

How to Serve by Publication

Superior Court Civil Rule 4(d)(3) and RCW 4.28.100-110

Use this packet if:

1. You have tried to find the other party;
2. You cannot locate the other party; and
3. You have no information about the other party's whereabouts.

Note: You cannot have the other party served by publication without first obtaining a court order allowing service by publication. You must use one of the court approved newspapers listed on the last page of this instruction.

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 these forms in Step 1 can be downloaded at: www.courts.wa.gov/forms/

Form Name	Form Number	Notes	Completed
Motion to Service by Publication	FL All Family 108		<input type="checkbox"/>
Order to Allow Service by Publication	FL All Family 109	Fill this out the way that you would like the Commissioner to decide	<input type="checkbox"/>
Summons Served by Publication	FL All Family 110		<input type="checkbox"/>
Proof of Publication (Cover Sheet)	FL All Family 111		<input type="checkbox"/>
Ex Parte via the Clerk Coversheet			<input type="checkbox"/>

Step 2: Submit your documents Ex Parte via the Clerk

Ex Parte via the Clerk is a service provided by the Clerk's Office. Submit your Motion and Order to the Clerk and pay the Ex Parte via the Clerk processing fee. The Clerk will present the Order to the Commissioner for you. After the Order has been signed the Clerk will automatically file the original documents and return a copy of the Order to you via the method you requested.

You cannot proceed with service by publication until this Order is signed by a Commissioner.

You can submit your documents to the Clerk's Office (room 2C in Kent and E-609 in Seattle),

OR

You may also provide your papers electronically to Ex Parte via the Clerk. Please see: <https://www.kingcounty.gov/~media/courts/Clerk/docs/misc/eExParteviatheClerkGuide.ashx?la=en>

There is a fee; if you cannot afford to pay the fee, apply to waive the fee. Forms and instructions are at: <https://kingcounty.gov/~media/courts/Clerk/forms/ifp-clerk-fee.ashx?la=en>.

Step 3: Arrange for publication of the Summons by Publication

Contact a newspaper from the list attached to the end of this instruction and arrange to have the Summons Served by Publication published. Make sure the Summons is filled out completely and that the Court's address and Petitioner's address are written in the designate sections. Newspapers are free to charge what they wish for publication, so you may choose to "shop" for the best rate. The Summons Served by Publication must be published **once a week for six weeks in a row**.

Step 4: Obtain and file the Affidavit of Publication

After the Summons has been published for six weeks in a row, the newspaper should send you an Affidavit of Publication (showing the dates the Summons was published) along with a copy of the newspaper clipping. Make a copy of them for yourself, attach the originals to the Proof of Publication Cover Sheet and file in the Clerk's Office.

If 60 days pass following the first date of publication and the other party has not responded, you may be able to finalize your case by default (contact the Facilitator's Office for more information).

KING COUNTY LEGAL PUBLICATIONS

(NEWSPAPERS IN WHICH A SUMMONS BY PUBLICATION MAY BE VALIDLY PUBLISHED FOR KING COUNTY CASES)

(List from King County Clerk's Website as of 9/12/07)

1. Argus..... (360) 424-3251
2. Auburn Reporter..... (253) 833-0218
3. Ballard News Tribune (206) 388-1854
4. Beacon Hill News (206) 461-1325
5. Bellevue Reporter..... (425) 453-4270
6. Bothell/Kenmore Reporter (425) 483-3732
7. Burien Highline Times (206) 388-1857
8. Capitol Hill Times (206) 388-1857
9. Catholic Northwest Progress. (206) 382-4850
10. Covington/Maple Valley Reporter (253) 872-6731
11. Daily Journal of Commerce ... (206) 622-8272
12. Des Moines News (206) 388-1857
13. Enumclaw Courier Herald..... (360) 825-2555
14. Federal Way News (206) 388-1857
15. Issaquah Press, The (425) 392-6434
16. Jewish Transcript (206) 441-4553
17. Journal American (425) 453-4233
18. Kent Reporter (253) 872-6731
19. King County Publications' Consolidated Newspaper Group (253) 234-3506
20. Magnolia News..... (206) 461-1325
21. Masonic Tribune..... (800) 628-4732
22. Medium, The (206) 323-3070
23. Mercer Island Reporter..... (206) 232-1215
24. North Seattle Herald-Outlook (206) 461-1303
25. Puget Sound Business Journal.... (206) 876-5500
26. Queen Anne News (206) 461-1325
27. Redmond Reporter (425) 867-0353
28. Renton Reporter (425) 255-3484
29. Sammamish Valley News.....
30. Seattle Chinese Post (206) 223-0623
31. Seattle P.I. (206) 448-8000
32. Seattle Times..... (206) 464-2111
33. Shoreline/Lake Forest Park Enterprise (425) 673-6500
34. Snoqualmie Valley Record (425) 888-2311
35. Snoqualmie Valley Reporter
36. South District Journal (206) 461-1300
37. Stranger, The..... (206) 323-7101
38. Transcript, The
39. University District Herald (206) 461-1303
40. Valley Daily News..... (253) 872-6731
41. Vashon-Maury Island Beachcomber (206) 463-9195
42. Voice of the Valley..... (425) 432-9696
43. Washington Legal Journal (425) 458-2135
44. Weekly of Metropolitan Seattle (206) 623-0500
45. West Seattle Herald..... (206) 932-0300
46. White Center News..... (206) 932-0300
47. Woodinville Weekly (425) 483-0606