

Respond to Divorce

Instructions and Forms



Northwest Justice Project

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Part 1. Important Information

This packet should help you respond to a divorce. Read this information carefully. Follow the instructions.

The Northwest Justice Project has a new program called Washington Forms Online. It helps people fill out family law forms. Some of the forms you need for divorce and other family law cases are available now. Visit [WashingtonLawHelp.org](https://www.washingtonlawhelp.org).

This packet does not cover other types of claims for child custody or visitation that a person who is not a biological or adoptive parent might make.

Before using this packet, try to talk with a family law attorney. Even if you cannot afford to pay one to represent you, try to meet with a lawyer once for advice. A divorce can affect many important legal rights, including how much time you spend with your children, and rights you may have to some of your spouse's pension or other property. *What if I Have Questions That This Packet Does Not Answer*, below, has possible resources.

State law about marriage and divorce also applies to marriages between same-sex couples.

A. You must respond on time!

When you are served with legal papers, act right away. Figure out how to respond. If you do not respond on time, your spouse may automatically win what they are requesting. If your spouse has served you with a motion, you may have much less time after getting the papers to file your response. It may take time to find legal resources and to read this packet. Start as soon as you get the papers. If you cannot respond in time, you must file a Notice of Appearance and ask for a continuance (explained below).

B. What if I agree with the divorce?

If you agree you should get a divorce, but you do not agree with everything your spouse asked for in the legal papers you received, follow the instructions here for filing a Response.

If you agree with **everything** your spouse is asking for, see the section "What If I Agree with Everything in the Petition?"



C. What if I am in the military or the dependent of someone who is?

You may have special legal protections. If you are on active duty in the U.S. Armed Forces, or the dependent (usually the spouse or minor child of a Washington resident on active duty and a National Guard Member or Reservist, or someone receiving over half their support from that service member) of someone who is, you have special protections under the Service Members' Civil Relief Acts.

These can include protection against being defaulted in some circumstances, the right to ask for a stay (delay) of a court case if the active military duty limits ability to participate in the case, and other rights.

Before doing anything else in this case, contact a lawyer or your JAG (Judge Advocate General) right away to get advice about how to protect your rights under the SCRA. Act quickly. Your time to respond is limited.

Example: You got a Notice re: Dependent of a Person in Military Service. You must respond to it within 20 days. To find your JAG, go to legalassistance.law.af.mil/content/locator.php. Your JAG will know military law. You may also need to talk with a Washington lawyer about your family law issues.

D. What if I have questions that this packet does not answer?

Talk to a lawyer familiar with family law before filing anything with the court. Many counties have family law facilitators who can help fill out forms or free legal clinics where you can get legal advice about your case.

- Do you live in King County? Call 211, weekdays 8:00 a.m. – 6:00 p.m. From a pay or public phone, call 1-800-621-4636. They will refer you to a legal aid provider.
- Apply online with [CLEAR*Online](https://nwjustice.org/get-legal-help) - nwjustice.org/get-legal-help
- Call the CLEAR Legal Hotline at 1-888-201-1014.
- For more information about divorce, visit WashingtonLawHelp.org.



E. Try Using Washington Forms Online

The Northwest Justice Project has a program called **Washington Forms Online**. It helps people fill out family law forms on a computer. Answer interview questions on LawHelp Interactive to create completed forms and instructions that are ready for your use. Visit [WashingtonLawHelp.org](https://www.washingtonlawhelp.org) to see what forms are available. Other packets we recommend here may also be available.



Part 2. Checklist of Steps

We explain many of these steps in more detail later in this packet. Check the boxes as you go through the process.

1. Figure out how much time you have to respond.

Look at all the papers you received. The Summons should tell you how much time you have to file your Response. Look at the rules in the “deadlines” section. Be sure of your deadline.

Look carefully through all the papers to see if you were served with a motion (sometimes called a Motion for Temporary Family Law Orders or Immediate Restraining Order and Hearing Notice) as well as a petition. If you were, get our [Respond to Motions for Temporary Family Law Orders or Immediate Restraining Orders in a Family Law Case](#) packet.

- **Petition for Divorce:** My deadline to Respond to the Petition is _____
 - **Temporary Family Law Orders** (If you got, or later get, a Motion for Temporary Family Law Order or an Immediate Restraining Order and Hearing Notice).
 - The Temporary Family Law Orders hearing date is _____.
 - The deadline to respond to a Motion for Temporary Family Law Orders or Immediate Restraining Order and Hearing Notice is _____.
 - **Notice re Military Dependent.** If you got this notice, and you are a military dependent, as the notice explains, you must notify petitioner and the court within twenty days after you received the notice.
 - The deadline to respond to this notice is _____.
 - **I do [] do not [] need to deliver working papers to the judge.**
 - **Put other deadlines here:**
-

If you cannot respond on time, you must file and serve a Notice of Appearance and try to get a continuance (delay) of any upcoming hearings. If you cannot get a continuance, you must file and serve a Notice of Appearance and get ready for the hearings. (See the



“Deadlines and Legal Issues” section and the instructions about the Notice of Appearance form.)

❑ 2. Read the papers carefully.

You need to find out what your spouse is asking for. Use a yellow highlighter. Mark what in your spouse’s papers you want to respond to. Try to take the papers and ask a lawyer (**not** Petitioner’s lawyer) to read them and get advice about what to put in your response.

❑ 3. Gather your evidence and other forms not in this packet.

Try to get the evidence you will need now, for use when filling out forms. Think carefully about if information that will help show what you are telling the court is correct or what the other party says is not true. This could include:

- Witness Declarations – sworn written statements by you and people who have personal knowledge about you or the other parties or the children. See the section on Declarations below.
- Records – bills, records of past criminal convictions, medical or mental health treatment, grades and other school records, and daycare records are among the types of records to include.
- Photos – if they help prove or disprove any issues
- Financial Information – if there are financial issues, have evidence of your income and assets, and maybe of the other party’s income and assets. This could include federal income tax returns, official letters from Social Security, L&I, Employment Security or DSHS saying how much you receive in benefits, bank account statements, and business records, or 1099 forms.

❑ 4. Check for and use special local forms, procedures, and rules.

❑ 5. Learn about local requirements.

Local court requirements will affect how you handle your case. Many counties have special forms or have other rules you must follow. Many counties require case schedules, classes, or settlement conferences.

Call the court clerk or family law facilitator in the county where this case was filed to ask about these local requirements. Tell them the kind of family law case you have (**Examples:**

divorce with or without children, a motion for ____). Requirements may differ, based on the type or stage of your case.

Read your local court rules. They are available at your county's law library and often at bit.ly/34on6vw.

Look at the “*Words and Expressions You Should know*” section of this packet if you need to.

Find out at least these:

- if the county has its own packets or forms for your type of family law case. If so, use theirs instead of ours. If you use our packet, get any other local forms you need
- if the court uses case schedules (and if it requires the person filing the case to serve the schedule on the other parties)
- if your case involves children and someone asks the court to appoint a Guardian ad Litem (GAL), if there is a program allowing for the appointment at no or low cost, and if there are special local forms to ask the court to appoint a GAL or evaluator
- if your divorce involves children, procedures for the court to check the judicial information system and databases before entering a permanent parenting plan to identify any information relevant to placing the child

In cases where a party is claiming something like domestic violence or child abuse, local court procedures for having both parties screened to determine if a comprehensive assessment is appropriate to determine the effect of the limiting factor on the child and the parties

If you have been served with a motion, you must find out any special local deadlines for responding to family law motions. (Also see the section of this packet: “Deadlines and Some Legal Issues to Consider.”)

6. Make any challenges to the court’s jurisdiction or other legal motions.

This packet does not describe jurisdiction or motions in detail. The “Deadlines and Legal Issues” section lists a few issues. Talk with a lawyer.

7. Get any other packets you need.



If you have children, get our [Make a Parenting Plan](#) packet or use [Make a Parenting Plan](#), a Washington Forms Online interview that will help you prepare this form at WashingtonLawhelp.org.

If you have been served with a motion, get our [Respond to Motions for Temporary Family Law Orders or Immediate Restraining Orders](#) packet.

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- ❖ **If you or the children have experienced intimate partner violence, stalking, harassment, or sexual assault by the other party, or the threat of any of these,** you can file for a Protection Order for immediate protection. Protection Orders offer strong safety restraints. [Domestic Violence: Can the Civil Legal System Help Protect Me?](#) has general information.

 - ❖ **There are several ways to get protection order forms.** You can get them from the court clerk or your local domestic violence program. You can call the National Domestic Violence Hotline at 1.800.799.7233 or the National Sexual Assault Hotline at 800-656-4673. You can use our do-it-yourself interview program, [File for a Protection Order](#), to fill out the forms at WashingtonLawHelp.org, or our printable [How to File for a Protection Order](#) packet.

 - ❖ Talk to a lawyer before filing for a protection order if the court has entered a temporary parenting plan or custody order very recently.
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- 8. Follow the General Instructions** and fill out the captions of all the forms.

- 9. Fill out all the forms you plan to use from this and other packets.**

- 10. Make the needed copies of the completed forms.**

- 11. File your response with the court clerk's office** in the Superior Courthouse of the county where your divorce was filed.

- 12. Serve the papers on the other parties.**

- 13. File a motion for temporary family law orders or for immediate restraining order, if you want one.**



For help deciding whether to file for temporary family law orders or immediate restraining orders, read [Divorce and Other Options for Ending Your Marriage in Washington State \(with children or without children\)](#). In general, you should file for immediate restraining orders only if you need a court order immediately. (**Example:** your spouse is harassing you or endangering the children or might take all the money out of your bank accounts.)

If you decide to file for Temporary Family Law Orders, get our [Ask for Temporary Family Law Orders: Divorce Cases](#) packet. If you decide to file for immediate restraining orders, get our [Ask for Immediate Restraining Orders: Divorce Cases](#) packet.

Your county may require you to deliver a set of working papers to the judge before any upcoming hearing. Read [What are Working Copies](#) to learn more.

❑ 14. File a Motion to Appoint a Guardian ad Litem (GAL), if you want one.

For help deciding whether to file a motion to appoint a GAL, read [Divorce and Other Options for Ending Your Marriage in Washington States \(with children or without children\)](#)

If you decide to file a motion to appoint a GAL, use our [Ask for Temporary Family Law Orders](#) packet.

❑ 15. Ask for discovery, if you want it.

“Discovery” is the process of gathering information you may need to reach a settlement or your case at trial. Through the discovery process, you can learn how Petitioner views the case. You can ask the other parties or witnesses for information and documents that could help you prove your case at trial.

Read [“Doing Discovery” in Family Law Cases: Interrogatories and Requests for Production](#) to learn more.

❑ 16. Take part in locally required conferences, classes, or mediations.

Many counties require you to take parenting classes. Some counties require mediation, settlement conferences, or status conferences.

❑ 17. Follow court orders entered during the case.

This may, for example, include temporary family law orders, orders appointing a GAL, orders requiring genetic testing.



- ❑ **18. As the case goes on, make sure you give other parties proper notice of other papers you file.**
- ❑ **19. Keep a copy of all documents that you file with the court or that you receive from other parties for your own records.**

Create your own file folder for these papers. Take them with you when you have hearings in your case.

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- ❖ If your divorce involves children, the court must check the judicial information system and databases to identify any information relevant to placing the child before entering a permanent parenting plan.
 - ❖ If one or your spouse claims a limiting factor such as domestic violence or child abuse, the court must have you both screened to determine if a comprehensive assessment is appropriate.
 - ❖ Ask your local court clerk or family law facilitator about procedures your court is using under this law. You may need forms and procedures not described here.
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❑ **20. Finalize your divorce.**

Review our packets. Choose the one that fits your situation. Petitioner usually writes the final orders, but either party can do so if you agree or after a trial.

- [Finalize a Divorce \(with children\) by Agreement](#)
- [Finalize a Divorce \(no children\) by Agreement](#)

If you file a Response and you or Petitioner want to finalize your divorce, but cannot do so by agreement, get ready for trial. The “If You and the Other Party Do not Agree” section has basic information about trial.





Part 3. Court forms in this packet

Forms you will need to respond to a divorce in this packet:

- FL Divorce 211: “Response to Petition about a Marriage”
- FL All Family 001: “Confidential Information”
- FL All Family 118: “Notice of Appearance”
- FL All Family 112: “Proof of Mailing or Hand Delivery”

If your case involves children, you will also need forms that are in the [Make a Parenting Plan](#) packet.

Forms you may also need in this packet:

- FL All Family 119: “Agreement to Join Petition (Joinder)”





Part 4. Other court forms and documents you may need to get

Read the information below carefully. Check the boxes by the other packets or documents you need. The Northwest Justice Project has a new program called Washington Forms Online. It helps people fill out family law forms. Some of the forms you need are available now using Washington Forms Online. Visit [WashingtonLawHelp.org](https://www.washingtonlawhelp.org) to download packets or to use Washington Forms Online.

If you have a very low income, you can get packets by mail by calling CLEAR at 1-888-201-1014.

- [Make a Parenting Plan](#) or use our do-it-yourself interview program, [Washington Forms Online](#), to complete the forms at [WashingtonLawHelp.org](https://www.washingtonlawhelp.org) - if you have children with your spouse who are under age 18, in high school, or still dependent on you for support.
- [Child Support Worksheets and Order](#) – where someone has asked for a child support order.
- [Respond to Motions for Temporary Family Law Orders or Immediate Restraining Orders in a Family Law Case](#) – If you have been served with a motion for Temporary Family Law Orders or an immediate restraining order. The Sealed Confidential Reports Cover Sheet and the Sealed Personal Health Care Records Cover Sheets are in this packet, if needed.
- If you file certain **confidential information** during the case, you need forms to keep the private information out of the public court file:
 - Sealed Personal Health Care Records (Cover Sheet) - FL All Family 012
 - Sealed Confidential Reports (Cover Sheet) - FL All Family 013
 - Sealed Financial Source Documents Cover Sheet - FL All Family 011

Get these forms from the State Courts website courts.wa.gov/forms.

- [What are Working Copies?](#) - If your county requires you to deliver a set of working copies or working papers to the judge before an upcoming hearing. You may want to do this even where not required.
- Protection order forms**– For immediate protection in certain situations, or to change a protection order you already have as part of your divorce case. You can get



these forms from the court clerk, your local domestic violence program, or by calling the National Domestic Violence Hotline at 1.800.799.7233 or the National Sexual Assault Hotline at 1.800.656.4673. You can use our do-it-yourself interview program, [File for a Protection Order](#), to fill out the forms at WashingtonLawHelp.org, or our printable [How to File for a Protection Order](#) packet. **Attaching a Petition for a Protection Order to your divorce petition does not give any immediate protection. It only asks the court to enter a protection order at the end of your case.** (“Petitioner” in the Protection Order is always the protected person, even if they are the respondent in the family law case.)

- Declaration about Public Assistance - FL All Family 132:** This optional form is not in our packets. You may need it if your county requires it, or to verify that no public assistance has been paid or that the children are not in foster care or out-of-home placement. Get it at courts.wa.gov/forms.
- [Serving Papers on the State](#) - if any party is asking for an order regarding child support, and any of the children has gotten public assistance (TANF), or medical coupons/Medicaid or is in foster care or out-of-home placement, get this packet. Include the state as a party and serve them with papers you file.
- [Ask for Temporary Family Law Orders: Divorce Cases](#) or [Ask for Immediate Restraining Orders: Divorce Cases](#) - Use these packets to ask for the appointment of a Guardian Ad Litem to investigate all parties and make a recommendation about the children's best interests. For help deciding if you need temporary family law orders or immediate restraining orders, talk with a lawyer, or see Divorce and Other Options for Ending Your Marriage in Washington State ([with children](#) or [without children](#)).
- County Local Court Forms and Rules** – Some counties have special rules for divorces. They are not in this packet. Check with the court clerk’s office or Family Law Facilitator for more information.
- Notice of Address Change (FL All Family 120):** Use this form if you move during or after your case. Fill it out, file it with the court, and get all other parties a copy.
- [Subpoenaing Witnesses and Documents](#) – to make sure important witnesses or documents are available for your trial.
- Finalize a Divorce by Agreement** [with](#) or [without children](#). There are no packets about having a trial to finalize your divorce case.





Part 5. Deadlines and Legal Issues

If the other party did not give you all the legal papers they should have, you can ask the court not to give them the relief they are asking for. You should first write the other party or their lawyer a letter, listing the legal papers you believe you should have received but did not. If you get the papers late, or still do not get them, put your responses that you did not get all of papers as required. Attach a copy of your letter.

A. Figure out how much time you have to respond

1. Deadline for Response to Petition

Find the form called a “Summons.” You should have gotten it with the Petition. It should say how many days you have to file and serve a Response after the date you got the papers or look at the following deadlines.

- IF you were personally served with the papers in Washington (someone not your spouse handed them to you or handed them to an adult who lives with you), you have 20 DAYS from the date you got the papers to file and serve your Response.
- IF you were personally served outside Washington State, you have 60 DAYS from the date you got the papers to file and serve your Response.
- IF you were served by publication (a copy of the summons was published in the newspapers) in or outside of Washington, you have 60 DAYS from the first date the summons was published in the newspapers to file and serve your Response.
- IF you were served by certified mail in or outside of Washington, you have 90 days from the date you got the papers to file and serve your Response.

2. The deadline for motions is different

- A. **Responding to Motions other than a Motion for Default.** If you were served with a Motion for Temporary Family Law Orders or an Immediate Restraining Order and Hearing Notice when you got served with the Petition, you will have much less time to file and serve a response to the motion than to the Response to the petition. You may have only a few days (and maybe even less for emergency motions). You must find out the deadline for responding to the motion. Do not miss your hearing date. For non-emergency motions, the moving party must give you notice as many days



before hearing as your county's local rules require. Some counties say you must receive the papers for a motion at least 5 court days before the hearing, not including weekends or the date that the papers are given to you. In other cases, you must get longer notice. **Make Sure You Got Enough Notice. If the notice does not state your deadline, immediately call the court clerk or facilitator, or check your local rules, to find out the deadlines.** In most counties, you must file and serve your response to a motion no later than one court day before the hearing on that motion. In others, the response must be filed and served at least 4 days before the hearing. Use our [Respond to Motions for Temporary Family Law Orders or Immediate Restraining Orders in a Family Law Case](#) packet. More information about deadlines and responding is below.

B. Responding to a Motion for Default. If you are served with a Motion for Default, you must file and serve your declaration in response to the motion and your Response to the petition before the deadline on this motion, or else the court may grant all the moving party's requests. If you are served with a Motion for Default and have not yet appeared in the case, you may also need to get court permission to file and serve your Response. This packet does not tell you how to request court permission. Talk to a lawyer.

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- ❖ If you do not respond on time, the judge may automatically give that party everything they ask for. Even if you file and serve a Response, if you do not go to a hearing, the court may give the other party what they have asked for at that hearing.
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B. Figure out if the court has jurisdiction over you

In general, Washington may grant a divorce if your spouse lives in Washington. It does not matter if you have never lived here.

However, if you have never lived here, Washington may not have personal jurisdiction over you. The court may not be able to order you to do certain things, such as pay child support and maintenance (alimony), obey restraining orders, or divide property and debts that are not in Washington.

If you think Washington lacks jurisdiction over you, you must challenge Washington's jurisdiction before filing anything with the court. For help deciding if Washington has jurisdiction over you, talk with a lawyer, or read [Divorce and Other Options for Ending Your Marriage without Children in Washington State](#). If you have a low income, call CLEAR



at 1-888-201-1014. In King County, call the King County Bar Association Neighborhood Legal Clinics program at (206) 267-7070 9:00 a.m. - noon, Monday – Thursday for an appointment with a free family law clinic.

If you think the court lacks jurisdiction over you, do not do anything that could give it jurisdiction, such as signing agreed orders, requesting something from the court, filing papers that fail to raise your jurisdiction defense, or showing up at a hearing **without contesting jurisdiction at the start of the hearing**. If you do not tell the court that you think it lacks personal jurisdiction right at the start, you will probably lose your chance to object.

You may decide to file a motion to dismiss for lack of jurisdiction. See a lawyer for more information about motions to dismiss.

C. Figure out if the Washington court has jurisdiction over the children

If another state has already entered a custody order about your children, or your children have not lived in Washington for very long before your spouse files for divorce, Washington may not have jurisdiction over your children. In that case, the court here should not decide custody. You usually must raise this issue yourself. You can object to jurisdiction over your children (subject matter jurisdiction) at any time, but it is best to do so early.

For more, talk with a lawyer, or see [Divorce and Other Options for Ending Your Marriage in Washington State \(with children or without children\)](#) Also see [Which Court Can Enter Custody Orders? Frequently Asked Questions and Answers about Jurisdiction](#) available at WashingtonLawHelp.org.

D. Filing your own motions

You may need or want to file your own motions if, for example:

- You believe the court does not have jurisdiction
- you are active duty military or the protected dependent of someone who is
- you want immediate restraining orders or temporary family law orders, a custody evaluation or appointment of a GAL



You might want to file any motions you want before the hearing on motions scheduled by another party. If you do that, you may be able to schedule your motions for the same day as the other party's.

For help deciding whether to file a motion, talk with a lawyer. (See also the list of self-help publications in this packet for resources on temporary family law orders, immediate restraining orders, and GALs.)

E. Dealing with deadlines

If you are in the military or a military dependent, you may have special legal rights. Talk to a lawyer before filing anything, and well before your legal deadline to respond to the legal papers you received.

If you deny that the court has jurisdiction, make sure to contest jurisdiction **before** filing and serving your court forms. If that is not possible, at least contest jurisdiction at the beginning of your responses.

1. Meet your deadlines

Review the deadlines you calculated. You must file and serve papers before those deadlines. **The deadline for responding to a motion is often shorter than the deadline to file a Response to the Petition.** If hearings are coming up in your case, you must deliver working papers in advance for the judge, if your county requires this.

Check with the court clerk or about deadlines and the need for working papers. If you miss a deadline, file and serve your papers anyway, and go to the hearing. If the other party objects at the hearing, try asking for a continuance of the hearing so that the court will consider your papers.

2. If you need more time

To respond to the Petition: If you do not have your Response prepared, you must at least file and serve a Notice of Appearance and respond to motions that have been filed. If you file and serve a Notice of Appearance, or file and serve motions, or appear at hearings, Petitioner should give you notice before asking the court for an order of default against you. Then file your Response as soon as possible. **If you are served with a Motion for Default, see the section “to respond to a Motion for Default.”**

To respond to other motions: You must have filed and served a Notice of Appearance. Do not ignore a hearing, even if you got short notice! If you did not get the right notice of the hearing on a motion, the court should not rule against you. **The court may not know you**



got short notice. File a declaration in response to the motion explaining this and explain it at the hearing. You can ask for a continuance (delay) of the hearing but be ready for the hearing in case the court denies your continuance request.

If you did get enough notice under the rules but you just do not have enough time to respond, you can still try to get a continuance. As soon as you know that you want a continuance, contact every other party if possible (or their lawyer, if they have one). Contacting them by email or fax is best. State that you need more time to respond to the papers. Ask for a new hearing date. Depending on your reasons, you could ask for a week or longer.

You must ask for a continuance **before** the hearing if you know you need one. If you do not, and you just show up for the hearing and ask there, the judge may order you to pay the other party for wasting their time.

If the moving party agrees to the continuance, ask for a letter, fax, or e-mail stating that they have rescheduled the hearing. If you do not get this, assume the hearing is still taking place. Get ready for it and go to it. In some counties, the court might need to approve any continuance.

If the other party will not agree to the continuance of the hearing, you have a few options:

- A. Respond as best you can. Get ready for the hearing.** Say in your declaration, right off, that you want a continuance. If you did not get enough notice, say that too. If you got enough notice, but you need more time, say that. Describe your efforts to get an agreement for the continuance. File and serve a Notice of Appearance if you have not already done this.
- B. Make a Motion for Continuance.** You may not have enough time to give the other parties the notice required for a motion for continuance. You may need to get an Order Shortening Time (allowing you to bring your motion on less than the required time.) Read [Family Law: Getting a Continuance of Your Hearing](#) to learn more.
- C. Ask for a continuance at the hearing.** Go to the hearing. When they call your case, stand up. State your name, and that you want a continuance. The judge may ask for your reasons and may ask the other party why they object. If you tried to get the other party to agree before the hearing, let the judge know that.

The court will not always allow a continuance. Be as ready as you can to have the hearing on the original date.



Responding to a Motion for Default. You may try to get a continuance of the hearing date as described above. If the court will not continue (postpone) the hearing, you must:

- A. file and serve your Response to the petition before the deadline to respond to the motion for default
- B. file and serve your declaration in response to the motion before the deadline to respond to the motion for default
- C. if the motion for default was filed before you appeared in the case, you may need court permission (“leave of court”) to Respond. Talk to a lawyer.
- D. Go to the hearing, or make sure it has been cancelled.

If you do not do these things, the judge may enter a default judgment against you. Your declaration should request the judge to deny the motion, explain that you have now filed and served a Response to the Petition, and explain the late filing of your Response.

3. If you are already late in filing a Response to the Petition

If your deadline for filing your Response to the petition has passed, you might still be able to Respond to the **Petition**. Ask the clerk if there is a Motion for Default, an Order of Default or final orders in your court file.

If the judge has not yet signed a Default Order, you should immediately file and serve a Notice of Appearance, or file and serve your jurisdictional defenses. Then file your Response as soon as possible.

If you are served with a Motion for Default, or one has been filed with the court, filing a Notice of Appearance is not enough. See “to respond to a motion for default,” above.

If you learn from the clerk that the judge has already entered an order of default or final orders against you, you must act right away to ask the court to cancel those orders. Get our [Fil a Motion to Vacate](#) packet and get legal advice.

4. If the hearing on a motion has already happened

If you find out that a hearing on a motion has already happened, or the court has already entered orders against you, for example on a motion for temporary family law orders, **talk with a lawyer as soon as possible**. If you cannot afford a lawyer and live outside of King County, contact CLEAR 1-888-201-1014. In King County, contact the King County Bar



Association Neighborhood Legal Clinics program. You may be able to ask the court to vacate (cancel) the orders. **Do so very quickly.** The longer you wait, the harder it may be.

Even if you missed the hearing on a motion, you can still file and serve a Response to the Petition unless the court has entered an Order of Default against you. (See the additional caution above if a motion for default has been filed but you have not appeared in the case.)

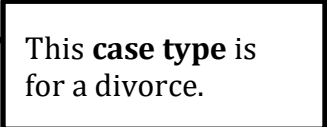
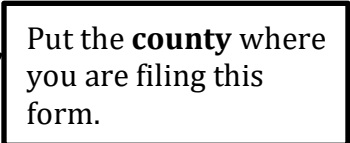
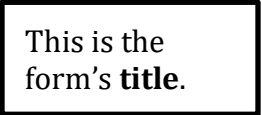




Part 6. General instructions for filling out forms

Read these before you start filling out any forms.

The caption is the name of your case. It is a section appearing at the top of the first page of every form. See the sample below:

<p style="text-align: center;">  </p> <p> Superior Court of Washington, County of _____ </p> <p>In re <u>the marriage of:</u></p> <p>Petitioner (<i>person who started this case</i>):</p> <p style="padding-left: 40px;">Jane Brown _____</p> <p>And Respondent (<i>other spouse</i>):</p> <p style="padding-left: 40px;">John Brown _____</p>	<p style="text-align: center;">  </p> <p> Put the case number. The court clerk assigns this number when the Petitioner files the case. </p> <p>No. _____</p> <p>Notice of Hearing (NTHG)</p> <p><input checked="" type="checkbox"/> Clerk's action required: 1</p> <p style="text-align: center;">  </p>
---	---

Case Name. Copy the case name for the petition. It is under the words “In re” on the top left side of page 1.

Title. Each form has a title directly under the case caption. Sometimes you must add more information to it. (**Example:** On a declaration, you put the name of the person filling out the declaration.)

Case Number. When Petitioner starts the case by filing the initial papers and paying the filing fee, the court clerk assigns a case number. You must put that number on every paper you file with the court and serve on other parties. Put it near the top on the right-hand section of the first page of every form after “No.” (Abbreviation for “number”)

-
- ❖ You may be able to use a special stamp at the court clerk’s counter to stamp the case number on each paper. If you do not put the case number on the first page of every paper you file with the court and copies for other parties, or the clerk may return them to you. Some courts will fine you for filing incorrect forms.

 - ❖ **Format:** Pleadings (legal forms) you file with the court and attachments to pleadings must follow court rules about size and margins. You must use regular size (8 ½ x 11”) white paper. You may write on only one side of the paper. The first page of each paper you file must have a three-inch margin (3 inches of space) at the top. The other margins (left, right and bottom, and the top from the second page on) must be at least one inch wide. If your forms do not follow these rules, the court clerk may refuse to file them or may fine you.
-

The Contents. Fill out each form according to its instructions. In most counties, you may print or type. It must be readable. You must use **black or dark blue ink**. After filling out each form, re-read it. Make sure you have correctly filled in all blanks you need to. Any corrections must be neat and readable.

Do not write in the margins of any page. The clerk may reject your form.

Dates. The last page of most forms (not including orders) has a space for the person who filled it out to put the date they signed it. The judge puts dates in orders when the judge signs the order.

Signatures.

- **Your Signature:** After you fill out a form, look for the place(s) to sign your name:

Some forms have one signature line for “petitioner” or “respondent.” After filling out a form such as the petition, sign at the place that applies to you. **Look carefully.** You may have to sign in more than one place. You may have to put when and where (city, state) you signed.

- **Other party’s signature:** Some forms have a place for other parties to sign. You cannot force another party to sign a court paper. If you have prepared an order after a hearing, the other party may be willing to sign it if they agree it accurately states the judge’s decisions, or the judge may require the other party to sign.



- **Agreed orders.** If the other party agrees with the orders you have written, they should sign in the right place on each order they agree to.
- **May be signed by the court without notice to me.** If you are the respondent or nonmoving party, or you did not prepare the order, the other party may ask you to check this and sign underneath. If you do, you are agreeing the judge should sign the order as written **and** the other party can give the order to the judge to sign without letting you know when they are going to do it.
- **Other signatures:** If a witness or the person serving papers must sign a form, they must fill out all information correctly and sign in the right space.

Identifying Information. Court rules try to protect privacy but also allow for public access to some information in court files. The next 3 boxes discuss these rules.





Part 7. Identifying information in court forms

Court rules try to protect privacy but also allow public access to some information in court files.

A. Things you should not put in most court papers

Court rules try to protect privacy in family law cases. Almost everything filed with the court is available to the public. It may also be publicly available online.

Except where instructions about a specific form tell you otherwise (Example: the forms in Box #3), use these rules for papers you file with the court.

- **Address (Where you Live) and Phone Number:** Put an address where you can get mail from the court. It does not have to be your home address. Give the court a phone number where they can reach you.
- **Social Security/Driver's License, ID Numbers of Adults and Children:** Put only the last 4 digits.
- **Bank Account, Credit Card Numbers:** Put the bank name, type of account (savings, checking, and so on), and last four digits of the account number.

B. Private information you should file with sealed cover sheets

If you use a sealed cover sheet, this information is usually available to the other party and the court. It is not available to the public.

- **Financial Information:** You must attach any file paystubs, checks, loan applications, tax returns, credit card statements, check registers, W-2 forms, bank statements, or retirement plan orders you file to a Sealed Financial Source Documents form. Then the public cannot access them.
- **Medical or Mental Health Records or Information:** You must attach anything with information about someone's past, present, or future physical or mental health, including insurance or payment records to a Sealed Personal Health Care Records form. Then the public cannot access them.



- **Confidential Reports:** Reports intended for court use must have public and private sections. You attach the private section to a Sealed Confidential Reports Cover Sheet.
- **Retirement Plan Orders:** Certain retirement information belongs in the public file. “Retirement Plan Orders” do not. Use the Sealed Financial Source Documents Cover Sheet for the Retirement Plan Order. See a lawyer if this affects your case.
- **Other Kinds of Confidential or Embarrassing Information Not Mentioned Above.** If the paper you want kept confidential is not in the above list, you may need to file a motion to have that paper, or part of it, sealed. Talk to a lawyer.

C. What forms to put private information on

These forms are not in the public file. Information in them is usually not available to the other party.

You must fill out your personal information completely (including your home address, social security number, and so on):

- Confidential Information Form
- Vital Statistics Form
- Domestic Violence Information Form
- Law Enforcement Information Sheet





Part 8. How to fill out each form

A. Response to Petition about a Marriage – FL Divorce 211

Your “Response” is your chance to answer what your spouse says in the Petition. Look at the Petition when filling out the Response form.

Caption. Fill out the caption as shown in the General Instructions.

1. Your response. Read the instructions for this section. Here are some tips:

Jurisdiction over the spouses. Jurisdiction gives the court the power (authority) to make decisions about you. If you have never lived in Washington, talk with a lawyer and read *Divorce and Other Options for Ending Your Marriage in Washington State* ([with children](#) or [without children](#)) to find out what the court may **not** be able to do in your divorce if Washington lacks jurisdiction over you.

Debts. For more about debts, talk to a lawyer or read *Divorce and Other Options for Ending Your Marriage in Washington State* ([with children](#) or [without children](#))

Spousal support. To learn more about this (or if your spouse will get maintenance if they ask for it), talk with a lawyer, or read *Divorce and Other Options for Ending Your Marriage in Washington State* ([with children](#) or [without children](#)).

Is one of the spouses pregnant? If so, and you believe it is **not** the other spouse’s child, talk with a lawyer. You may also be able to ask your local prosecuting attorney’s family support section for help. Read *Divorce and Other Options for Ending Your Marriage in Washington States* ([with children](#) or [without children](#)) to learn more. If one spouse is pregnant, the law presumes the other is the other parent. If that is not the case, there is a procedure and usually only a short time for challenging this legal presumption. The following **are not** enough to reverse the legal presumption that the other spouse is the other parent:

- Denying the spouse’s parentage in the divorce papers
- Leaving the unborn child out of the parenting plan and child support orders
- Naming someone else as the other parent in the divorce papers



If one spouse is pregnant and the other is not the other parent, talk with a lawyer. The court should **not** stop you from getting divorced if you are pregnant. The court may keep part of your case open until it can establish parentage. It can still end your marriage and complete most of the divorce. You cannot enter a child support order or parenting plan for this child until their birth.

If one spouse is pregnant with the other's child, you must fill out a Parenting Plan for the child. When you are filling out the parenting plan, simply refer to the "unborn child" in the Plan. Get our [Make a Parenting Plan](#) packet.

Jurisdiction over the children. For help deciding whether Washington has jurisdiction over your children, talk with a lawyer. Read *Divorce and Other Options for Ending Your Marriage in Washington State (with children or without children)* and [Which Court Can Enter Custody Orders: Frequently Asked Questions and Answers about Jurisdiction](#).

Parenting plan. If you and your spouse have children under 18, you must fill out and file a Parenting Plan and related forms. Use our [Make a Parenting Plan](#) packet.

2. Protection Order.

If you have experienced intimate partner violence, unlawful civil harassment, stalking, or sexual assault, you can ask for a long-term Protection Order **as part of the final orders at the end of your divorce case**. Protection orders can cover yourself and your children.

If you need an immediate protection order, you must fill out the right forms, start a protection order case, and go to the hearings for that case. To learn more, call the National Domestic Violence Hotline at 1.800.799.7233, or the National Sexual Assault Hotline at 1-800-656-4673.

The main benefit of asking for a protection order as part of the final orders in your divorce is that the judge in the divorce case can enter a Protection Order restraining someone from contact with their children for more than one year. Protection Orders issued outside a family law case can only restrain that contact for one year at a time.

Check no and skip to 3 if there is no protection order between you and the other party, and you do not need one.

Check the second box and follow the instructions if you want a protection order.



Check the third box if there is a protection order between you and the other party. Put the requested details. **You must tell the court about any existing protection order, even if you do not want to change it.**

❖ **If you attach a petition for a protection order to your Response**, you must have the Response and Petition for Protection Order personally served on (hand delivered to) the other party, not by mail. Use our [How to Serve the Other Party in a Family Law Case](#) packet.

3. Restraining order. Check **no** and skip to **4** if you do not want a restraining order as part of the final orders in your divorce. Check **yes** if you do. Then check the boxes underneath and fill out blanks as needed showing what you want it to do. If you check **Stay away**, a common distance to put is 500 feet, the length of a football field. If you check **Prohibit weapons and order surrender**, you should check **police chief or sheriff**.

❖ Follow the instructions in the box at the end of the section if you want a restraining order now, instead of waiting until the end of the case.

4. Requests. Check all the boxes showing what you want. If you **check change the respondent's name to**, put what you want your name to be after the divorce.

Respondent fills out below. Check the box if it applies and put the number of pages you are attaching. Then put the place and date you are signing this response, and sign and print your name where it says. Check **the following address** and put an address where you will quickly get mail. You should only check **email** if you will check that account regularly, like every day, and you are okay with getting court papers that way.

❖ If the mailing address you use in the Response or Notice of Appearance changes, you must fill out, file, and serve a Notice of Address Change, FL All Family 112. Use the Proof of Mailing or Hand Delivery form and procedure. You must also complete and file with the clerk (but not serve) an updated Confidential Information form.



B. Confidential Information Form and Attachment - FL All Family 001

In family law cases, you must give the court certain private information about yourself and the other people involved in the case. This form is where you give this information.

You must fill out this form and file it with the court clerk. Keep a copy for yourself. **Do not serve this form on the other parties.**

This form is normally not available to the other parties or their lawyers. There are some exceptions if, for example, your family is involved with DCS (Division of Child Support) or other parts of DCYF (Washington State Department of Children, Youth & Families).

❖ When your address changes, you must update the court by filing a [Notice of Address Change, form # FL All Family 120](#), even after your case is final. If you do not, legal papers may go to you at your old address. The court may enter orders against you without actual notice to you.

1. **Put your name.**
2. **Check “yes” if restraining orders or protection orders are currently in place.** In the blank, put who the orders protect. If the court issues such orders later in this case, you will need to file a revised and updated form.

Check **no** and skip to 3 if there is no current restraining order or protection order in place.

3. **Check the first box if you believe the safety of an adult or child would be at risk by listing your home address.** In the blank, explain why.
4. **Your Information:** Put the information requested.

❖ If you need an interpreter, check **yes** and put which language.

5. **Other Party’s Information.** Put as much of the information requested as you can. Use the Attachment to Confidential Information if there is more than one respondent in your case.
6. **Children’s Information.** If your case involves children, put as much of the information requested as you can.
7. **Have the children lived with anyone other than...** Check **no** if the children have only lived with you or another party to the case in the past 5 years. Skip to 8.



Check **yes** if the children have lived with someone besides you or another party in the past 5 years. Put the information requested.

- 8. Do other children (not parents)...** Check **no** and skip to 9 if only you and the other parent or parents have custody or visitation rights. Check **yes** if other people besides you and the other parent or parents have custody or visitation rights. Put as much the information requested as you know.

Sign and date the form and put the place you signed it.

C. Notice of Appearance – FL All Family 118

If you are in the military or a military dependent, talk with a lawyer or the JAG office before filing and serving a Notice of Appearance, and before your deadline to Respond to the petition.

This form tells the court you are going to take part in the court case and want to get notice of what is happening.

Caption. Fill out the caption.

1. Put your name.
2. Read this.
3. **Put your mailing address.** Put an address where you will **reliably** learn about mail that arrives for you.

If the address you use on the Notice of Appearance changes during this case, you must fill out and file a new Notice of Address Change, FL All Family 120.

4. You can list another address if you want.

Sign and date where it says.

Before Filing Your Papers: If you and the other parent have children in common who are 18 or younger, or still depend on you for support, and you disagree with the other parent's parenting plan or child support worksheets, you must fill out a parenting plan and child support worksheets. Use our [Make a Parenting Plan](#) and [Child Support Worksheets and Order](#) packets. Then, follow the directions below for filing and serving your papers.





Part 9. How to file forms with the court

After filling out the forms, follow the steps in this section to file them. **Make sure you know who must be served or is a party to the case. Arrange to serve them.**

Usually, Petitioner is the only other party. The caption should list other parties by name. If the children have ever gotten public assistance (TANF) or Medicaid or are in foster care or out-of-home placement, you must serve copies on the State of Washington. (Use our [Serving Papers on the State](#) packet.) If the court has appointed a GAL, you must serve them, too.

Figure out how many copies of each form you will need. Make the copies.

The original of each form will be filed with the court clerk in the county where the case has been filed. Make copies as follows: (**except**, if you have prepared the Confidential Information Form and any Attachment and/or LECIF, make just make one copy, for yourself, of these 3 forms).

- _____ one copy of each form for yourself
- _____ one copy of each form for the other party
- _____ if there are other individual parties one copy of each form for each of these parties (1 x ___ number of other parties)
- _____ one for the State (if you are serving the State)
- _____ one for the GAL, if the court has appointed one
- _____ one copy as working papers, if your local court requires you to give the judge “working papers” before a hearing and if you have upcoming hearings.
- _____ : **total**. This is how many copies to make of each document (except just make one copy, for yourself, of the Confidential Information Form and any Attachment and LECIF. These forms are not served on any other party).

Organize Your Papers.



Make a set of the papers for the court and for each party. Put all the original forms into the set for the court. Put the copy of the Confidential Information Form and any Attachment and LECIF (if you are using these forms) into your own set. Compare each set to the checklists in this packet to be sure you have what you need.

- **Put each of the other parties' sets of papers in an envelope addressed to that party at the legal address they have provided.**

Add your return address for legal mail. (For your return address, use the address on your Response or Notice of Appearance.)

- **Take the originals and the copies to the superior court clerk's office in the courthouse where the case has been filed.** Give the clerk the original copies of your documents for filing. (The Confidential Information form and LECIF do not go in the public file.) If you have any proposed orders for upcoming hearings, ask the clerk what to do with the original proposed orders.



Part 10. How to serve forms

After filing your papers with the court, you must have them properly served on (delivered to) the other parties. **Do not** serve the Confidential Information form or LECIF.

A. Make sure service is completed before the deadline for your response.

Service is required. The other parties have the right to know your response to the papers you have received.

The court does not serve the other parties for you. You must arrange for service and make sure your server delivers the papers properly.

After the Summons and Petition have been properly served, you can have most papers served on the other party by mail or hand delivery. We explain below. Carefully follow the rules about service.

After service is completed, file proof of service with the court, explained below.

B. Mail or deliver your papers to the other parties or their lawyers.

Since you are responding, you can have your papers served by mail or hand delivery. If a party has given you an address for service of legal papers (**examples:** in the Summons form, a Notice of Appearance, or a Notice of Address Change), serve them there. If they have a lawyer, have the papers delivered to the lawyer.

C. Service must be completed before your deadline.

Some courts allow you to do your own service. Others do not. To be safe, ask an adult friend or relative to do it for you.

When your friend has mailed or delivered the papers to a party, have them fill out the Proof of Mailing or Hand Delivery the same day. They should fill out a separate form for each person to whom they mail or deliver papers. You then file the original Proof of Mailing or Hand Delivery. Keep a conformed copy for your records.





Mailing. If your friend mails the papers, make sure they add 3 days to the number of days' notice required for your response. Do not count the day of service (or mailing), weekends, or court holidays. **Example: a document mailed on a Monday is considered served on Thursday.** This is important when setting up or responding to hearings. There are deadlines by which you must have papers served. If the third day is on a weekend or holiday, the document is not "served" until the next court day.

If you have a document sent by mail, have an extra copy sent by certified mail, return receipt requested, for more proof of mailing. Staple the green return receipt card to the Proof of Mailing or Hand Delivery.



Hand delivery. The papers may be delivered to the other party, instead of mailed. "Delivering" the papers to another party or their lawyer means one of these:

- handing it to the lawyer or party
- leaving it at their office with their clerk or other person in charge of the office

❖ Do **not** serve other parties at their offices, unless they have used that as their service address in a Notice of Appearance, Petition, or Notice of Address Change.

- if no one is in charge, leaving it in a place in the office where someone can easily find it (**Example:** on top of the front desk)
- If the office is closed or the person has no office, leaving it at their home with a competent adult

D. Instructions for the Proof of Mailing or Hand Delivery - FL All Family 112

Make some blank copies of this form. You may need to fill it out and file it several times. You will use this form to show that copies of papers you filed in court have been given delivered to the other parties. Use a separate form for each party to whom papers were mailed or delivered.

Caption. Fill out the caption.



1. Have your server check the third box and put their name.
2. In the first blank, the server should put the date they served the papers. In the second blank, they should put who they served. Then they should check the boxes and fill out any blanks as needed to show how they served the other party.
3. **List all documents you served:** Your server must check the box for **every form** they delivered to the other party. If you they leave out a form, you will have no proof it was served.

I declare under penalty of perjury. Your server should sign and date the form, state the place signed (city and state), and print their name where it says.

E. Filing the Proof of Mailing or Hand Delivery Forms

Make one copy of each completed Proof of Mailing or Hand Delivery. Do not give copies of this form to the other parties. If you mailed a copy of the forms by certified mail, and have a certified mail receipt back from the post office, attach the receipt to the Proof of Mailing or Hand Delivery you file with the clerk. Make a copy for your records. If you used certified mail but do not have the green receipt back when filing the Proof of Mailing or Hand Delivery, file the receipt later, attached to a page labeled with your case caption.





Part 11. What if I agree with everything in the Petition?

If you agree with everything your spouse asks for in the Petition **and** in any related papers such as the parenting plan and support worksheets, you may want to complete the Agreement to Join Petition form in this packet.

If you do **not** agree with everything in the petition and related documents, but think you and your spouse could work out an agreement, **do not** sign the Agreement to Join Petition. Look at the section on agreed cases in our Finalize a Divorce by Agreement ([with children](#) or [without children](#)) packet. It has suggested resources for reaching agreement.

-
- ❖ You *do not* ever have to sign an Agreement to Join Petition.

 - ❖ If you disagree with any requests in the petition or any related paper, or you agree with all the requests but want to be sure the court does not approve final agreed papers until you sign them, do not sign the Agreement to Join Petition.

 - ❖ Signing the Agreement to Join Petition form gives the other party permission to enter final papers without your further approval or your signature on the papers.
-

In most cases, we recommend that, even if you agree to everything requested, instead of signing the Agreement to Join Petition, ask to see and read the proposed final papers before the other party takes them to the judge. (The final papers may include, for example, Parenting Plan, Child Support Order, and so on)

If the proposed final papers correctly show your agreement, sign them. Then there is less chance of misunderstanding. You can be more confident the final papers are accurate.

If you agree with everything the other party asked for in the petition and in every related paper, and do not think you need to sign the final orders before they are presented to the judge, fill out the Agreement to Join Petition in this packet.



Signing it makes it easier and quicker to finalize the case. It also has risks. Talk with a lawyer (**not the other party's lawyer**) before signing so you fully understand any rights you are giving up.

A. Agreement to Join Petition (Joinder) - FL All Family 119 (if you decide to use it)

Signing this form:

- Gives the other party permission to enter final papers without your further approval or signature on the final papers.
- Tells the judge you agree that the judge can enter final orders as requested in the petition and related papers.

Read the information above before deciding to sign this form.

Caption. Fill out the caption.

1. Put your name.
2. In the blank, put **Petition for Divorce**. Check the first box if you do not want notice of any future hearings or decisions. Check the second box if you want the other party to send you the notice of hearings to finalize your case. **Checking this box does not mean Petitioner must get your signature on the final papers.** It just means you are asking them to send you notice. In the blank, put a reliable mailing address where you will immediately learn of papers arriving for you. If you are sure you do not want the other party to give you notice before the court enters final orders, check the first box.

Other. Put other information here.

Signature. Sign and date where indicated.

B. How to file the Agreement to Join Petition form (if you signed it)

You must follow the same steps to file and serve it as described for filing your Response and other forms. Mail or deliver a copy of the Agreement to Join Petition to the other parties. Keep a copy for yourself.





Part 12. If you and another party do not agree, get ready to go to trial

If all these are true:

- A. you file a Response contesting the petition
- B. the court does not dismiss the case for another reason
- C. you reach no agreement about final orders

Then you must get ready for trial.

Follow the court's rules about trial preparation. Some have a case schedule or other notice explaining some things to do to get ready for trial. Talk with the facilitator for more about those deadlines. If you do not have a case schedule, do not wait until the last minute to get ready for trial. Start weeks, if not months, before. Find out about how your trial is scheduled. Sometimes a case schedule or the court announces the trial date. Sometimes you must ask for a trial date.

If custody or visitation is an issue in your case and there is a GAL or other custody evaluator, you should get a report from them before the trial.

If you have a trial, each party will have the chance to tell the judge why the judge should rule in that party's favor. Each party will be required to present the judge with evidence (**Examples:** admissible documents or testimony) to prove that party's claims.

-
- ❖ We have no packet about how to get ready for trial. Try [Subpoenaing Witnesses and Documents](#) and [Getting Ready for a Court Hearing or Trial](#). Talk to a lawyer about how to get ready for trial in your case.
-

At the end of your trial, the judge will announce a decision and give reasons for it. The case is not final until the judge signs final papers: Findings and Conclusions about a Marriage, a Final Divorce Order, and maybe other papers. Where there are dependent children, the final papers will include a parenting plan and a Child Support Order and Worksheets, if the court has jurisdiction to decide these things. The judge will usually ask one of the parties, or their lawyer, to draw up the final papers for the judge to approve.



Whoever drafted the papers will present them to the judge at a “presentation” hearing. The judge at the end of the trial might tell you the presentation hearing date. If not, the person who draws up the final papers must give the other parties notice of the hearing time and place. The person who prepares the paper must give the other parties copies of the papers they want the judge to sign. The final papers must say exactly what the judge ordered – not what that party wanted. A party who does not think the proposed final papers say what the judge ordered can explain their objection at the hearing. In some counties, the person who disagrees must prepare and provide final papers they believe more accurately show the judge’s decision.

After the judge signs the final papers, the party who prepared them must ensure the other party gets a copy of the papers with the judge’s signature. If the final papers include a restraining order, and the person to be restrained was not in court and did not sign the order, the protected party must have a certified copy of the order personally served on the restrained party. The protected party might also have to arrange for service of a protection order entered as part of a divorce. Look at the service item in the protection order to be sure.

If you must have an order with safety restraints personally served, or service of a protection order entered in the divorce, you must have a Proof of Personal Service prepared, filed with the clerk of court, and a copy delivered to the law enforcement agency the order names. The personal service procedure and the Proof of Personal Service form are in the [File for Divorce](#) packet. More details are in our Finalize a Divorce by Agreement ([with children](#)) or ([without children](#)) packets.

Where there is no safety restraining order in the final papers, and you do not have to serve a protection order, you can have conformed copies of the final papers sent by mail, using the Proof of Mailing or Hand Delivery procedure above.

If another party has prepared final papers after trial, and asks you to sign them, read each paper carefully. Make sure it accurately states what the judge decided at your trial. If you believe any paper does not show the judge’s decision correctly, or if you are unsure, **insist the other party set a “presentation” hearing** and give you notice of that hearing. Go to the presentation hearing and explain why you believe the language in the final papers does not show the judge’s decision. You might have to prepare your own proposed final papers.





Part 13. Checklists of forms and documents

Use the following lists of documents as checklist when you prepare your Divorce responses. You will need other papers at the end of your case.

List A: Use these forms to respond to the petition:

- Notice of Appearance (in this packet)
- Response (In this packet)
- Confidential Information Form & Attachment (In this packet) (Do not serve this form on the other party)
- Locally required forms

List B: Use these forms if you have children of the marriage. They are in the [Make a Parenting Plan](#) packet.

- Proposed Parenting Plan
- Residential Time Summary Report

List C: Use these forms if you have children of the marriage. They are in the [Child Support Worksheets and Order](#) packet.

- Child Support Worksheets
- Financial Declaration
- Sealed Financial Source Documents Coversheet, plus required proof of income (examples of proof of income are in the [Child Support Worksheets and Order](#) packet)



List D: Use these forms if a party requests financial relief such as maintenance, attorney fees, or payment of a GAL fee.

- Financial Declaration (in the [Child Support Worksheets and Order](#) packet)
- Sealed Financial Source Documents Coversheet with Required proof of income
- Proof of the expenses you claim (**Example:** bills from your lawyer)

List E: If you want a protection order (for protection from intimate partner violence, stalking, harassment, or sexual assault) as part of this case, you get the forms from the court clerk, use our [How to File for a Protection Order](#), or go to a domestic violence advocacy program for help. Call National Domestic Violence Hotline at 1.800.799.7233 or the National Sexual Assault Hotline at 1-800-656-4673 for more information.

List F: Use this form to prove service on the other parties of your Response and other papers:

- Proof of Mailing or Hand Delivery

List G: If you file any confidential reports, financial records, or health care records during your case, use one or more of the following forms:

- Sealed Personal Health Care Records (Cover Sheet)
- Sealed Confidential Report (Cover Sheet)
- Sealed Financial Source Documents (Cover Sheet)

List H: If you and the other party agree about everything in the Petition, see our Finalize a Divorce by Agreement ([with children](#) or [without children](#)) packets.

List I: If you file or respond to motions for temporary family law orders or immediate restraining orders, use our packets on these motions: [Ask for Temporary Family Law Orders: Divorce Cases](#) or [Respond to Motions for Temporary Family Law Orders or Immediate Restraining Orders in a Family Law Case](#).

List J: If your case goes to trial, you may need other papers not covered here.



Part 14. Words and expressions you should know

You may not need every definition in this section.

Appearance: Informing the court and the parties of your whereabouts and your desire to take part in your case. You can do this in-person at a Court hearing or in writing. Most people do this by filing and serving a Notice of Appearance. Certain informal actions, such as negotiating, phoning about the case, or writing a letter, that show a knowledge of the claims in the case and an intent to defend, might also count as an appearance.

Assets: Things of value you own. **Examples:** cash; bank accounts; stocks; real estate; valuable personal belongings (antiques, jewelry, and so on).

Attachment: A document stapled to a court form and referred to in the form. Attachments should follow any format rules for court forms. (The General Instructions section of this packet has basic information about the format rules.)

Caption: The heading of each legal document. It has the name of the court, the names of the parties, the case number, the name of the document itself, and, sometimes, the type of case.

Case Schedule: A printed schedule issued by the court in some counties. It shows major dates and deadlines in your case.

Certified Copy: A copy of a document from the court file made by the court clerk that has an official stamp on it stating it is a true copy. Usually, you pay for a certified copy.

Commissioner/Court Commissioner: This person is like a judge, but only makes decisions relating to a specific subject matter. Many counties have family law commissioners who decide only family law cases. In this packet, in most places we just use “judge.”

Conformed Copy: A copy of any court document filed with the clerk. It must be stamped with the date filed. If the document is an order, it must also have the name of the judge who signed it written or stamped on it.

Contested Case: A case in which opposing parties take part and disagree about the outcome of the case.

Continuance: Delaying your court hearing to a later date. In your county, the judge might have to approve any request for a continuance.



Court clerk: Officer of the court who handles clerical matters like keeping records, entering judgments, and providing certified copies. Each courthouse has a Superior Court Clerk's Office. Someone from clerk's office staff is usually in the courtroom during hearings.

Debts: What you owe – can be unpaid or late bills or other payments.

Declaration: A written statement made to the court under oath.

Default: The failure to respond to court papers within the legal deadline.

Default Order: An order that a petitioner can request if:

- A. Respondent does not file a Response before the deadline or,
- B. Respondent has appeared in the case, but they do not file a Response after being served with a Motion for Default

Docket: The court's schedule of cases it will hear on a particular day.

Exhibit: Documents, records, and photos introduced into evidence at trial or hearing. Attachments to legal forms that are exhibits should follow format rules for court forms. (The General Instructions section of this packet has basic information about format rules.)

Filing: Giving court papers to the Court Clerk to place in the case file.

Hearing: Going before a judge to request an order or defend against another party's request. Hearings usually take place before the trial and concern specific issues (**Example:** temporary relief). Hearings on important issues (**Example:** motions to dismiss) may end the case. In many counties, the court does not allow live witness testimony at hearings. Instead, the parties file and serve materials in advance in writing.

Immediate Restraining Order: An order the judge signs if emergency circumstances require protection before there can be a temporary hearing.

Jurisdiction: The court's authority to make decisions regarding certain people and issues. A court that does not have jurisdiction has no authority to make orders over the person or subject affected.

LECIF: Law Enforcement Information Sheet.

Mediation: A meeting between the parties to a case and a neutral third party (**Examples:** a mental health professional, judge, retired judge, or lawyer not otherwise involved in the case), where you try to reach agreement, about the issues.

Motion: A formal request to the court for an order, usually about a specific issue.

Notice of Appearance: A paper you file with the court and serve on other parties showing you want to take part in the case and saying where to send you court papers.



Order: A court document a judge signs requiring someone to do (or not do) something.

Examples: restraining orders, parenting plans, or Findings and Conclusions. If you disobey an order of the court, the judge may hold you in contempt. **An order is not in effect until a judge has signed it.** Check if an order you are served with is only a proposed order or if the judge has signed it. (See “proposed order” definition.)

Other party: Every party to the case, besides you. In court forms, the “other party” can also mean one particular party. **Example:** when the Motion for Default says “other party,” it means the party you believe is in default.

Parenting Plan: A proposal or, if signed by a judge, a court order which states when the child will be with each party, who will make major decisions about the child, and how future disputes about the child will be resolved.

Party: A Petitioner or Respondent. GALs and the State of Washington may also be parties.

Petition: The document that starts a case and asks the court for a decree, judgment, or final order.

Petitioner: The person who files a legal case. Petitioner in the caption of a form does not change, even when the other party later files motions.

Proposed Order: A document one party asks the judge to sign. Many counties require you to file and serve proposed orders with motions or responses to motions, to show you want the court to decide the motion. Even if not required, you should still do this. A proposed order becomes an order if the judge signs it.

Real property: Land and any buildings on the land.

Respondent: The person against whom a legal case was originally filed.

Response: A formal written answer to a Petition filed with the court. The term also sometimes describes the papers a person files in response to a motion. It can be confusing.

Restraining Order: A court order to keep a party from doing something that may harm the other party or child.

Service: Giving court papers to the other party. When a petitioner starts a case, they must arrange for the Summons and Petition and other papers starting the case to be properly hand-delivered or, in some cases, with advance permission, sent by certified mail or published in a newspaper. After service of the initial Summons and Petition, many later papers can be served by mail, with enough advance notice.

Settlement Conference: A formal meeting between the parties to a case and a neutral third party (such as a judge, retired judge, or lawyer not otherwise involved in the case), where you try to settle, or reach agreement, about the issues. Some counties require you to



have a settlement conference before trial. Some have programs to provide family law settlement conferences available free of charge.

Summons: A written notice that a case has been started.

Temporary Family Law Order: An order entered after a case is filed and before it is final. It is only in effect while the case is going on. Some temporary family law orders may end at a fixed time, even before the case ends.

Trial: The hearing where the judge listens to live testimony from parties and witnesses, considers evidence properly introduced, hears argument, and decides the outcome of the case.



Part 15. Blank Forms

The rest of this packet has blank forms for your use. Make a copy of each form so you have an extra in case your first draft needs lots of changes. You may need forms from other packets. You may not need all the forms in this packet.

The Washington Administrative Office of the Courts also has Microsoft Word and PDF versions of many of these forms available at courts.wa.gov/forms.



Superior Court of Washington, County of _____

In re the marriage of:
 Petitioner (*person who started this case*):

 And Respondent (*other spouse*):

No. _____
Response to Petition about a Marriage
 (RSP)
 Revocation of Joinder

Response to Petition about a Marriage

Use this form to respond to a Petition for Divorce, Petition for Legal Separation, or Petition to Invalidate (Annul) Marriage.

1. Your response

Revocation of Joinder: I previously signed an *Agreement to Join Petition* (Joinder) in this case and I am **no** longer in agreement so I am filing this *Response*. (*Check Revocation of Joinder box above.*)

Look at each section of the *Petition*. Check below to say if you agree or disagree with what the other party said in each section, or say if you don't know because you don't have enough information. (If you disagree with any part of a section, check "I disagree."). List your reasons for disagreeing on page 2.

Section in the Petition	Your response (check one):		
1. Information about the parties	<input type="checkbox"/> I agree	<input type="checkbox"/> I disagree	<input type="checkbox"/> I don't know
2. Information about the marriage	<input type="checkbox"/> I agree	<input type="checkbox"/> I disagree	<input type="checkbox"/> I don't know
3. Jurisdiction over the spouses	<input type="checkbox"/> I agree	<input type="checkbox"/> I disagree	<input type="checkbox"/> I don't know
4. Request...	<input type="checkbox"/> I agree	<input type="checkbox"/> I disagree	<input type="checkbox"/> I don't know
5. Name Change	<input type="checkbox"/> I agree	<input type="checkbox"/> I disagree	<input type="checkbox"/> I don't know
6. Written Agreements	<input type="checkbox"/> I agree	<input type="checkbox"/> I disagree	<input type="checkbox"/> I don't know
7. Real Property (land or home)	<input type="checkbox"/> I agree	<input type="checkbox"/> I disagree	<input type="checkbox"/> I don't know
8. Personal Property (possessions, assets or business interests of any kind)	<input type="checkbox"/> I agree	<input type="checkbox"/> I disagree	<input type="checkbox"/> I don't know
9. Debts	<input type="checkbox"/> I agree	<input type="checkbox"/> I disagree	<input type="checkbox"/> I don't know

Section in the Petition	Your response (check one):		
10. Spousal Support (maintenance/alimony)	<input type="checkbox"/> I agree	<input type="checkbox"/> I disagree	<input type="checkbox"/> I don't know
11. Fees and Costs	<input type="checkbox"/> I agree	<input type="checkbox"/> I disagree	<input type="checkbox"/> I don't know
12. Protection Order	<input type="checkbox"/> I agree	<input type="checkbox"/> I disagree	<input type="checkbox"/> I don't know
13. Restraining Order	<input type="checkbox"/> I agree	<input type="checkbox"/> I disagree	<input type="checkbox"/> I don't know
14. Is one of the spouses pregnant?	<input type="checkbox"/> I agree	<input type="checkbox"/> I disagree	<input type="checkbox"/> I don't know
15. Children of the marriage	<input type="checkbox"/> I agree	<input type="checkbox"/> I disagree	<input type="checkbox"/> I don't know
15.a. Children's home/s	<input type="checkbox"/> I agree	<input type="checkbox"/> I disagree	<input type="checkbox"/> I don't know
15.b. Other people with a legal right to spend time with a child	<input type="checkbox"/> I agree	<input type="checkbox"/> I disagree	<input type="checkbox"/> I don't know
15.c. Other court cases involving a child	<input type="checkbox"/> I agree	<input type="checkbox"/> I disagree	<input type="checkbox"/> I don't know
16. Jurisdiction over the children	<input type="checkbox"/> I agree	<input type="checkbox"/> I disagree	<input type="checkbox"/> I don't know
17. Parenting Plan	<input type="checkbox"/> I agree	<input type="checkbox"/> I disagree	<input type="checkbox"/> I don't know
18. Child Support	<input type="checkbox"/> I agree	<input type="checkbox"/> I disagree	<input type="checkbox"/> I don't know
19. Children from other relationships	<input type="checkbox"/> I agree	<input type="checkbox"/> I disagree	<input type="checkbox"/> I don't know
20. Other requests, if any	<input type="checkbox"/> I agree	<input type="checkbox"/> I disagree	<input type="checkbox"/> I don't know

If you checked "I Disagree" for any of the sections, list your reasons here:

Section #: ___ Reasons: _____

Section #: ___ Reasons: _____

Section #: ___ Reasons: _____

Section #: ___ Reasons: _____

Section #: ___ Reasons: _____

Section #: ___ Reasons: _____

Section #: ___ Reasons: _____

Section #: ___ Reasons: _____

Section #: ___ Reasons: _____

Section #: ___ Reasons: _____

If you need more space, you may add more pages to this Response. Number, date, and sign each page that you add.

2. Protection Order

Do you want the court to issue a Protection Order as part of the final orders in this case?

- No** (Skip to 3.)
- Yes** (You must file a Petition for Protection Order, form P 001. You may file your Petition for Protection Order using the same case number assigned to this case.)

Important! If you need protection **now**, ask the court clerk about getting a Temporary Protection Order.

- There already is a Protection Order between my spouse and me.**

Court that issued the order: _____

Case number: _____

Expiration date: _____

3. Restraining Order

Do you want the court to issue a Restraining Order as part of the final orders in this case?

- No** (Skip to 4.)
- Yes** (Check the type of orders you want):
- Do not disturb** – Order the Petitioner not to disturb my peace or the peace of any child listed in the *Petition*.
 - Stay away** – Order the Petitioner not to go onto the grounds of or enter my home, workplace, vehicle, or school, and the daycare or school of any child listed in *Petition*.
 - Also, not knowingly to go or stay within ___ feet of my home, workplace, vehicle, or school, or the daycare or school of any child listed in *Petition*.
 - Do not hurt or threaten** – Order the Petitioner:

- Not to assault, harass, stalk, or molest me or any child listed in the *Petition*; **and**
- Not to use, try to use, or threaten to use physical force against me or the children that would reasonably be expected to cause bodily injury.

Warning! If the court makes this order, the court must consider if weapons restrictions are required by state law; federal law may also prohibit the Restrained Person from possessing firearms or ammunition.

Prohibit weapons and order surrender – Order the Petitioner:

- Not to access, possess, or obtain any firearms, other dangerous weapons, or concealed pistol licenses until the Order ends, **and**
- To immediately surrender any firearms, other dangerous weapons, and any concealed pistol licenses that they have in their custody, control, or possession to (*check one*): the police chief or sheriff their lawyer other person (*name*): _____.

Other restraining orders: _____

Important! If you want a restraining order **now**, you must file a *Motion for Temporary Family Law Order and Restraining Order* (FL Divorce 223) or a *Motion for Immediate Restraining Order (Ex Parte)* (FL Divorce 221).

4. Requests

I ask the court to approve the following order about my marriage (*check one*):

- Final Divorce Order (Dissolution Decree). The marriage is irretrievably broken.*
- Final Legal Separation Order*
- Invalid Marriage Order (Annulment Decree)*
- Valid Marriage Order (Decree)*

I also ask the court to (*check all that apply*):

- change the Respondent's name to: _____

First
Middle
Last
- approve the separation contract.
- divide the property and debts as requested above (or fairly and equitably if no specific request is made).
- order reasonable spousal support as requested above (or fairly and equitably if no specific request is made).
- order payment of lawyer fees, other professional fees, and costs for this case.
- approve a *Protection Order*.
- approve a *Restraining Order*.
- approve Respondent's proposed *Parenting Plan*.
- approve a *Child Support Order*, according to the Washington State Child Support Schedule.
- other (*specify*): _____

Respondent fills out below:

I declare under penalty of perjury under the laws of the state of Washington that the facts I have provided on this form (including any attachments) are true. I have attached (*number*): _____ pages.

Signed at (*city and state*): _____ Date: _____



Respondent signs here *Print name*

I agree to accept legal papers for this case at (*check one*):

my lawyer's address, listed below:

Email (*optional*) – Respondent agrees to accept service of legal papers for this case by email at this address: _____

the following address (*this does not have to be your home address*):

Street Address or PO Box *City* *State* *Zip*

(If this address changes before the case ends, you **must** notify all parties and the court clerk in writing. You may use the Notice of Address Change form (FL All Family 120).)

Important! You must fill out and file a *Confidential Information form* (FL All Family 001) with the court clerk.

Lawyer (if any) fills out below:



Lawyer signs here *Print name and WSBA No.* *Date*

Lawyer's address *City* *State* *Zip*

Email (*if applicable*): _____

**Confidential Information
(CIF)**

**Clerk: Do not file in a
public access file**

Superior Court of Washington,

County: _____

Case No.: _____

Important! Only court staff and some state agencies may see this form. The other party and their lawyer may **not** see this form unless a court order allows it. State agencies may disclose the information in this form according to their own rules.

1. Who is completing this form? (Name): _____
2. Is there a current restraining or protection order involving the parties or children? No Yes. If yes, who does the order protect? (Name/s): _____
3. Does your address information need to be confidential to protect your or your children's health, safety, or liberty? (Check one): Yes No
If yes, explain why? _____
4. **Your Information** - This person is a (check one): Petitioner Respondent
Interpreter needed? No Yes, language: _____

Full name (first, middle, last):		Date of birth (MM/DD/YYYY):	Sex:
Driver's license/Identicard (No., state):	Race:	Relationship to children in this case:	
Mailing address (This address will not be kept private.) (street address or P.O. box, city, state zip):			
Email:		Phone:	

Home address (check one): <input type="checkbox"/> same as mailing address <input type="checkbox"/> listed below (street, city, state, zip):	
Social Sec. No:	
Employer's name:	Employer's phone:
Employer's address:	

5. **Other Party's Information** - This person is a (check one): Petitioner Respondent
Interpreter needed? No Yes, language: _____

Full name (first, middle, last):		Date of birth (MM/DD/YYYY):	Sex:
Driver's license/Identicard (No., state):	Race:	Relationship to children in this case:	
Mailing address (This address will not be kept private.) (street address or PO box, city, state zip):			
Email:		Phone:	

Home address (check one): <input type="checkbox"/> same as mailing address <input type="checkbox"/> listed below (street, city, state, zip):	
Social Sec. No:	
Employer's name:	Employer's phone:
Employer's address:	

➤ **Skip sections 6–9 if your case does not involve children. Sign at the end.**

6. Children's Information (You do not have to fill out the children's Social Security numbers if your case is only about a protection order.)

Child's full name (first, middle, last)	Date of birth (MM/DD/YYYY)	Race	Sex	Soc. Sec. No.	Current location: lives with
1.					<input type="checkbox"/> You <input type="checkbox"/> other party: _____
2.					<input type="checkbox"/> You <input type="checkbox"/> other party: _____
3.					<input type="checkbox"/> You <input type="checkbox"/> other party: _____
4.					<input type="checkbox"/> You <input type="checkbox"/> other party: _____

7. Have the children lived with anyone other than you or the other party during the last 5 years? (Check one): No Yes. If yes, fill out below:

Children lived with (name)	That person's current address
1.	
2.	

8. Do other people (not parents) have custody or visitation rights to the children? (Check one): No Yes. If yes, fill out below:

Person with rights (name)	That person's current address
1.	
2.	

I declare under penalty of perjury under Washington State law that the information on this form about me is true. The information about the other party is the best information I have or is unavailable because (explain): _____

Check here if you need more space to list other Petitioners, Respondents, or children. Put that information on the *Attachment to Confidential Information*, form FL All Family 002, and attach it to this form.

Signed at (city and state): _____ Date: _____

▶ _____
Petitioner/Respondent signs here

Print name here

Superior Court of Washington, County of _____

In re:

Petitioner/s (*person/s who started this case*):

And Respondent/s (*other party/parties*):

No. _____

Proof of Mailing or Hand Delivery
(for documents after Summons and
Petition)
(AFSR)

Proof of Mailing or Hand Delivery
(for documents after Summons and Petition)

Warning! Do **not** use this form to prove you mailed or delivered a Summons, Petition, Order to Go to Court, or any kind of Restraining Order. For those documents, use Proof of Personal Service (FL All Family 101), or if you have court permission to serve by mail, use Proof of Service by Mail (FL All Family 107).

I declare:

1. I am (*check one*): the Petitioner the Respondent (*name*): _____
_____ and I am competent to be a witness in this case.

2. On (*date*): _____, I served copies of the documents listed in **3** below to
(*name of party or lawyer served*): _____ by:

mail (*check all that apply*): first class certified other _____

Mailing Address *City* *State* *Zip*

email to (*address*): _____
(*only if allowed by agreement, order, or your county's Local Court Rule*)

fax to (*number*): _____
(*only if allowed by agreement, order, or your county's Local Court Rule*)

Hand delivery at (*time*): _____ a.m. p.m. to this address:

Street Address *City* *State* *Zip*

I left the documents (*check one*):

- with the party or lawyer named above.
- at the attorney's office with the clerk or other person in charge.
- at the attorney's office in a conspicuous place because no one was in charge.
- with (*name*): _____,
at the address listed in court documents where the party agreed to receive
legal papers for this case.
- (*For a party or lawyer who has no office or whose office is closed*) at their home
with (*name*): _____,
a person of suitable age and discretion who lives in the same home.

3. List all documents you served (*check all that apply*):

(The most common documents are listed below. Check only those documents that were served. Use the "Other" boxes to write in the title of each document you served that is not already listed.)

<input type="checkbox"/> Notice of Hearing (<i>hearing date</i>): _____	<input type="checkbox"/> Notice Re: Military Dependent
<input type="checkbox"/> Motion for Temporary Family Law Order <input type="checkbox"/> and Restraining Order	<input type="checkbox"/> Sealed Financial Documents
<input type="checkbox"/> Proposed Temporary Family Law Order	<input type="checkbox"/> Financial Declaration
<input type="checkbox"/> Proposed Parenting Plan	<input type="checkbox"/> Declaration of: _____
<input type="checkbox"/> Proposed Child Support Order	<input type="checkbox"/> Declaration of: _____
<input type="checkbox"/> Proposed Child Support Worksheets	<input type="checkbox"/> Declaration of: _____
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____

4. Other: _____

I declare under penalty of perjury under the laws of the State of Washington that the statements on this form are true.

Signed at (*City and State*): _____ Date: _____

Signature of server

Print or type name of server

Superior Court of Washington, County of _____

In re:

Petitioner/s (*person/s who started this case*):

And Respondent/s (*other party/parties*):

No. _____

Agreement to Join Petition (Joinder)
(JN)

Agreement to Join Petition (Joinder)

1. My name is: _____.

2. I have read and I agree to join the *Petition* filed by the other side:

(*title of Petition*): _____.

I understand that if I fill out and sign below, the court may approve the requests listed in the *Petition* unless I file and serve a *Response* before the court signs final orders.

(*Check one*):

- I do not need to be notified about the court's hearings or decisions in this case.
- I ask the other side to notify me about any hearings in this case. (*List an address where you agree to accept legal documents. This may be a lawyer's address or any other address.*)

address *city* *state* *zip*

(*Optional*) email: _____

If this address changes before the case ends, you **must** notify all parties and the court in writing. You may use the *Notice of Address Change* form (FL All Family 120). You must also update your *Confidential Information* form (FL All Family 001) if this case involves parentage or child support.

3. Other (if any): _____

▶ _____
Sign here

_____ *Print name*

_____ *Date*