

Can the Facilitators help me finalize my Case?

Family Law Facilitators can help you present final orders to a judicial officer (judge or commissioner) for signature in the following family law cases. See below for which forms are required to finalize your case.

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What Forms do I need?

Finalize by AGREEMENT WITHOUT KIDS

Divorce

1. Declaration in Lieu
2. 231 Findings and Conclusions
3. 241 Final Divorce Order
4. Exhibits or Separation Agreements

Legal Separation

1. Declaration in Lieu
2. 231 Findings and Conclusions
3. 241 Final Legal Separation Order
4. Exhibits or Separation Agreements

Convert Legal Separation to Divorce

1. 251 Motion to Convert
2. 253 Order to Convert

Finalize Dismissed Divorce

1. Declaration in Lieu
2. Motion and Order to Vacate Dismissal
3. 231 Findings and Conclusions
4. 241 Final Divorce Order

Finalize Dismissed Legal Separation

1. Declaration in Lieu
2. Motion and Order to Vacate Dismissal
3. 231 Findings and Conclusions
4. 241 Final Legal Separation Order

* If creating NEW child support

**Please call Facilitators if you are finalizing a Non-Parental Custody case: 206-260-FLIC (3542)

Finalize by AGREEMENT WITH KIDS

Divorce

1. Declaration in Lieu
2. 231 Findings and Conclusions
3. 241 Final Divorce Order
4. 140 Final Parenting Plan
5. 130 Final Child Support Order
6. WA Child Support Worksheet
7. Exhibits or Separation Agreements
8. Parenting Seminar Certificates

Finalize Dismissed Divorce

1. Declaration in Lieu
2. Motion and Order to Vacate Dismissal
3. 231 Findings and Conclusions
4. 241 Final Divorce Order
5. 140 Final Parenting Plan
6. 130 Final Child Support Order
7. Washington Child Support Worksheet
8. Exhibits or Separation Agreements
9. Parenting Seminar Certificates

Legal Separation

1. Declaration in Lieu
2. 231 Findings and Conclusions
3. 241 Final Legal Separation Order
4. 140 Final Parenting Plan
5. 130 Final Child Support Order
6. Washington Child Support Worksheet
7. Exhibits or Separation Agreements
8. Parenting Seminar Certificates

Finalize Dismissed Legal Separation

1. Declaration in Lieu
2. Motion and Order to Vacate Dismissal
3. 231 Findings and Conclusions
4. 241 Final Legal Separation Order
5. 140 Final Parenting Plan
6. 130 Final Child Support Order
7. WA Child Support Worksheet
8. Exhibits or Separation Agreements
9. Parenting Seminar Certificates

Convert Legal Separation to Divorce

1. 251 Motion to Convert
2. 253 Order to Convert

Establish a Parenting Plan

1. 333 Final Order and Findings
2. 140 Final Parenting Plan
3. 130 Final Child Support Order*
4. WA Child Support Worksheet*
5. Parenting Seminar Certificates

Non-Parental Custody**

1. 430 Findings and Conclusions on Petition for Custody by a Non-parent
2. 431 Final Non-Parent Custody Order
3. 405 Residential Schedule
4. 130 Final Child Support Order*
5. WA Child Support Worksheet*
6. Parenting Seminar Certificates

Finalize Dismissed Establish Parenting Plan

1. Motion and Order to Vacate Dismissal
2. 333 Final Order and Findings
3. 140 Final Parenting Plan
4. 130 Final Child Support Order*
5. WA Child Support Worksheet*
6. Exhibits or Separation Agreements
7. Parenting Seminar Certificates

Modification of a Parenting Plan

1. Declaration in Lieu – if MAJOR change
2. 140 Final Parenting Plan
3. 604 Order on Adequate Cause
4. 610 Final Order and Findings on Petition to Modify
5. 130 Final Child Support Order*
6. WA Child Support Worksheet*
7. Parenting Seminar Certificates

Finalize Dismissed Modification of Parenting Plan

1. Motion and Order to Vacate Dismissal
2. Declaration in Lieu – if MAJOR change
3. 140 Final Parenting Plan
4. 604 Order on Adequate Cause
5. 610 Final Order and Findings on Petition
6. 130 Final Child Support Order*
7. WA Child Support Worksheet*
8. Parenting Seminar Certificates

Relocation

1. 706 Ex Parte Motion for Final Order
2. 707 Ex Parte Order on Motion for Final Order
3. 140 Final Parenting Plan

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FINALIZE BY DEFAULT – WHEN THE OTHER PARTY HAS NOT APPEARED OR RESPONDED WITH KIDS

Divorce

1. Declaration in Lieu
2. 231 Findings and Conclusions
3. 241 Final Divorce Order
4. 140 Final Parenting Plan
5. 130 Final Child Support Order
6. WA Child Support Worksheet
7. Exhibits or Separation Agreements
8. Parenting Seminar Certificate
9. 161 Motion for Default
10. 162 Order on Motion for Default
11. Proof of Service for Mandatory Pleadings

Establish a Parenting Plan

1. 333 Final Order and Findings
2. 140 Final Parenting Plan
3. 130 Final Child Support Order*
4. WA Child Support Worksheet*
5. Parenting Seminar Certificate
6. 161 Motion for Default
7. 162 Order on Motion for Default
8. Proof of Service for Mandatory Pleadings

Relocation

1. 706 Ex Parte Motion for Final Order
2. 707 Ex Parte Order on Motion for Final Order
3. 140 Final Parenting Plan
4. Proof of Personal Service/Mailing; or 703 Order on Motion to Limit Notice

Legal Separation

1. Declaration in Lieu
2. 231 Findings and Conclusions
3. 241 Final Legal Separation Order
4. 140 Final Parenting Plan
5. 130 Final Child Support Order*
6. WA Child Support Worksheet*
7. Exhibits or Separation Agreements
8. Parenting Seminar Certificate
9. 161 Motion for Default
10. 162 Order on Motion for Default
11. Proof of Service for Mandatory Pleadings

Convert Legal Separation to Divorce

1. 251 Motion to Convert
2. 253 Order to Convert
3. 112 Proof of Hand Delivery or Mailing

Modification of a Parenting Plan

1. Declaration in Lieu – if MAJOR change
2. 140 Final Parenting Plan
3. 604 Order on Adequate Cause
4. 610 Final Order and Findings on Petition to Modify
5. 130 Final Child Support Order*
6. WA Child Support Worksheet*
7. Parenting Seminar Certificate
8. 161 Motion for Default
9. 162 Order on Motion for Default
10. Proof of Service for Mandatory Pleadings

Non-Parental Custody**

1. 430 Findings and Conclusions on Petition for Custody by a Non-parent
2. 431 Final Non-Parent Custody Order
3. 405 Residential Schedule
4. 161 Motion for Default
5. 162 Order on Motion for Default
6. 130 Final Child Support Order*
7. WA Child Support Worksheet*

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FINALIZE BY DEFAULT – WHEN THE OTHER PARTY HAS NOT APPEARED OR RESPONDED WITHOUT KIDS

Divorce

1. Declaration in Lieu
2. 231 Findings and Conclusions
3. 241 Final Divorce Order
4. Any Exhibits or Separation Agreements
5. 161 Motion for Default
6. 162 Order on Motion for Default
7. Proof of Service for Mandatory Pleadings

Convert Legal Separation to Divorce

1. 251 Motion to Convert
2. 253 Order to Convert
3. 112 Proof of Hand Delivery or Mailing

Legal Separation

1. Declaration in Lieu
2. 231 Findings and Conclusions
3. 241 Final Legal Separation Order
4. Exhibits or Separation Agreements
5. 161 Motion for Default
6. 162 Order on Motion for Default
7. Proof of Service for Mandatory Pleadings

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**Please call Facilitators if you are finalizing a Non-Parental Custody case: 206-260-FLIC (3542)

FREQUENTLY ASKED QUESTIONS:

- 1) **Does the Court fill out these forms?** Self-represented parties are expected to fill out all forms as they want the Court to sign them. Facilitators cannot tell parties what to put in their forms. Blank forms or sections will result in longer wait times.

- 2) **Where can I find the forms I need?**
 - a) Washington Court Forms Website: <http://www.courts.wa.gov/forms/?fa=forms.static&staticID=14#FamLawForms>
 - b) Family Law Instructions: <https://www.kingcounty.gov/courts/superior-court/family/family-law-instructions.aspx>
 - c) King County Superior Court Clerk's Office: <https://www.kingcounty.gov/courts/clerk/forms.aspx>
 - d) Washington Law Help: <https://www.washingtonlawhelp.org/issues/family-law>
 - e) Family Law Facilitators can mail hard copies of forms if needed. Please call: 206-263-FLIC (3542).

- 3) **When should I send forms to Facilitators?** As soon as you have them completed for review.

- 4) **Do I need to fill out a notice of court date?** No. You just need to email the final orders to the Facilitator' office. Facilitators are finalizing cases as they are received.

- 5) **I need my case resolved ASAP. Is there a way to make this process faster?** We are resolving cases as quickly as possible. The best way to ensure your case is moving as quickly as possible is to make sure that your forms are completely and accurately filled out.

- 6) **How long will it take to finalize my case?** Parties who send in all the required forms that are completely filled out and signed are likely to have their case presented to a commissioner for signing/finalization within two weeks of sending in their forms. Any incomplete or missing forms will result in longer wait times.

- 7) **I want to apply for a Simple Divorce...**The Simple Divorce program has been suspended as of April 1, 2020. To finalize an agreed divorce, please see page 1 for forms required to finalize an agreed divorce without kids.

- 8) **I have an attorney/I am an attorney and I have a family law case to finalize...**Ex Parte and Probate Department has detailed instructions for attorneys and legal professionals here: <https://edit.kingcounty.gov/courts/superior-court/ex-parte-probate.aspx>

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- 9) I want to finalize but we are not in agreement and the other party has responded...**Reference your case schedule. You will be working towards alternative dispute resolution (mediation) and trial.
- 10) What are “Mandatory Pleadings?”** They are documents you are required to serve on the other party. Please reference the applicable instructions for which forms should be served.
- 11) I do not see my type of case listed above...**That means we cannot finalize your case for you! Reference the applicable instructions for how to proceed. All of our family law instructions can be found here:
<https://kingcounty.gov/courts/superior-court/family/family-law-instructions.aspx>
- 12) How do I send documents to Facilitators?** Email WORD, PDF, or JPEG forms to Facilitators@kingcounty.gov.
- 13) What if I cannot email my documents?** You may mail your documents to the Family Law Information Center located in Seattle or Kent (addresses below Table of Contents on page 1). Include a letter stating why you are sending documents to the Facilitators. For example, “Included in this letter are my final documents to finalize my family law case. My contact information is...” Any forms sent without this information will be returned.
- 14) What if I cannot mail my documents?** You may physically drop off your documents to Facilitators. Please note the Family Law Information Centers are *closed* to in person services. Facilitators will not answer the door to collect your documents unless you have been instructed otherwise. Please write ATTENTION: FACILITATORS and include a letter stating why you are dropping off documents to the Facilitators. For example, “Included in this packet are my final documents to finalize my family law case. My contact information is...” Any forms delivered without this information will be returned. **You must include your contact information!**
- a. **In Seattle:** You may slide your documents under the door of W-382 or drop them off at the Judges Mailroom W-203.
 - b. **In Kent:** You may drop them off at 2-D.
- 15) I gave the Facilitators my Original documents...**As a self-represented party, you are responsible for your documents. Facilitators will not be responsible for any lost or misplaced documents. You should make and keep copies of all your documents.
- 16) I sent in my forms but have not heard any updates...**Please note that incomplete forms will result in longer wait times. If you have not heard from a Facilitator within two weeks of sending in documents, please resend documents or call the Facilitators at 206-263-FLIC (3542).
- a. **EMAIL:** When you email your documents to Facilitators, you should receive an autoreply. This means the Facilitators have received your documents and are in the process of reviewing them.
 - b. **MAIL and DROP OFF:** A Facilitator will reach out to you after they have reviewed your documents.

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**Please call Facilitators if you are finalizing a Non-Parental Custody case: 206-260-FLIC (3542)

17) We agree not to pay child support/I am not asking for child support. Do we still need to fill out Child

Support documents? YES. Unless you already have an administrative support order through the Division of Child Support (DCS), the court is required to enter a support order. The law requires parties to determine the “presumptive child support amount.” After determining the “presumptive child support amount,” you may have a legal reason to deviate (change) from that amount in the Child Support Order. If you have additional questions about this, please seek legal advice. There is legal resource information [here](#).

18) What exhibits should I include? If you reference an exhibit or separation agreement in your final documents, please send a copy of these to Facilitators. If you **did not** reference an exhibit or separation agreement in your final documents, you **do not** need to include additional documents.

19) I already filed a Parenting Plan/Child Support/Document listed above...do I need to send it to Facilitators?

YES. Facilitators need **final** forms from you. If you filed a Parenting Plan or Child Support Order with your Petition, it is likely a *proposed* document. It is your responsibility to make sure that any documents filed as “proposed” have been changed to proposed court orders that are ready to be signed by a judicial officer (judge or commissioner) before sending to Facilitators

UPDATED 05/2021 BY
Family Law Facilitators
Family Law Information Center
King County Superior Court

Maleng Regional Justice Center
401 4th Ave, Room 3-D
Kent, WA 98032
(206) 263-3542

King County Courthouse
516 3rd Ave, Room W-382
Seattle, WA 98104
(206) 263-3542

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