

How to Reply to the Other Party's Response to Your Motion before Your Assigned Judge

Use these instructions if you filed a motion before a judge and the other party responded, and you want to reply to the other party's response.

Do not use these instructions for motions before a Commissioner.

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 this form.

This form can be downloaded at: www.courts.wa.gov/forms/

Form Name	Form Number	Notes	Completed
Declaration of (name):	FL All Family 135	Reply to the statements made by the other party in the Response to your motion. You cannot raise new issues.	<input type="checkbox"/>

After the other party is served, you will need:

Form Name	Form Number	Notes	Completed
Proof of Mailing or Hand Delivery (for documents after Summons and Petition)	FL All Family 112	See Step 4.	<input type="checkbox"/>

Step 2: Make copies and file your Declaration with the Clerk's Office.

How many copies do I need?

- **Original** Declaration is filed with the Clerk's office.
- **Copy 1** will go to the judge for the hearing.
- **Copy 2** is to serve on the other party.
- **Copy 3** you will keep for your records.

Deadline for filing

The original Declaration must be filed by **by 12 noon 2 court days before your hearing** with the Clerk's Office (2C in Kent and E-609 in Seattle).

Step 3: Deliver Judge's copy.

Take one copy of the Declaration to the Judge's Mailroom (C203 in Seattle and 2D in Kent) and turn it in by **by 12 noon 2 court days before** your hearing.

Copy and complete the chart below to the upper right hand corner of the first page of the Declaration you are delivering to the Judge:

Judge's Copies Name of Judge: _____ Calendar Date: _____ With [OR Without] Oral Argument
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Presented By: (your name): _____

Step 4: Have the other party served.

What to serve

A copy of the Declaration needs to be served to the other party.

Deadline for service

If a copy of the Declaration will be delivered directly to the other party, it must be delivered by **noon 2 court days** before the hearing.

If the documents will be mailed, generally you must add 3 days to the above deadline. (See [Washington State Superior Court Civil Rule 6 for specific information.](#))

How to serve

You may deliver or mail the documents yourself (if there is not an order preventing 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. File the original with the Clerk's Office, keep a copy for your records, and bring it with you to the hearing.

You may also have someone else serve the other party or his/her attorney for you. The server must be over 18. After serving, the server fills out the *Proof of Mailing or Hand Delivery* form and returns it to you. 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 if the motion is WITH oral argument

- Arrive at least 30 minutes early! You will need time to go through security.
- Go to your Judge's courtroom and check in with the Bailiff.
- Take your original order and all copies of the forms you filed.
- You must give the Court your original order if asked. If you want copies of the signed order on the day of your hearing, tell the Bailiff.

Step 6: If the motion is WITHOUT oral argument:

You must wait for the judge's decision via mail. The judge will mail his or her decision to you and the other party *usually* within 10 business days from the date the decision was made. You can contact the bailiff if you do not receive a copy of the judge's order.