

Preparing for Trial in Your Family Law Case

Use these instructions to prepare your trial notebooks, including exhibits and other materials.

If you have children under the age of 18 with the other party in the case, please use these instructions **after** your Pretrial Conference Hearing.

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.
- Ask the Family Law Facilitator's office for a list of low-cost and free legal resources.

❖ REPRESENTING YOURSELF

Preparing for and participating at trial is a complicated process. These instructions do **not** describe all of the rules and procedures you are required to follow at trial. *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 obtain legal assistance.

❖ DEADLINES FOR PROVIDING TRIAL MATERIALS

Cases with no children

Deadlines are in your **Order Setting Domestic Case Schedule**, or if your assigned judge scheduled a Pretrial Conference Hearing, the **Order on Pretrial Conference** signed by the judge at that hearing.

Cases with children

Deadlines are provided in the **Order on Pretrial Conference** signed by your assigned judge at the Pretrial Conference Hearing.

Read the Order on Pretrial Conference very carefully. You may not need to complete all the documents listed below.

❖ TRIAL MATERIALS

ALL TRIAL DOCUMENTS MUST BE ON 8.5" X 11" WHITE PAPER. DO NOT PROVIDE DOUBLE-SIDED DOCUMENTS.

Witness List

What: By the deadline, prepare and serve the other party with a Witness List.

How: A Witness List is included in this packet. On the Witness List, write or type the full legal name of each witness that you intend to call at trial to testify on your behalf. If you are not calling any witnesses, you can list yourself as your only witness.

When: Deadline from the Case Schedule or Order on Pretrial Conference is: _____.

Tips

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.

Please note that written statements from witnesses do not provide the other side with an opportunity to ask questions (cross-examine), and therefore written statements may or may not be considered by the judge.



Exhibit List

What: By the deadline, prepare and serve the other party with an Exhibit List and copies of the exhibits. Exhibits are documents or items that you are submitting to the court as evidence. Exhibits may include financial records, medical records, Family Court Services evaluation reports, real estate documents, letters and photographs.

How: An Exhibit List is included in this packet. On the Exhibit List, you need to provide a brief description or name for each exhibit, e.g. Petitioner's Federal Income Tax Return for 2016.

The first number of your Exhibit List may be provided in the Order on Pretrial Conference. For example, the petitioner may be instructed to use numbers 1 to 25 for each of his exhibits, and the respondent would then need to use numbers 26 to 50 for each of her exhibits.

Attach a copy of each exhibit to the Exhibit List that you are serving on the other party.

When: Deadline from the Case Schedule or Order on Pretrial Conference is: _____.

Tips

Parties may provide all exhibits they think the court needs in order to make a good decision in the case. *The court will review only the information provided by the parties.*

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.



Financial Declaration and Financial Documents

What: Prepare a Financial Declaration, gather financial records, and serve copies to all parties by the deadline.

How: A Financial Declaration is included in this packet. Fill it out and also gather the following:

- 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 from whatever source, such as Social Security checks or awards benefits letters.
- Complete personal tax returns for the prior two years, including all Schedules and all W-2s. If either party owns an interest of 5% or more in a corporation, partnership or other entity that generates its own tax return,

the complete tax return for each such corporation, partnership or other entity for the prior two years.

- All bank, credit union, mutual fund, and brokerage account statements from the last six months for ALL accounts on which your name appears.
- If a party receives or has received non-taxable income or benefits (for example, from a trust, barter, gift, etc.), documents shall be provided that show receipts, the source, and any deductions for the last two (2) years.

When: Deadline from the Case Schedule or Order on Pretrial Conference is: _____.

Tips

Your financial records can be listed as exhibits on your Exhibit List.



Joint Statement of Evidence

(For cases with children, you may not need this form! Please review your Order on Pretrial Conference.)

What: A Joint Statement of Evidence form requires information from *all* parties. This form asks each of you to list your exhibits and whether you agree that the other party's exhibits are *authentic* and should be *admitted* as evidence. (See below explanation.)

How: Review the exhibits provided by the other party and for each exhibit state:

(a) If the exhibit is authentic (i.e. it is what it is supposed to be); if you wish to object to the authenticity of an exhibit, (e.g. there is a question that a bank statement actually was generated by the bank), you will check the "Otherwise Objectionable" column, and

(b) If you do not want the judge to read the exhibit because it violates the rules of evidence. For example, the document is "hearsay" or "irrelevant."

Review the Rules of Evidence here:

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

If so, then check the column "Authenticity Admitted but Objected to."

When: Deadline from the Case Schedule or Order on Pretrial Conference is _____.

Tips

If the other party refuses to fill out this form or you cannot contact him or her, complete your section of the form and sign it. State on the form what efforts you have made to have the other party complete his/her section of the form.

The Joint Statement of Evidence must be filed and served by the deadline provided in the Order on Pretrial Conference or Case Schedule. If that deadline is different than the deadline for providing the trial notebook (see below), you will also need to provide a copy to the judge.

Trial Notebook

What: Place all your trial materials in a trial notebook, which should be a three-ring binder. You will need to make copies and serve your trial notebook on the other party/parties and the court. (See SERVICE below.)

How: *If required by the Case Schedule or Order on Pretrial Conference*, include a copy of the following documents in your trial notebook:

- Joint Statement of Evidence (see above description);
- Exhibit List;
- A copy of each Exhibit placed behind a tab that is numbered with the number on the Exhibit List for that document;
- Witness List;
- Trial Brief, which you should use to *briefly* describe what you are asking for at trial; a Trial Brief is included in this packet; (*if required*)
- Financial Declaration;
- Financial documents (see above description);
- Property and Debt Worksheet, which requires you to list all the assets and debts and say who you would like to receive each asset and who should pay each debt; we have included a form you can use in this packet; (*optional*)
- Proposed Final Orders: please see attached final hearing tables chart to identify the final orders that will need to be signed by the judge at the conclusion of trial.

When: Deadline from the Case Schedule or Order on Pretrial Conference is _____.

Tips

Check your Order on Pretrial Conference to see if you are required you to provide Microsoft Word versions of your proposed orders to the bailiff, which you may submit to your bailiff via email.

❖ SERVICE

Each of the above documents must be served on the other party and any other persons who have filed a *Notice of Appearance* in your case, such as a Guardian ad Litem (GAL), Court Appointed Special Advocate (CASA) or the Prosecuting Attorney's office.

Service can be made by personal delivery or regular first class mail. If mailing the documents, do so at least three days before the deadline. If the other party has an attorney, it is the attorney who must be served with your trial materials.

Then fill out a *Proof of Mailing or Hand Delivery* form. Make one copy of this form for your records and bring the original to your trial.

Copies

You will need (1) two copies for the judge; (2) one copy for each of the other parties (including Guardian ad Litem or CASA advocate and the Prosecuting Attorney’s Office); and (3) one copy for yourself.

Judge’s Copies

Deliver the judge’s copies to the Judge’s Mailroom (C-203 at the Seattle Courthouse and 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)

❖ **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. Visit the Family Law Information Center (W-382 at the Seattle Courthouse or Room 3D at the Regional Justice Center) for more information.

Without an agreement, you must appear in court on the date and time your case has been assigned for trial.

❖ **TRIAL ASSIGNMENT**

Every case is assigned a Monday trial date in the case schedule; the particular day and time of the week that you will be required to appear for trial is determined by the court on the Thursday afternoon before your Monday trial date. Court staff will contact you, and therefore it is important to provide the court with your updated phone number and email address. You will be informed of the date, time, and courtroom in which you need to appear.

❖ **WHAT HAPPENS AT TRIAL**

Please review the attached document, “Trial Information.” You may also watch a family law trial to get a better idea of how the process works. You are allowed to watch any family law trial not closed to the public. **Do not bring children.**

❖ **LIST OF ATTACHED DOCUMENTS**

- Resource List
- Witness List
- Exhibit List
- Financial Declaration
- Joint Statement of Evidence
- Trial Brief
- Property and Debt Worksheet
- Final Hearing Tables
- “Trial Information”
- Proof of Mailing or Hand Delivery

GENERAL FAMILY LAW RESOURCES

King County Superior Court Family Law Facilitators

The Family Law Facilitator Program at King County Superior Court provides information and referrals to family law litigants who are not represented by attorneys. No legal advice is provided. Litigants may meet with a facilitator on a walk-in basis or by pre-scheduled appointment. *No income requirements.* \$30 fee for appointments, reduced depending on income. For more information or to make an appointment:

(206) 296-9092 - King County Courthouse (Seattle)

(206) 205-2526 - Maleng Regional Justice Center (Kent)

www.kingcounty.gov/courts/Familycourt/facilitator

King County Superior Court Public Law Library - Legal Research and Training Center

Classes such as "Legal Research for the Non-Attorney" are offered. *No income requirements.* For more information:

(206) 296-0940 or www.kcll.org/learnhow/lrtc/

King County Superior Court Public Law Library – General Legal Clinic

A walk-in legal clinic in the Law Library on the 6th Floor of the King County Courthouse in Seattle from 11:30-1:30 every Wednesday. No appointment necessary. For more information call (206) 477-1305.

King County Bar Association Neighborhood Legal Clinics

Neighborhood Legal Clinics provide FREE 30 minute consultation with an attorney at 39 locations across King County. Attorneys determine whether the client has a legal problem, suggest possible options, and provide appropriate referrals. These attorneys will not represent you in court. Call for income requirements and to schedule an appointment Tues. – Thurs. 9am-12pm:

(206) 267 – 7070 or www.kcba.org/pbs/nlc.aspx

King County Bar Association Self Help Plus Program

Pro se assistance for low to moderate income King County residents with 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 (\$40-\$80). For more information:

(206) 267-7080 or www.kcba.org/pbs/SHP

King County Bar Association Lawyer Referral Service

For a \$45 fee, a 30 minute consultation with an attorney and referral for legal representation will be provided; referrals to attorneys providing "self-help legal services" will be provided without a fee. *No income requirements.* For more information, call (206) 267-7010 or visit <http://www.kcba.org/lrs/>.

Washington State Bar Association Moderate Means Program

The Moderate Means Program is a partnership between the Washington State Bar Association and Washington's three law schools, connecting people within 200–400% of the Federal Poverty Level to lawyers who offer legal help at reduced fees. For more information:

(855) 741-6930 or <http://www.moderatemeanswa.com/>

Washington State Bar Association QLAW

The QLAW Foundation GLBT Legal Clinic offers a **free** 30-minute consultation with a volunteer attorney, who is specially trained to discuss legal issues commonly faced by members of the gay, lesbian, bisexual and transgender community. The clinic is held on the **3rd Thursday of each month from 7:00 p.m. to 9:00 p.m.** Consultations are by appointment only. Call (206) 235-7235 or visit www.q-law.org/legalclinic.

Legal Voice

Statewide hotline that provides legal information, referrals, and "self-help" legal materials. The program provides free resources about family law issues, including divorce, custody and child support. *No income requirements.* For more information:

(206) 621-7691

(866) 259-7721 - toll free

Washington Law Help

Website with hundreds of free legal education materials, including self-help packets, available for viewing and downloading at: www.washingtonlawhelp.org

ALTERNATIVE DISPUTE RESOLUTION (ADR) RESOURCES

King County Superior Court

Family Court Service

Mediation for disagreements about parenting plans; fees charged according to income. *No income requirements.* Call for more information:

(206) 477-1500 - King County Superior Court (Seattle)

(206) 205-2521 - Maleng Regional Justice Center (Kent)

King County Courts

Early Resolution Case Manager

If both you and the other party in the case are not represented by an attorney and are in need of mediation services, please speak with Early Resolution Case Managers at your Status Conference hearing.

King County Bar Association

Volunteer Family Law Settlement Conference Program

Free settlement conferences with experienced volunteer family law attorneys. *No income requirements.* For more information:

(206) 477-1353 – Seattle or (253) 852-2345 – Kent

www.kingcounty.gov/courts/familycourt/settle

King County Bar Association

Legal Referral Service

King County hotline that provides referrals to professional mediators who charge for their services. *No income requirements.* For more information:

(206) 267-7010 or <http://www.kcba.org/lrs/>

CHILD SUPPORT RESOURCES

Washington State DSHS

Division of Child Support

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

(206) 341-7000

(800) 922-4306 - toll free

www.dshs.wa.gov/dcs

<https://fortress.wa.gov/dshs/csips/ssgen> (online child support calculation software)

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 who are receiving public assistance. For more information:

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

www.kingcounty.gov/prosecutor/childsupport.aspx

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:

(206) 477-1103 - King County Superior Court (Seattle) Room C-213

(206) 205-7406 - Maleng Regional Justice Center (Kent) Room 2B

<http://protectionorder.org/>

Washington State Coalition Against Domestic Violence

Legal advocates offer free assistance with legal paperwork, information and trial preparation, and referrals to low or no-cost lawyers. Advocates are not lawyers and cannot provide legal advice. For more information:

(800) 562-6025 – Washington State Domestic Violence Hotline

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:

(206) 522-9472 – 24 Hour Hotline

www.newbegin.org

Eastside Domestic Violence Program	
Legal advocates provide assistance for domestic violence victims in North and East King County. This 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: (425) 746-1940 or (800) 827.8840 – 24 Hour Hotline http://www.edvp.org	
King County Bar Association	Family Law Mentor Program
Volunteer attorneys provide legal services to King County residents who are low-income married or unmarried parents with contested family law cases (e.g. dissolution, petitions to establish a parenting plan, or paternity cases) where children are at risk because of domestic violence, child abuse/neglect, or alcohol/drug abuse. For more information: (206) 267-7010 http://www.kcba.org/pbs/familylaw.aspx	
King County Bar Association	Domestic Violence Family Law Clinic
The Clinic provides a free consultation with an attorney about family law issues, including divorce, custody, child support, and parentage. For more information, call: (206) 783-2848 (Wednesdays from 1 to 3 PM) (206) 267-7070	
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 weekly Family Law Domestic Violence clinic, every Thursday (12-2pm) in Bellevue. For more information call (425) 747-7274 or visit http://www.elap.org .	
King County Coalition Against Domestic Violence	
Website provides extensive resources for domestic violence survivors at www.kccadv.org .	
Northwest Network of Bi, Trans, Lesbian & Gay Survivors of Abuse	
Free and confidential support for LGBTQ survivors of abuse and their friends and families. (206) 568-7777 or www.nwnetwork.org	
Northwest Justice Project CLEAR Hotline	
Low income parties may receive legal advice and referrals by phone. Screening for representation by a staff attorney is limited to cases involving domestic violence posing an imminent threat to a party or children. For more information: (206) 461-3200 or 211 or (877) 211-WASH (9274) - King County Residents (888) 201-1014 (9:30am – 12:30pm) - Outside King County (888) 387-7111 - Persons 60 years and over www.nwjustice.org	
BILINGUAL RESOURCES	
King County Superior Court	Office of Interpreter Services
To request an interpreter <i>at least 24 hours</i> in advance of your hearing, please contact: (206) 477-1415. For more information: www.kingcounty.gov/courts/SuperiorCourt/InterpSrv.aspx	
King County Bar Association	Newcomers Resource Project
Provides free legal services for immigrants, refugees, and limited English speaking individuals that are low-income residents of King County. For more information: (206) 267-7055 or www.kcba.org/legalhelp/newcomers/clients.aspx	
Consejo Counseling and Referral Service	
Program provides legal advocacy in Spanish. Non-attorney advocates 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. (206) 461-4880 or http://consejocounseling.org/	

Refugee Women’s Alliance (ReWA)	
Comprehensive support and legal advocacy services in 11 languages. 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: (206) 721-0243 or www.rewa.org	
NON-PARENTAL CUSTODY RESOURCES	
King County Superior Court	Nonparental Navigation Clas
This free online PowerPoint presentation is designed to give users an overview of a nonparental, or 3 rd party custody, court case. The presentation goes over how to start a case, how to serve the necessary parties, and how to finish the case. <i>This presentation is not intended for people who would like to get custody of their own children.</i> http://www.kingcounty.gov/courts/FamilyCourt/facilitator.aspx Click the link under “Helpful 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. (206) 267-7010 or www.kcba.org/pbs/KC.aspx	
LGBTQ RESOURCES	
Entre Hermanos Seattle’s Latino LGBTQ Organization	
Promoting 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. (206) 322-7700 or http://www.entrehermanos.org/	
Ingersoll Gender Center in Seattle	
Provides direct peer support, community building, education and advocacy for transgender and gender variant people. www.ingersollcenter.org	
Washington State Bar Association	QLAW
The QLAW Foundation GLBT Legal Clinic offers a free 30-minute consultation with a volunteer attorney, who is specially trained to discuss legal issues commonly faced by members of the gay, lesbian, bisexual and transgender community. The clinic is held on the 3rd Thursday of each month from 7:00 p.m. to 9:00 p.m. Consultations are by appointment only. Call (206) 235-7235 or visit www.q-law.org/legalclinic .	
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	http://www.legalwa.org
WA Court Rules	http://www.courts.wa.gov/courtrules
King County Court Rules	http://www.kingcounty.gov/courts/Clerk/Rules
King County Local Family Law Rules	http://www.kingcounty.gov/courts/Clerk/Rules
WA Court Forms	http://www.courts.wa.gov/forms
King County Local Forms	http://www.kingcounty.gov/courts/scforms
Search Case Records:	
To review a list of documents filed in your case, visit http://dw.courts.wa.gov/	

**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.

**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.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

- 11.
- 12.
- 13.
- 14.
- 15.
- 16.
- 17.
- 18.
- 19.
- 20.
- 21.
- 22.
- 23.
- 24.
- 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:

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

And Respondent/s *(other party/parties)*:

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>	\$
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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:

and

Petitioner,

Respondent.

No.

Joint Statement of Evidence

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			
51.	Respondent			
52.	Respondent			
53.	Respondent			
54.	Respondent			
55.	Respondent			
56.	Respondent			
57.	Respondent			
58.	Respondent			
59.	Respondent			
60.	Respondent			
61.	Respondent			
62.	Respondent			
63.	Respondent			
64.	Respondent			
65.	Respondent			
66.	Respondent			
67.	Respondent			

68.	Respondent			
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79.	Respondent			
80.	Respondent			
81.	Respondent			
82.	Respondent			
83.	Respondent			
84.	Respondent			
85.	Respondent			
86.	Respondent			
87.	Respondent			
88.	Respondent			
89.	Respondent			
90.	Respondent			
91.	Respondent			
92.	Respondent			
93.	Respondent			
94.	Respondent			
95.	Respondent			
96.	Respondent			
97.	Respondent			
98.	Respondent			
99.	Respondent			
100.	Respondent			

Respectfully Submitted this ____ day of _____ (month), 20____,

Petitioner pro se

Respondent pro se

Print or Type Name

Print or Type Name

**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

and

Petitioner,

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)				\$	\$

Please bring the forms listed below to your final hearing day. Each case requires specific forms. You can download the forms at 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	
Findings and Conclusions on Non-Parental Custody	FL Non-Parent 430
Final Non-Parent Custody Order	FL Non-Parent 431
Residential Schedule (if applicable)	FL Non-Parent 405
Order on Adequate Cause for Non-Parent Custody	FL Non-Parent 417
If you are asking for Child Support, you also need the following forms	
Child Support Order (one for each parent)	FL All Family 130
Child Support Worksheets (one for each parent)	WSCSS-Worksheets

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

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

TRIAL INFORMATION

Day of Trial

- The judge opens court.
- The trial will be audio recorded, and therefore, it is important to speak loudly and clearly so everyone can hear you and that 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 calls witnesses (including the petitioner) and introduces evidence, that is, asks the judge to “admit” the exhibits.
- The respondent has an opportunity to cross-examine each witness by asking questions.
- 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 (including the respondent) and introduces evidence, that is, asks the judge to “admit” the exhibits.
- The petitioner has an opportunity to cross-examine each witness by asking questions.
- 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.

After Trial

After the judge announces the decision, the parties or their attorneys must prepare final orders reflecting the judge’s decision for the judge to sign, unless otherwise directed by the judge.

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