by email**

YOU NEED TO

- **Return the signed documents to our office along with the \$30 fee**
- **Documents can be mailed, emailed or dropped off in person**

WE WILL

- **Present your final documents to a judge on your behalf**
- **Email you copies of your final documents**

Simple Dissolution

Please note:

- Participation in the program DOES NOT waive the requirements in your case schedule!
- You may need to obtain a certified copy of the decree (e.g. for a name change). You can get that copy in the clerks office (2C in Kent or E-609 in Seattle).

HOW TO FINALIZE BY DEFAULT OR AGREEMENT w/o Simple Dissolution

1. Obtain, complete, and sign the forms required to finalize your case.
2. Schedule a final hearing by filing a Note for Motion Docket. (14-days notice is required).
3. Bring your final documents to Court with the \$30.00 document review fee, which may be reduced depending on income.

PUBLIC ASSISTANCE CASES

If your minor child has ever received public assistance (TANF, state medical coverage, etc), you will need to deliver a copy on the State of Washington at the Prosecuting Attorney's office for review.

SEATTLE:

516 Third Avenue, Room E400
Seattle, Washington 98104-2388
Telephone: (206) 296-9020
Fax: (206) 296- 9581

KENT:

724 W. Smith Street, Suite 101
Kent, WA 98032
Telephone: (206) 296-9595
Fax: (206) 296- 8501

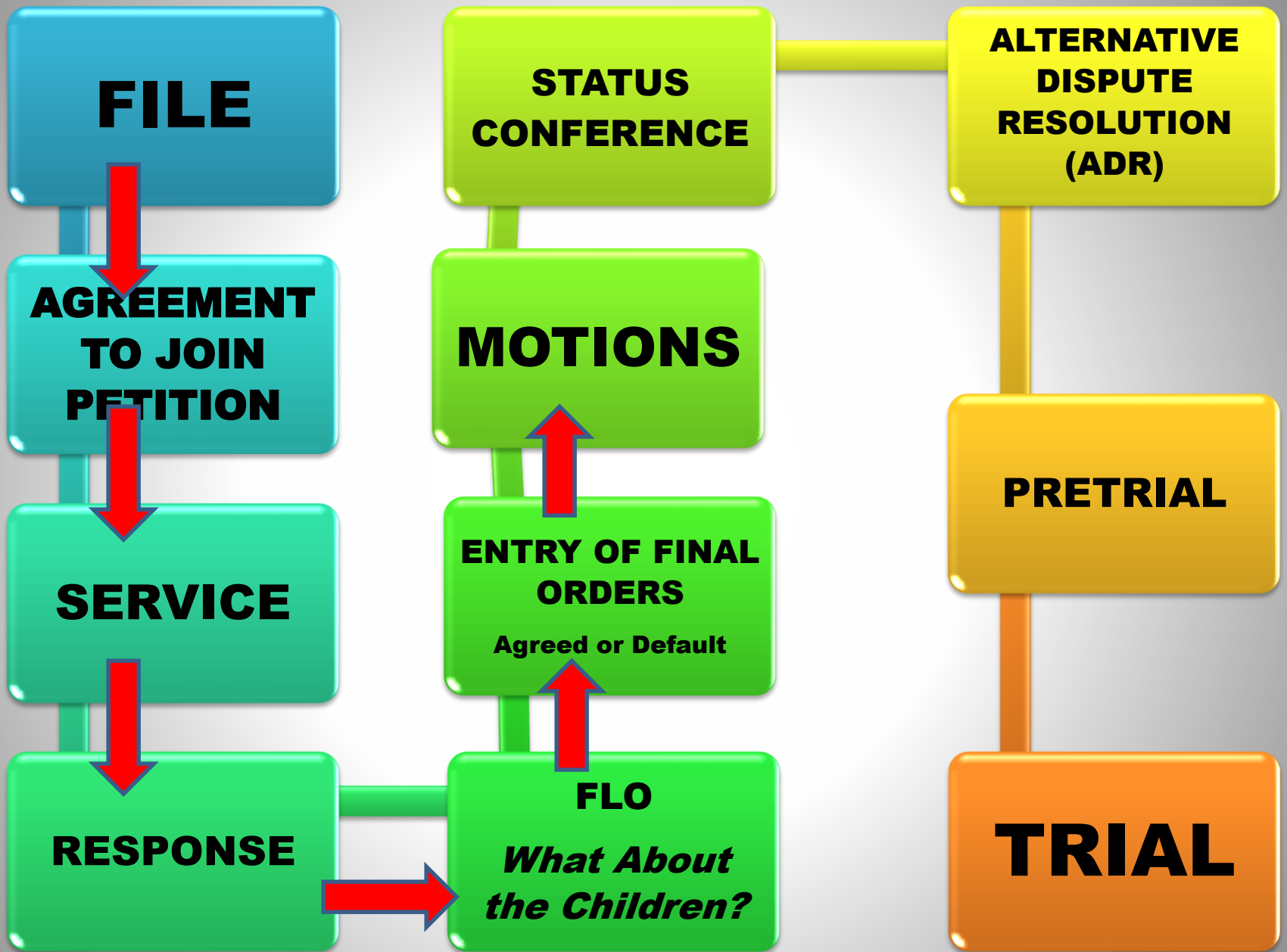
JIS CHECK

Before finalizing any case involving a parenting plan, the Court will search the Judicial Information System (JIS) to determine whether there is any information or proceedings relevant to the placement of the child.

➤ Review of statewide court case history for both parties. Relevant information may include:

- Prior DUI charges
- Possession of illegal substances
- Assaults
- Prior protection orders





ADEQUATE CAUSE

If you filed a **Parenting Plan Modification** or a **Nonparental Custody** action, you must schedule a hearing for the court to determine whether or not there is enough evidence to justify your case moving forward to trial.

If the court decides there is not enough evidence, the court will make a finding that there is not adequate cause *and your case will be dismissed.*

LFLR 13

ADEQUATE CAUSE

II. CASE SCHEDULE

CASE EVENT	DEADLINE or EVENT DATE	Filing Needed
Petition for Establishment or Modification of Parenting/Residential Plan/Schedule Issued	Tue 06/14/2011	*
DEADLINE for attending Family Law Orientation (FLO)	Tue 07/19/2011	
DEADLINE for Completion of Parenting Plan Seminar [KCLFLR 13(c)(2)]	Wed 10/12/2011	*
Adequacy/Threshold Hearing Order (Modifications only) [KCLFLR 13(d)(2)](Petitioner must set hearing to obtain order.) If no Threshold Order is obtained by this deadline, all parties must appear at Status Conference Hearing.	Tue 10/04/2011	*
Confirmation of Issues; Referral to Mediation [See KCLFLR 4(c)(1)(B)] <i>NOTE: If no "Issues" document and response or joinder are filed, or if "Issues" document so indicates, parties are required to appear at the Status Conference.</i>	Tue 10/04/2011	*
DEADLINE for Hearing Motions to Change Case Assignment Area [See KCLCR 82(e)].	Tue 10/18/2011	
Status Conference [See KCLFLR 4(e)] 1:30 p.m. in Courtroom 1F, Kent Courthouse If "Confirmation of Issues" and response or joinder to the petition are not filed or Threshold Hearing for modifications has not been heard, all parties must appear at this hearing.	Mon 11/07/2011	
DEADLINE for Disclosure of Possible Primary Witnesses [See KCLCR 26(b)].	Tue 02/21/2012	
DEADLINE for a Change in Trial Date [See KCLCR 40(e)(2)].	Mon 03/05/2012	*
DEADLINE for Disclosure of Possible Additional Witnesses [See KCLCR 26(b)(2)].	Mon 03/19/2012	
DEADLINE for Discovery Cutoff [See KCLCR 37(g)].	Mon 04/16/2012	
DEADLINE for Engaging in Alternative Dispute Resolution. [See KCLCR 16(b)].	Mon 04/23/2012	
DEADLINE for Exchange of Witness & Exhibit Lists & Documentary Exhibits [See KCLCR 4(j)].	Mon 04/30/2012	
Joint Statement of Evidence [See KCLCR 4(k)].	Mon 05/14/2012	*
Trial Date [See KCLCR 40].	Mon 05/21/2012	

III. ORDER

Pursuant to King County Local Rule 4 [KCLCR 4], IT IS ORDERED that the parties shall comply with the above schedule. This Order is subject to the mandatory provisions of RCW 26.09.260-280 and RCW 26.10.190-200 for **Parenting Plan modification** threshold hearings which concern the need for authorization from the Court before proceeding on this *Modification Schedule*. Petitions for Establishment of Parenting Plans are not subject to threshold requirements. Penalties, including but not limited to sanctions set forth in Local Civil 4(g) and Rule 37 of the Superior Court Civil Rules, may be imposed for failure to comply. It is FURTHER ORDERED that the party filing this action must serve this *Order Setting Domestic Modification Case Schedule* and attachment on all other parties.

06/14/2011

Richard J. McDermott

PRESIDING JUDGE

g Domestic Modification Case Schedule (*ORSCS)

REV. 8/08 3

Check your case schedule to verify your deadline for scheduling an adequate cause hearing (Adequacy/Threshold Hearing).

OBTAIN LEGAL
ADVICE!

VISIT THE
FACILITATOR'S OFFICE
AND REVIEW
INSTRUCTIONS

Contested

WHAT CAN I DO IF I NEED THE COURT TO ORDER....?

FILE

MOTIONS BRING
ISSUES BEFORE
THE COURT THAT
REQUIRE COURT
ATTENTION
PRIOR TO TRIAL

TRIAL

**MOTION FOR
TEMPORARY ORDERS
or
EX PARTE RESTRAINING
ORDERS**

TEMPORARY ORDERS and RESTRAINING ORDERS

TEMPORARY ORDERS:

➤ Grant certain rights and/or protections while your action is pending.

➤ May include:

Temporary Parenting Plans,
Child Support, Maintenance,
Use of Property, etc.

EX PARTE RESTRAINING ORDERS:

➤ Granted to prevent injury, loss or damage.

➤ May include:

Restraining one party from harassing or coming near the other party; Restraining one party from giving away or selling property, taking out loans in both names, or taking a name off an insurance policy.

OBTAIN LEGAL ADVICE!

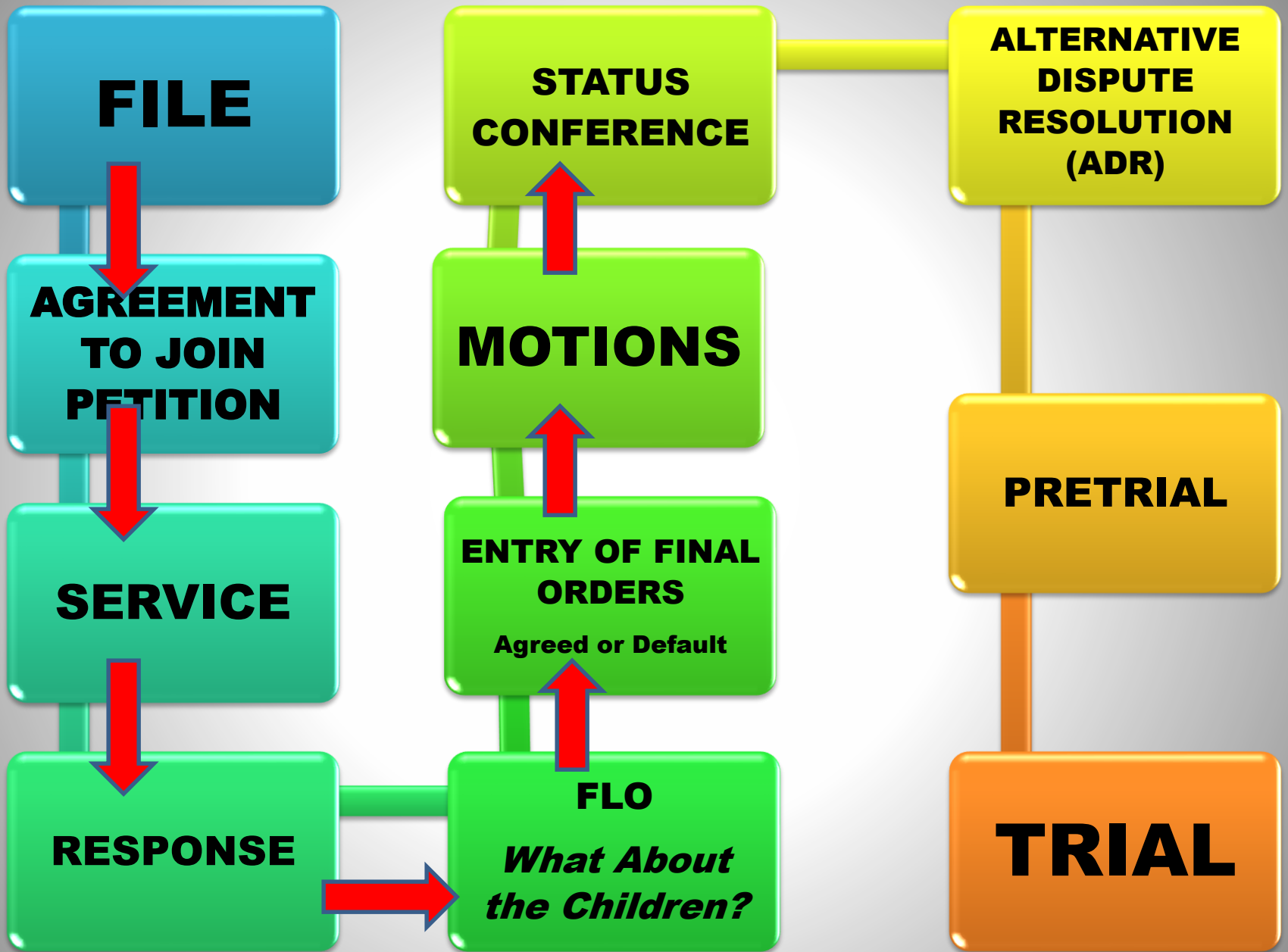
**VISIT THE FACILITATOR'S OFFICE
FOR INSTRUCTIONS**

DOMESTIC VIOLENCE PROTECTION ORDERS

A Domestic Violence Protection Order (DVPO) is a civil, stand-alone order that prohibits or otherwise restricts contact in domestic violence cases.

IF YOU ARE CONCERNED FOR YOUR SAFETY OR THE SAFETY OF YOUR CHILDREN, SEEK ASSISTANCE IN OBTAINING A DOMESTIC VIOLENCE PROTECTION ORDER!

For assistance in obtaining a DVPO, visit the Advocates in room 2B (MRJC) or C213 (KCCH) or the Clerk's Office in room 2C (MRJC) or W378 (KCCH).



STATUS CONFERENCE

SAMPLE

II. CASE SCHEDULE

CASE EVENT	DEADLINE or EVENT DATE	Filing Needed
Case Filed and Schedule Issued.	Tue 06/29/2010	*
DEADLINE for Completion of Parenting Plan Seminar [KCLFLR 13(c)(2)]	Wed 10/27/2010	*
Confirmation of Issues; Referral to Mediation [See KCLFLR 4(c)(1)(B)]. <i>NOTE: If no "Issues" document and response or joinder to the petition are filed, or if "Issues" document so indicates, parties are required to appear at the Status Conference.</i>	Tue 10/19/2010	*
DEADLINE for Hearing Motions to Change Case Assignment Area [See KCLCR 82(e)].	Tue 11/02/2010	
Status Conference [See KCLFLR 4(e)]. 1:30 p.m. in Room 1F at Regional Justice Center If "Confirmation of Issues" and response or joinder to the petition are not filed, all parties must appear at this hearing.	Mon 11/22/2010	
DEADLINE for Disclosure of Possible Primary Witnesses [See KCLCR 28(b)].	Mon 03/07/2011	
DEADLINE for a Change in Trial Date [See KCLCR 40(e)(2)].	Mon 03/21/2011	
DEADLINE for Disclosure of Possible Additional Witnesses [See KCLCR 28(b)(2)].	Mon 04/04/2011	
DEADLINE for Discovery Cutoff [See KCLCR 37(g)].	Mon 05/02/2011	
DEADLINE for Engaging in Alternative Dispute Resolution [See KCLCR 16(b)].	Mon 05/09/2011	
DEADLINE for Exchange of Witness & Exhibit Lists & Documentary Exhibits [See KCLCR 4(j)].	Mon 05/16/2011	*
DEADLINE for filing of Joint Confirmation of Trial Readiness - FOR CASES WITHOUT CHILDREN ONLY - [See KCLR 16(a)(2)].	Mon 05/16/2011	*
Joint Statement of Evidence [See KCLCR 4(k)].	Tue 05/31/2011	*
Trial Week [See KCLCR 40].	Mon 06/06/2011	

III ORDER

Pursuant to King County Local Civil Rule 4 [KCLCR 4], IT IS ORDERED that the parties shall comply with the schedule listed above. Penalties, including but not limited to sanctions set forth in Local Civil Rule 4(g) and Rule 37 of the Superior Court Civil Rules, may be imposed for failure to comply. It is FURTHER ORDERED that the party filing this action **must** serve this Order Setting Domestic Case Schedule, attachment and a copy of the Family Law Handbook located at www.kingcounty.gov/courts/clerk/familylawhandbook on all other parties.

DATED: 06/29/2010



PRESIDING JUDGE

**DEADLINE FOR
FILING** completed
Confirmation of Issues

**STATUS
CONFERENCE
HEARING DATE**
*(Does not apply for Child Support
Modifications and Relocation actions).*
**\$50.00 fine for
not appearing.**

TRIAL WEEK
Your case could be sent
out anytime during the
week...

Confirmation of Issues

This form tells the court about your case and whether or not the parties have met the Court's requirements for moving forward towards trial.

This document does not waive any legal right or admit any fact.

If your case involves minor children and the parenting plan is contested, the Confirmation of Issues will also serve as a referral to Family Court Services.

<http://www.kingcounty.gov/courts/scforms.aspx>

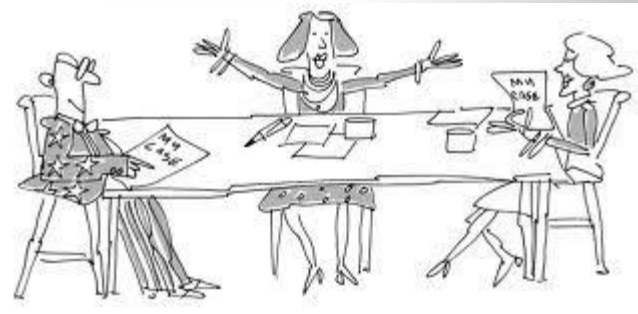
LFLR 4

FAMILY COURT SERVICES

Family Court Services works with parents who have difficulty agreeing on a parenting plan for their children following separation, divorce and on-going parental conflicts.

Services include:

- Mediation (Parenting Plans only)
- Parenting Seminar
- Parenting Plan Evaluations
- Domestic Violence Assessments



Status Conference

A formal hearing between the parties and the court to determine where the parties are in the process and direct them as to what to do next.

Your status conference date appears in your Case Schedule (approximately 140 days from filing).

If your case is not procedurally in compliance and you do not appear at your Status Conference hearing, you will receive a **\$50.00 fine** and your case will be rescheduled for a noncompliance hearing. If you fail to appear to that hearing, your case may be dismissed!

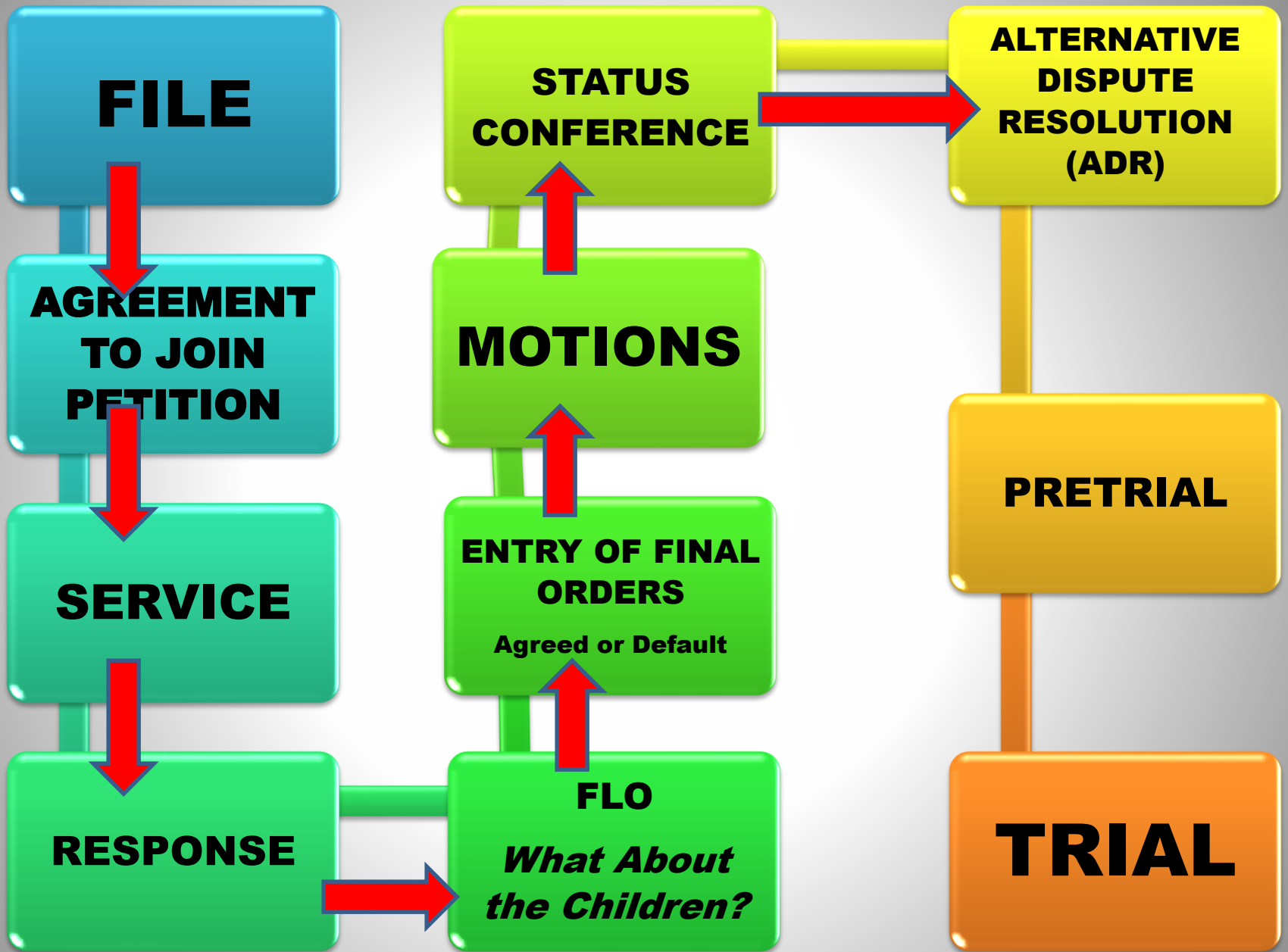
**REVIEW THE CHECKLIST AND YOUR
CASE SCHEDULE TO FIND YOUR
STATUS CONFERENCE DATE!**

LFLR 4

Status Conference

If you have any questions about what you need to do, attend your status conference.

LFLR 4



**ALTERNATIVE
DISPUTE
RESOLUTION
(ADR)**

ADR: Alternative Dispute Resolution

- You are required to try to resolve your case outside of court. Parties in every contested case must participate in an ADR process.
- This must occur no later than 30 days before your trial date.
- ADR may be waived in domestic violence cases.

LFLR 16

ADR: Alternative Dispute Resolution

Mediation = A neutral third person helps the parties agree upon an outcome.

Arbitration = The parties agree to let a neutral third person decide the outcome.

Settlement Conference = The parties meet with a volunteer judge, commissioner, or experienced attorney in an effort to resolve the case before trial.

LFLR 16

ADR: Who Does Mediation

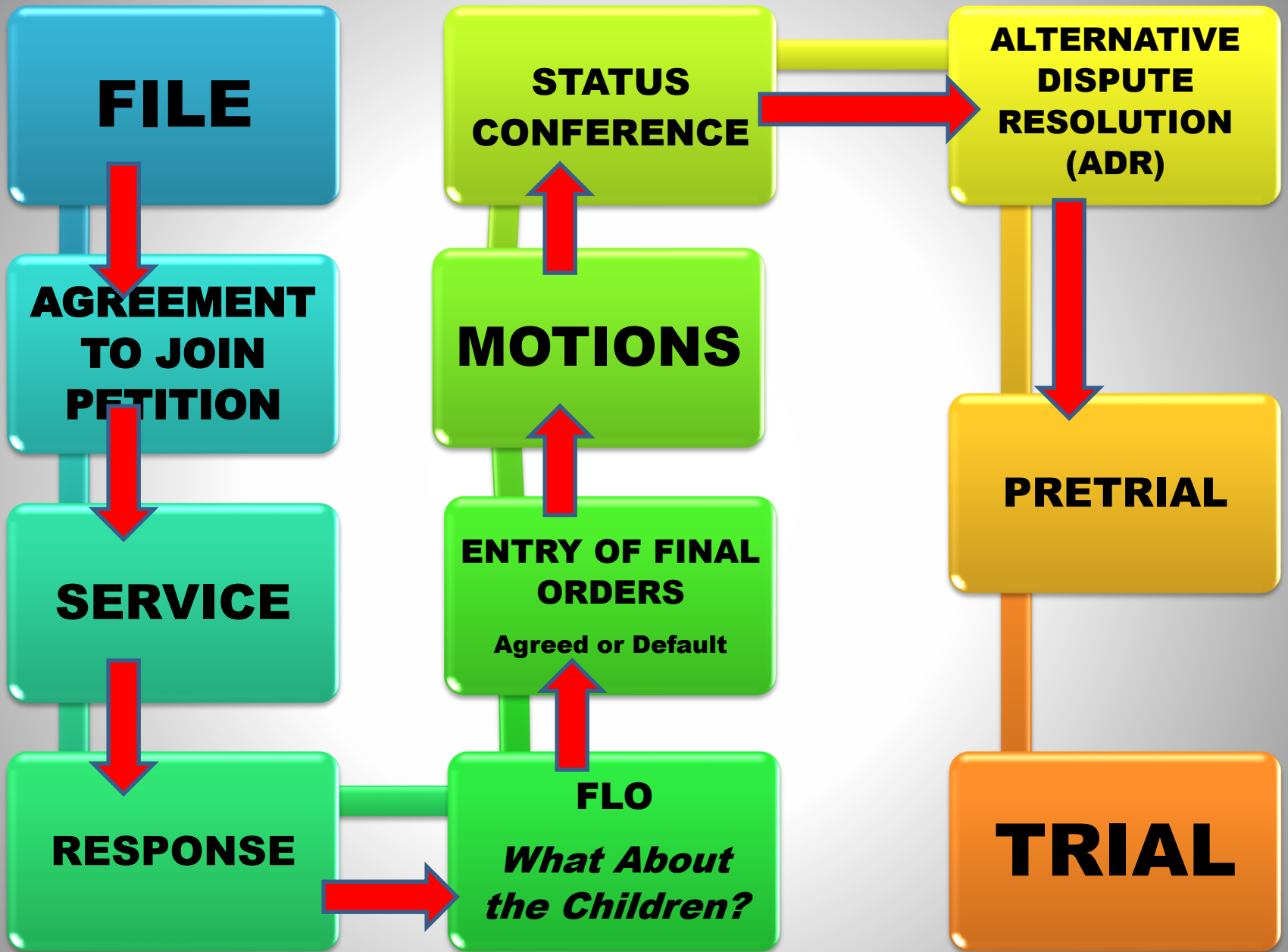
- Family Court Services: mediation of parenting plan only; only parents present; sliding scale fee; file the required confirmation of issues and they contact you.
- Private Mediators: attorneys or mental health professionals; each has own practices about who is present and what will be mediated. You must schedule and bear the cost.
- Sign up for Family Law Settlement Conference Program! Free, but again you need to set it up.

**See resources handout*

ADR: Benefits of Mediation

- Cost effective and successful - 80%
- Parties retain control
- Promotes cooperation
- Maintains privacy





PRETRIAL

PRETRIAL CONFERENCE

If your case involves minor children and you are unable to settle the case, you will receive an Order Setting Pretrial Conference *in the mail* about a month before your scheduled trial date. *This hearing is not on the Case Schedule!*

- At the Pretrial Conference the judge will want to:
 - Know what issues are agreed upon (if any);
 - Make sure all the necessary papers have been filed and that you are ready to proceed to trial;
 - Know if both parties have taken the FLO and parenting seminar as well as attempted ADR.
- At the end of your Pretrial Conference:
 - The judge will give the parties a copy of the Order on Pretrial Conference. Read this order carefully, as it may change deadlines in the case schedule and inform you of other important deadlines.

LFLR 16

Joint Confirmation of Trial Readiness

If your case does not involve minor children, this form will be sent to you *in the mail* about a month before your scheduled trial date by the judge assigned to your case.

It is important to review and comply with the Court's request for information.

LCR 16

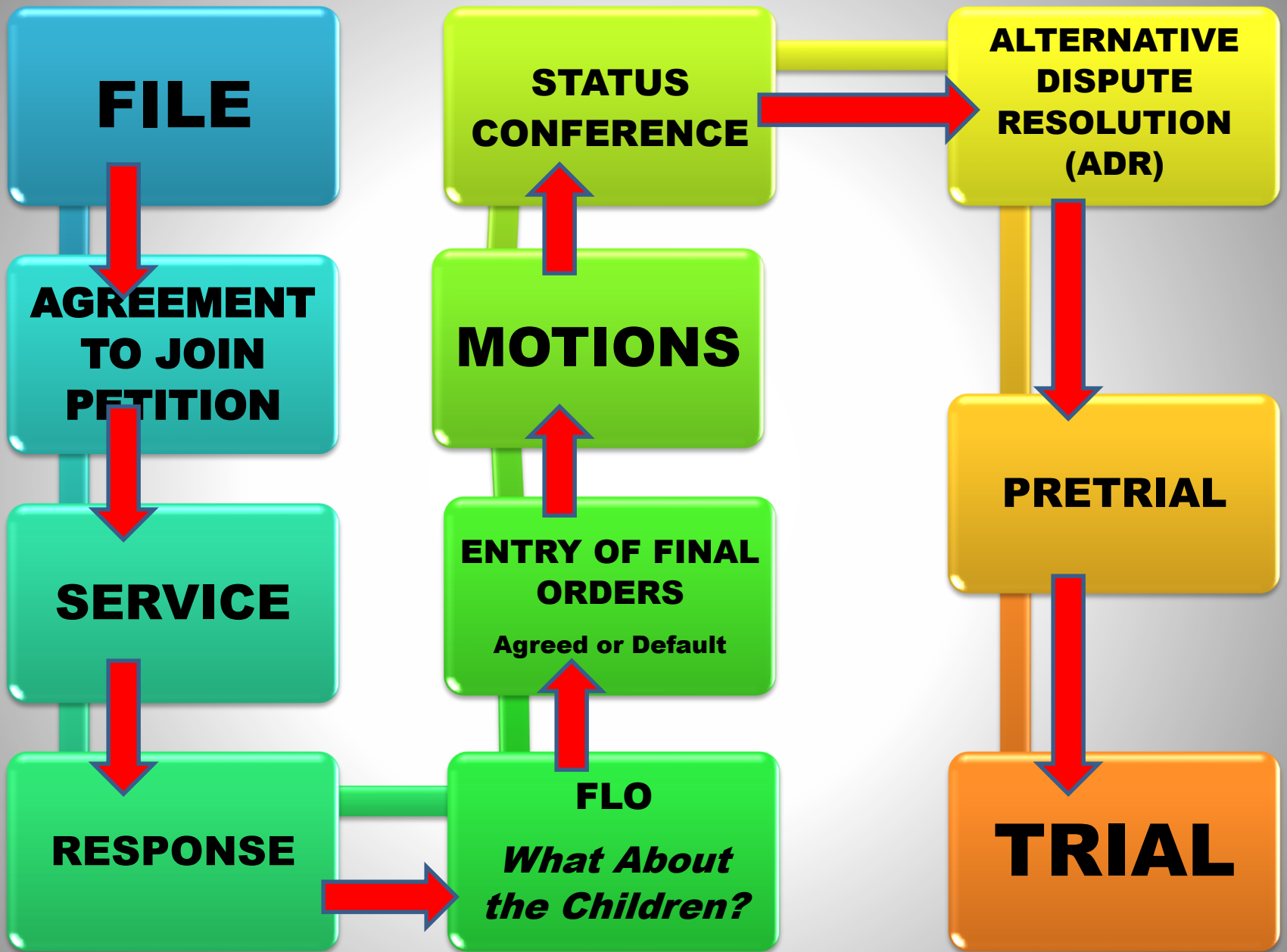
**IF YOU FAIL TO APPEAR
AT YOUR PRETRIAL
CONFERENCE OR YOU
FAIL TO COMPLETE AND
RETURN THE JOINT
CONFIRMATION OF TRIAL
READINESS, YOUR CASE
MAY BE DISMISSED!**

UPDATE YOUR ADDRESS

The Court will send an *Order to Appear at Pretrial Conference* or a *Joint Confirmation of Trial Readiness* and additional information to you by mail (via the U.S. Postal Service).

Be sure your current address is on record with the Clerk's Office! If you fail to appear or file the necessary paperwork, your case may be dismissed.

LCR 16



TRIAL

TRIAL

If you are unable to agree to the terms for resolving your case, even after mediation, evaluation, settlement conference and/or pretrial conference, the court will decide the issues for you at your trial.

You will also need to prepare a trial notebook with documents and exhibits, disclose witnesses, and prepare for the hearing.

OBTAIN LEGAL ADVICE!



- The Rules
- The Court Process
- Tips & Resources

Tips

Five P's for Pro Se Parties:

1. PREPARED

2. PUNCTUAL

3. POLITE

4. PRESENTABLE

5. PATIENT



PREPARED

- **Keep copies of all of your paperwork and bring it with you to the courthouse.**
- **Have your case number ready when contacting the court by telephone.**
- **Take the time to review applicable statutes and court rules; use available resources.**



PUNCTUAL

- **Be ON TIME.** *You should arrive at least 30 minutes before your scheduled hearing.*
- **Plan ahead for parking issues, security screening, and check-in.**



POLITE

- Do not use profanity.
- Do not raise your voice.
- Do not speak out of turn.



PRESENTABLE

- Dress appropriately.
- No hats or sunglasses.
- No gum chewing.
- Turn off your cell phones. No talking or texting.



PATIENT

The court process can be frustrating: long lines, waiting, lots of paperwork...

Your patience is appreciated.

Court Resources

King County Family Law Facilitators

***\$30.00 fee per visit; May be reduced depending on income.**

King County Courthouse
516 Third Avenue
Room W-382
Seattle, WA 98104
(206) 296-9092

*Free Instructions and
Resource Referral at both
locations.*
**CANNOT PROVIDE LEGAL
ADVICE.**



Maleng Regional Justice Center
401 4th Avenue North
Room 3-D
Kent, WA 98032
(206) 205-2526

*Appointments
available at both
locations; Call for
hours and availability.*



Resources

EARLY RESOLUTION CASE MANAGERS

Attorneys with family law experience that work for the Court. Early Resolution Case Managers (ERCMs) cannot represent you or provide legal advice, but they may be able to assist you finalize your case by agreement. If neither party has an attorney in your case, please speak with an ERCM after class or at your Status Conference hearing to be screened for assistance.

Additional Resources Available



**REVIEW YOUR
RESOURCE LIST**

THANK YOU FOR ATTENDING THE FLO

**THIS PRESENTATION IS NOT INTENDED TO
PROVIDE OR SUBSTITUTE FOR LEGAL
ADVICE. PLEASE CONSULT AN ATTORNEY.**



Don't Forget:

**Complete the surveys and
provide them to the presenter
before you leave!**