

# How to Convert a Final Legal Separation Order to a Final Divorce Order

Use this packet ONLY if:

At least six (6) months has passed since the Final Legal Separation Order was signed by a Judge/Commissioner. Either party can ask the Court to convert the Final Legal Separation Order to a Divorce Order. Advance notice to the other party is generally required.

## **WARNINGS!**

Due to COVID-19, all hearings are being done by phone or video and most offices are only providing remote services. You should consult the King County Superior Court webpage for the most up to date information. <https://www.kingcounty.gov/courts/superior-court.aspx>.

### **Talk to a lawyer, if you can**

These instructions have been developed by the King County Superior Court Family Law Information Center. They are not intended to be a substitute for legal advice. They provide only legal *information*. It's a good idea to talk to a lawyer before you file any forms.

If you **cannot** afford a lawyer, you can:

- You can obtain a list of low-cost and free legal resources.  
<https://kingcounty.gov/~media/courts/superior-court/docs/family/facilitator/family-law-resources.ashx?la=en>
- Get help from the Family Law Facilitators office. You can get information about their services at <https://kingcounty.gov/courts/superior-court/family/facilitator.aspx>.

## Step 1: Fill out these forms.

All of the forms in Step 1 can be downloaded at: [www.courts.wa.gov/forms/](http://www.courts.wa.gov/forms/)

<a href="#">Motion to Convert Legal Separation Order to Final Divorce Order (Dissolution Decree)</a>	FL Divorce 251		<input type="checkbox"/>
<a href="#">Order Converting Legal Separation Order to Final Divorce Order (Dissolution Decree)</a>	FL Divorce 253		<input type="checkbox"/>
<a href="#">Proof of Mailing or Hand Delivery form</a>	FL All Family 112	Needed if parties do not agree to convert	<input type="checkbox"/>

## Step 2: Have the other party Served (if necessary)

**If you and the other party do not agree** to convert your legal separation to a dissolution, **OR** if you cannot get the other party's signature on the Order, **you will need to mail or deliver** a copy of the completed motion and order listed in step 1 at least 14 calendar days prior to submitting your final forms to the facilitators (if you are mailing the documents add an additional 3 days).

You can deliver or mail them yourself (provided that no order restrains you from having contact). After you have delivered the forms to the other party, fill out the *Proof of Mailing or Hand Delivery* form. Make one copy of this form for your records and file the original with the Clerk's Office.

**If you and the other party agree** to convert your legal separation to a dissolution, you will not need to serve the other party, but you will need to have the other party sign the *Order Converting Legal Separation Order to Final Divorce Order* form. At the bottom of the form they will check the boxes that say "is an agreement of the parties" and "may be signed by the court without notice to me." They need to sign the form.

## Step 3: Email your completed and signed forms to [Facilitators@kingcounty.gov](mailto:Facilitators@kingcounty.gov)

When emailing the Facilitators, **please include**:

1. SUBJECT LINE: King County Case Number (ex. 12-3-12345-6 SEA or KNT)
2. Attachments: WORD, PDF, or JPEG
  - a. Completed Motion and Signed Order listed in Step 1

c. Phone Number or email address where you can be reached directly.

Once a Facilitator has reviewed your documents, they will provide corrections or an update. **DO NOT** call or email for an update *unless* it has been two weeks since you have heard a response.

You may also MAIL OR DROP OFF your completed and signed proposed final orders to either the Seattle or Kent offices. **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.

ATTN: FACILITATORS  
516 Third Avenue, Room W-382  
Seattle, Washington 98104  
DROP OFF PAPERWORK: C-203

ATTN: FACILITATORS  
401 Fourth Avenue, Room 3-D  
Kent, Washington 98032  
DROP OFF PAPERWORK:  
Facilitator Box at 2-D