

# How to Ask a Judge to Revise a Family Law Commissioner's Court Order

*For cases where there is not an assigned Judge*

You have the right to ask a Superior Court judge to review a Family Law Commissioner's decision and possibly decide differently.

## You must:

- File with the court and serve the other party with the paperwork within **10 calendar days** of the order, and
- Have a hearing in front of the judge within 21 calendar days of entry of the family law commissioner's order.

## You must also follow these rules:

- Until a court says otherwise, you must continue to follow the commissioner's order.
- **You are not allowed to give new evidence.** The judge can only consider the evidence that the commissioner used to make his or her decision.

You will need to provide the judge with a copy of all the documents you previously submitted and the documents submitted by the other party.

## 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

Download this form at: <http://www.kingcounty.gov/courts/clerk/forms.aspx>

Form Name	Form Number	Notes	Completed
Notice of Court Date (Judges) ( <a href="#">Kent</a> or <a href="#">Seattle</a> )		See steps 2 & 3 for how to pick a hearing date	<input type="checkbox"/>

These forms can be downloaded at: [www.courts.wa.gov/forms/](http://www.courts.wa.gov/forms/)

Form Name	Form Number	Notes	Completed
<a href="#">Motion for Order Re:</a>	FL All Family 181	You must attach a copy of the commissioner's order that you are asking be revised.	<input type="checkbox"/>
<a href="#">Order Re:</a>	FL All Family 182	Fill this out the way you would like the judge to rule. This is your proposed order.	<input type="checkbox"/>

Fill out these forms after the other parent is served (see Step 6), make a copy and file them.

<a href="#">Proof of Mailing or Hand Delivery</a>	FL All Family 112	See Step 6	<input type="checkbox"/>
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## Step 2: Schedule a hearing date by filling out the Notice of Court Date (Judges) form

### How to pick a hearing date

The day you pick for the hearing is determined by your case designation (SEA or KNT). Regardless of the case type, you must ***pick a hearing date that is no more than 21 calendar days*** from the date the commissioner signed the court order you would like revised. The hearing date must also be at least **9 court days** after the other party or lawyer will be served the legal papers (see Step 6).

### Seattle Cases

- The hearing date selected must be on Thursday or Friday @ 1:30 PM
- On the Notice of Court Date (Judges) form, under “**Non Assigned Cases**”, check the box next to  
**[X] Dispositive Motions and Revisions (1:30 PM Thurs/Fri)**

### Kent Cases

- The hearing date selected must be on Friday @ 10:30 AM
- On the Notice of Court Date (Judges) form, under “**Non Assigned Cases**”, check the box next to  
**[X] Motions for Revisions (LCR(b)(8))**

- In the same “Non Assigned Cases” section, under “Parties”, fill in the following  
 Room: Chief UFC Judge (or if there are no children write Chief RJC Judge)  
 See Posted Signs



**Important note regarding your hearing date and court appearance:** It is possible the court will reschedule your hearing for another date due to the availability of the judge. You must provide correct contact information for **both** parties on the Notice of Court Date (Judges) for the court to contact you and the other party or lawyer.

### Step 3: Make Copies of Documents from Steps 1 and 2

#### How many copies do I need?

- **Original** set to file with the Clerk’s office.
- Copy **1** is for your records.
- Copy **2** is to serve the other party.
- Copy **3** is for the Judge
- Make a **4th** copy if you have a child(ren) who has received public assistance at some point, and the motion for revision involves child support. You must deliver copies of your filed forms to the King County Prosecuting Attorney’s Office, Family Support Section.

### Step 4: Obtain additional required documents for the Judge (Step 7)

You will need to have a set of the following documents to submit to the judge (See Step 7). Do not refile these documents in clerk’s office.

- A copy of the documents you previously submitted to the Commissioner.
- A copy of all documents submitted by the other party for the hearing.

### Step 5: File your forms with the Clerk’s Office

File the originals of the Motion and the Notice of Court Date (Judges) from Step 1(Seattle: E-609, Kent: 2C). **Do not** file the Order (proposed order). The originals must be filed with the clerk **within 10 calendar days** of the commissioner’s order.

Or

You can file your case online on the Clerk’s website at:

<https://www.kingcounty.gov/courts/clerk/documents/efiling.aspx>. The clerk’s office is responsible for the e-filing system. If you have questions about e-filing call 206-477-3000, or email [eServices@kingcounty.gov](mailto:eServices@kingcounty.gov)

If a *motion for reconsideration* was **timely** filed and ruled upon, the motion for revision must be filed within 10 days of entry of the commissioner's Order on the Motion for Reconsideration

## Step 6: Have the other party served

### What to serve

A copy of all the forms from step 1 except the *Proof of Mailing*.

### When to serve

- Within 10 days of the commissioner's order (If a Motion for Reconsideration was filed, then within 10 days of the entry of the Order on Reconsideration) and:
- **At least 9 days** before the requested hearing date indicated on the Notice of Court Date (Judges).

### How to serve

You may deliver or mail them yourself (provided that no order restrains you from having contact). If the other party has an attorney, deliver or mail the forms to the attorney instead. After you have delivered the forms to the other party or attorney, fill out the [Proof of Mailing or Hand Delivery](#) form (FL All Family 112). Make one copy of this form for your records and file the original with the Clerk's Office.

OR

You may have someone over age 18 – not you - serve (give) the other party copies of your court papers. After serving, the server fills out a [Proof of Mailing or Hand Delivery](#) form (FL All Family 112) and gives it to you. Keep a copy for your records and file the original with the Clerk's Office.

**Note: If this motion involves child support and if any of the children have ever been on public assistance, you must also deliver a set of copies to the King County Prosecuting Attorney Family Support Section.**

## Step 7: Deliver the Judge's Working Copies

The Judge's copy is a set of **all** forms from Step 1 and Step 4, including the Order.

**NOTE:** The judge will tell you how they like to receive working copies. Make sure to follow all instructions from the judge. If the judge does not specify how they would like to receive working copies, you may:

1. E-file the Judge's working copies via the Clerk's Office E-Working Copies: <https://www.kingcounty.gov/courts/clerk/documents/eWC.aspx>;

OR

2. Take this set of copies to the Judge's Mailroom (C203 in Seattle and 2D in Kent) and turn it in any time before **12:00 noon** at least **9 court days** before your hearing date.

Copy and complete the chart below on the upper right-hand corner of the first page of the set of forms you are delivering to the Judge.

Write the following on the top right.

<b>Judge's Working Copies</b>
Name of Judge: _____ (Write "Chief Judge". "Chief Civil" or the Judge's name if one was assigned)
Hearing Date: _____
Presented By (Your name): _____

Or  
[submit working copies electronically](#) through the Clerk's Office [e-filing application](#) (except for any document of 500 pages or more in length which must be delivered in paper form)

## **Step 8: Prepare for your hearing date**

The Judge's Bailiff will let you know if you are to appear over the phone or virtually through Zoom.