

How to Dismiss a Family Law Case

If the parties agree or the respondent has not participated

Do not use these instructions if the respondent has signed or filed any document in the case, or appeared to any court hearing. You will need to schedule a court hearing in order to request that your case be dismissed. Please speak to a facilitator.

Warning! If the case is dismissed, any temporary orders filed under that case will no longer be in effect!

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

If the parties agree to dismiss the case, they both must sign these documents.

| Form Name | Form Number | Notes | Completed |
|--|-------------------|---|--------------------------|
| Motion for Dismissal | FL All Family 163 | Explain why the case should be dismissed. | <input type="checkbox"/> |
| Declaration of (name) : (optional) | FL All Family 135 | Use this form if you need more space to explain why the case should be dismissed. | <input type="checkbox"/> |
| Order on Motion for Dismissal | FL All Family 164 | Fill this out the way you would like the commissioner to rule. This is your proposed order. | <input type="checkbox"/> |

Step 2: Fill Out the Ex Parte via the Clerk Cover sheet

This form can be downloaded at:

<http://www.kingcounty.gov/courts/clerk/forms.aspx> or it is available at the Clerk's office

| Form Name | Form Number | Notes | Completed |
|---|-------------|----------------------------------|--------------------------|
| Ex-Parte via the Clerk Coversheet | None | Use accurate contact information | <input type="checkbox"/> |

Step 3: Deliver Your Documents from Step 1 and 2 and Pay the Ex Parte via the Clerk Fee

- Deliver your completed documents to the clerk's office (E-609 in Seattle or 2D in Kent).

For information on how to submit your request via mail or electronically, visit:

<http://www.kingcounty.gov/courts/clerk/documents/ExParte.aspx>

- There is a fee required for the clerk's office to present your documents to the commissioner. If you believe you are eligible for a fee waiver, speak to a clerk or visit: <http://www.kingcounty.gov/courts/clerk/fees.aspx>
- The clerk will notify you of the commissioner's decision by the method you selected in the Ex Parte via the Clerk Coversheet.