



## Serving Papers on the State

### Should I use this packet?

Yes, **if** all these are true:

- you have children
- you, your children, or your children's other parent is on public assistance
- you are setting or changing child support through a court case

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❖ **Public assistance** here means Temporary Assistance for Needy Families (TANF), Medicaid, or food assistance. Washington State funds and runs these programs.

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### When should I use this packet?

When **either of these is true**:

- You filed a petition to get or change child support.
- You were served with this petition. You disagree with how much the petition says support should be. You are responding to the case. You will say support should be a different amount.

You must serve the State (the prosecuting attorney's office). They have a right to know when a court case is about to be filed that may order child support, if it involves someone getting public assistance.

### What is in this packet?

We have forms and instructions for these:

- Declaration of Service on the State Attorney General, or the County Prosecuting Attorney's Office

- List of offices to serve for the State of Washington

## When and how do I serve the State?

At least 20 days before your final hearing to finalize any Child Support Order, you must serve a copy of each of these on the State:

- Summons and Petition or Response
- Child Support Worksheets
- Proposed Parenting Plan (not yet signed by the judge)
- Notice of Hearing
- Proposed Child Support Order (not yet signed by the judge)

**If you want temporary family law orders:** you must also serve a copy of each of the following on the State office at least 8 days (if by mail) or 5 days (if hand-delivered) before any temporary family law orders hearing about child support. When counting days, do not include weekends or Federal holidays:

- Summons and Petition or Response
- Motion for Temporary Family Law Order
- Proposed Temporary Parenting Plan
- Child Support Worksheets
- Child Support Order (for temporary amount)
- Notice of Hearing

**You must serve these in one of two ways:**

- 1.** Have them hand-delivered to the office listed here for your county.
- 2.** Mail that office a copy by certified mail, return receipt requested.

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❖ You do not need a special order to serve the State by certified mail.

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**Do not serve or mail the papers yourself.** Have a friend or relative who is 18 or older do it. That person should bring your copy of the papers too. The office can put a “received” stamp on your copy.

## **What is a Declaration of Service?**

After the papers are served on the State, you must fill out a **Declaration of Service** on the State Attorney General’s Office or County Prosecutor’s Office. (See instructions for filling out this form below.) When you go to your final hearing, bring the Declaration of Service to show the judge.

**Filling out the Declaration of Service:** Fill out the CAPTION as shown in the GENERAL INSTRUCTIONS of your Petition or Response packet. The person serving or mailing the papers fills out the rest of the form. They must fill out the form completely.

Put the address of the office you are sending the papers to. (A list of the offices and the areas they serve is at the end of this packet.) Check the box for each form you have served. Put any other forms served on the other party that is not on the list.

### **A lawyer for the State called me. They agree with my proposed orders.**

That is good news. One of their lawyers can sign the Child Support Order and final order. You can bring these signed papers to your final hearing or trial.

### **A lawyer for the State called. They do not agree with my proposed orders.**

That means the State will not sign your orders. Instead, their lawyer will come to the hearing or trial to argue for the amount they think is right.

If you do not get the State’s signature, you must prove at the final hearing or trial that you served a Notice of Hearing or Notice of Trial on the right office at least nine days (by mail) or six days (hand-delivered) before the hearing. (Do not include weekends or federal holidays when you are counting.) If you served by mail, bring both your completed Declaration of Service on the Attorney General and the certified mail receipt.

If you do not serve the State with your papers according to the instructions above, you must make an appointment to have the lawyer for the State review your final order (**example:** your Final Divorce Order, or your Final Order on and Findings on Petition to Change Parenting Plan) and your Child Support Order. The State’s attorney must sign the orders before the judge does. Contact the office listed for your area to make an appointment. Bring your papers to this appointment.

## Get Legal Help

**Outside King County:** Call the CLEAR Hotline at 1-888-201-1014 weekdays from 9:15 a.m. - 12:15 p.m.

**In King County:** Call 211 for referral to a legal services provider weekdays from 8:00 am – 6:00 pm.

**Persons 60 and Over** can call CLEAR\*Sr at 1-888-387-7111 (statewide).

**Deaf, hard of hearing or speech impaired callers** can call CLEAR or 211 (or toll-free 1-877-211-9274) using a relay service of your choice.

Apply online with [CLEAR\\*Online](https://nwjustice.org/get-legal-help) - [nwjustice.org/get-legal-help](https://nwjustice.org/get-legal-help)

CLEAR and 211 will provide a free interpreter.

Visit [WashingtonLawHelp.org](https://WashingtonLawHelp.org). It has free information about Washington laws, do-it-yourself court forms, videos about legal issues and a legal help directory.

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This publication provides general information concerning your rights and responsibilities. It is not intended as a substitute for specific legal advice.

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I declare under penalty of perjury under the laws of the State of Washington that the above is true.

Dated: August 22, 2009

Place: Yakima, WA

Mary Crawford

Signature of person mailing or delivering  
the papers

**SUPERIOR COURT OF WASHINGTON**  
**\_\_\_\_\_ COUNTY**

In re \_\_\_\_\_:

\_\_\_\_\_

Petitioner,

and

\_\_\_\_\_

Respondent.

**NO.** \_\_\_\_\_

DECLARATION OF SERVICE ON  
THE STATE ATTORNEY  
GENERAL'S OFFICE OR  
COUNTY PROSECUTOR'S  
OFFICE

**(No Mandatory Form Developed)**

My name is \_\_\_\_\_. At the time of service I was 18 years of age and a citizen of the United States. I am not a party to the action. I am competent to be a witness herein. On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, I served a copy of:

- Summons
- Petition for \_\_\_\_\_  
(put type of action, such as "Divorce" or "Nonparent Custody")
- Findings and Conclusions
- Child Support Worksheets
- Child Support Order
- Final \_\_\_\_\_  
(put type of action, such as "Divorce" or "Nonparental Custody") Order
- Proposed Parenting Plan
- Motion for Default Entry of Final Order
- Notice of Hearing
- Other (please list): \_\_\_\_\_

on the State of Washington Attorney General's Office or the County Prosecutor's Office

[ ] personally [ ] by certified mail, return receipt requested at this address:

\_\_\_\_\_, Washington, \_\_\_\_\_.

I declare under penalty of perjury under the laws of the State of Washington that the above is true.

Dated: \_\_\_\_\_

Place: \_\_\_\_\_

\_\_\_\_\_  
Signature of person mailing or delivering  
the papers

\_\_\_\_\_  
Print Name



WASHINGTON STATE PROSECUTING  
ATTORNEY FAMILY SUPPORT  
DIVISIONS

ADAMS COUNTY

ADDRESS: 425 East Main, Suite 500  
Othello, WA 99344  
PHONE: (509) 488-2064 FAX: (509) 488-  
6588  
\* \* \* \* \*

ASOTIN COUNTY

ADDRESS: 135 2nd Street, Ste 210  
Asotin, WA 99402  
MAILING: P.O. Box 864  
Asotin, WA 99402  
PHONE: (509) 243-2065 FAX: (509) 243-  
4917  
\* \* \* \* \*

BENTON COUNTY

ADDRESS: 7122 West Okanogan Place  
Building A  
Kennewick, WA 99336  
PHONE: (509) 735-7316 FAX: (509) 222-  
3709  
\* \* \* \* \*

CHELAN COUNTY

ADDRESS: Chelan Co PA - Child Support  
Division  
350 Orondo. Level 3, Suite 302  
MAILING: P.O. Box 654  
Wenatchee, WA 98807  
PHONE: (509) 667-6200 FAX: (509) 667-  
6525  
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CLALLAM COUNTY

ADDRESS: 618 S. Peabody, Suite G  
Port Angeles, WA 98362-6244  
PHONE: (360) 417-2500 FAX (360) 417-2503  
\* \* \* \* \*

CLARK COUNTY

ADDRESS: Mailing: P.O. Box 5000  
Vancouver, WA 98666-5000  
Location: 800 Franklin Street, Suite 100  
Vancouver, WA 98660  
PHONE: (360) 397-2265 FAX: (360) 397-  
6064  
\* \* \* \* \*

COLUMBIA COUNTY

ADDRESS: 116 North 3rd  
Dayton, WA 99328  
PHONE: (509) 382-1197 FAX: (509) 382-  
1191  
\* \* \* \* \*

COWLITZ COUNTY

ADDRESS: 871 11th Avenue, Suite 2  
Longview, WA 98632  
PHONE: (360) 577-3074 FAX: (360) 636-  
1938  
\* \* \* \* \*

DOUGLAS COUNTY

SEE CHELAN COUNTY

FERRY COUNTY

ADDRESS: 350 East Delaware Ave, #11  
Republic, WA 99166  
PHONE: (509) 775-5206 FAX: (509) 775-  
5212  
\* \* \* \* \*

FRANKLIN COUNTY

ADDRESS: 1016 North 4th Ave.  
Pasco, WA 99301  
PHONE: (509) 545-3561 FAX: (509) 545-  
2132  
\* \* \* \* \*

GARFIELD COUNTY

SEE ASOTIN COUNTY

GRANT / YAKIMA COUNTY

ADDRESS: 428 1st Avenue NW  
Ephrata, WA 98823  
PHONE: (509) 754-2695 FAX: (509) 754-  
2805  
\* \* \* \* \*

GRAYS HARBOR COUNTY

ADDRESS: 108 West Marcy  
Montesano, WA 98563  
PHONE: (360) 249-4075 FAX: (360) 249-  
6514  
\* \* \* \* \*

ISLAND COUNTY

ADDRESS: Island County Courthouse  
101 NE Sixth Street, Suite 200  
Coupeville, WA 98239  
MAILING: P.O. Box 5000  
Coupeville, WA 98239-5000

PHONE: (360) 678-7950 FAX: (360) 679-7393

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#### JEFFERSON COUNTY

ADDRESS: Jefferson County Courthouse  
1820 Jefferson Street

P.O. Box 1220

Port Townsend, WA 98368

PHONE: (360) 385-9359 FAX: (360) 385-0073

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#### KING COUNTY

ADDRESS: Seattle Office KENT OFFICE  
Family Support Division (Regional Justice  
Center)

E-400 King County Courthouse 610 Meeker  
St, Suite 203

516 Third Avenue Kent, WA 98032-5726  
Seattle, WA 98104 Phone: (206) 296-9595

PHONE: (206) 296-9020 FAX: (206) 296-9581 FAX: (206) 296-8501

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#### KITSAP COUNTY

ADDRESS 730 Prospect  
Port Orchard, WA 98366

MAILING: 614 Division Street, M.S. 35B  
Port Orchard, WA 98366

PHONE: (360) 337-7020 FAX: (360) 337-5733

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#### KITTITAS COUNTY

ADDRESS: 205 West Fifth, Room 213  
Ellensburg, WA 98926-3129

PHONE: (509) 962-7521 FAX: (509) 962-7022

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#### KLICKITAT COUNTY

ADDRESS: 205 South Columbus Avenue,  
MS: CH-18

Goldendale, WA 98620

PHONE: (509) 773-5838 FAX: (509) 773-6696

Support Enforcement

Phone: (509) 773-3821

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#### LEWIS COUNTY

ADDRESS: LEWIS CO PROSECUTING  
ATTORNEY

FAMILY SUPPORT

345 W. Main, 2nd Floor, MSPRO01

Chehalis, WA 98532

PHONE: (360) 740-1230 FAX: (360) 748-2300

Office location: 83 SW 13th St, Chehalis, WA  
98532

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#### LINCOLN COUNTY

ADDRESS: 450 Logan St. 3rd Floor

P.O. Box 874

Davenport, WA 99122

PHONE: (509) 725-4040 FAX: (509) 725-3478

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#### MASON COUNTY

ADDRESS: 521 North 4th

P.O. Box 639

Shelton, WA 98584

PHONE: (360) 427-9670 Ext. 418 FAX: (360) 427-7754

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#### OKANOGAN COUNTY

ADDRESS: 237 North 4th Avenue, 1st Floor

P.O. Box 831

Okanogan, WA 98840

PHONE: (509) 422-7287 FAX: (509) 422-7291

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#### PACIFIC COUNTY

ADDRESS: 300 Memorial Avenue

P.O. Box 45

South Bend, WA 98586

PHONE: (360) 875-9361 FAX: (360) 875-9362

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#### PEND OREILLE COUNTY

ADDRESS: Pend Oreille County Prosecutor's  
Office

229 S. Garden Avenue

MAILING: P.O. Box 5070

Newport, WA 99156-5070

PHONE: (509) 447-4414 or 1-800-949-1496

FAX: (509) 447-0235

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**PIERCE COUNTY**

ADDRESS: 949 Court "E"  
Tacoma, WA 98402  
PHONE: (253) 798-7444 FAX: (253) 798-4157

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**SAN JUAN COUNTY**

ADDRESS: San Juan County  
Child Support Division  
350 Court Street  
MAILING: P.O. Box 760  
Friday Harbor, WA 98250  
PHONE: (360) 378-4101 FAX: (360) 378-3180

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**SKAGIT COUNTY**

ADDRESS: 208 East Blackburn Road, Suite 203  
Mount Vernon, WA 98273  
Mailing: PO Box 1226  
Mount Vernon, WA 98273  
PHONE: (360) 336-9461 FAX: (360) 336-9393

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**SKAMANIA COUNTY**

ADDRESS: 240 NW Vancouver Ave  
Stevenson, WA 98648  
Mailing: PO Box 790  
Stevenson, WA 98648  
PHONE: (509) - 427-3790 FAX: (509) - 427-3798

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**SNOHOMISH COUNTY**

ADDRESS: Robert J. Drewel Bldg  
6th Floor, M/S 504  
3000 Rockefeller Avenue  
Everett, WA 98201  
PHONE: (425) 388-7280 FAX: (425) 388-7295

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**SPOKANE COUNTY**

ADDRESS: Public Works Building, 1st Floor  
1026 West Broadway  
Spokane, WA 99260  
PHONE: (509) 477-2486 FAX: (509) 477-3410 or (509) 477-3411

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**STEVENS COUNTY**

ADDRESS: Town Center Building  
298 S. Main, Suite 204  
Colville, WA 99114  
PHONE: (509) 684-7501 FAX: (509) 684-7581

Toll Free: (866) 202-9193

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**THURSTON COUNTY**

ADDRESS: 926 24TH Way SW, Suite 200  
Olympia, WA 98502  
PHONE: (360) 786-5536 FAX: (360) 786-5551

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**WAHKIAKUM COUNTY**

ADDRESS: Wahkiakum County Courthouse  
64 Main Street  
P.O. Box 397  
Cathlamet, WA 98612  
PHONE: (360) 795-3652 FAX: (360) 795-6506

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**WALLA WALLA COUNTY**

ADDRESS: 240 West Alder, Suite 201  
Walla Walla, WA 99362  
PHONE: (509) 524-5445 FAX: (509) 524-5485

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**WHATCOM COUNTY**

ADDRESS: 311 Grand Avenue, Suite 201  
Bellingham, WA 98225  
PHONE: (360) 676-6784 or (360) 676-6707-dial extension  
FAX: (360) 738-2532

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**WHITMAN COUNTY**

ADDRESS: Whitman County Courthouse  
400 North Main Street  
MAILING: P.O. Box 30  
Colfax, WA 99111-0030  
PHONE: (509) 397-6250 FAX: (509) 397-5659

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**YAKIMA COUNTY**

ADDRESS: 117 North 3rd Street, Suite 203  
Yakima, WA 98901  
PHONE: (509) 574-1300 FAX: (509) 574-1301