

How to Respond to a Family Law Motion

Use these instructions if the other party has filed a motion and you need to respond to that motion.

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:

- 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.

King County Superior Court
516 3rd Ave, Room W-382
Seattle, WA 98104

Maleng Regional Justice Center
401 4th Ave North, Room 3D
Kent, WA 98032

Step 1: Fill out these forms

All of these forms can be downloaded at: www.courts.wa.gov/forms/

Form Name	Form Number	Notes	Completed
Declaration of (name):	FL All Family 135	Tell the Court your side of the story.	<input type="checkbox"/>
Order: _____	FL All Family 182	Fill this out the way you would like the Commissioner to decide	<input type="checkbox"/>

If the motion involves financial issues, you will also fill out these forms

Financial Declaration	FL All Family 131		<input type="checkbox"/>
Sealed Financial Source Documents (Cover Sheet)	FL All Family 011	Attach the documents listed below to this cover sheet	<input type="checkbox"/>

For the court to decide on financial issues, you must provide copies of financial documents, including:

- Your W-2s and complete personal tax returns for the past 2 years
- Your most recent pay stubs (at least 6 months)
- Complete partnership/corporate tax returns for the past 2 years if you have a 5% interest or more
- Statements from all of your banks and financial institutions for the past 6 months

Note: The other parent can ask you for a copy of your check register. If this happens, you will have 14 days to provide it.

How many copies do I need?

- **Original** set to file with Clerk's office
- **Copy 1** will go to the Commissioner for the hearing
- **Copy 2** is to serve on the other party
- **Copy 3** you will keep for your records

Step 2: Take your original forms to the Clerk's Office and file

4 court days by 12 noon file with the Clerk (2C in Kent and E-609 in Seattle) the originals of all papers from Step 1 **except** the Order. This Order is your proposed Order and will be filed after the hearing.

Step 3: Deliver Commissioner's copy.

The Commissioner's copy is a set of ***all*** forms from Step 1 including the Order that you would like the court to sign at the hearing. Take this set of copies to the Family Law window (W-292 in Seattle, A1222, next to 1E, in Kent) and turn it in any time before **12:00 noon at least 3 court days** before your hearing.

Copy and complete the chart below to the upper right hand corner of the first page of the set of forms you are delivering to the Commissioner:

Commissioner's Working Papers

Family Law Motions

Hearing Date: _____

Hearing Time: _____

Presented By: (your name): _____

Step 4: Have the other party served

Provided that no order restrains you from having contact with the other party, you may deliver or mail them yourself at least **4 court days by 12 noon** before the hearing (add 3 more days for mailing). If the other party has an attorney, deliver or mail the forms to the attorney instead.

After you have delivered or mailed the forms to the other party or attorney, fill out the [Proof of Mailing or Hand Delivery](#) (for documents after Summons and Petition) (FL All Family 112) form. File the original with the Clerk's Office, keep a copy for your records, and bring it with you to the hearing.

Step 5: Go to your hearing.

- Arrive at least 30 minutes early! You will need time to go through security.
- Go to the Family Law window (W-291 in Seattle and 1E in Kent) at the courthouse to check in.
- Take your original orders and all copies of the forms you filed.
- You must give the Court your original orders if asked. If you want copies of the signed orders on the day of your hearing, tell the Clerk.