

Outline  
Chelan County  
**DIVORCE**  
**With or Without Children**

Local Court Rule 94.04 requires that all pro se (self-represented) people have their proposed Temporary Orders and all Final Orders reviewed and pre-approved by the Family Law Court Facilitator, Navigator, Limited License Legal Technician or private attorney before the Clerk can set a hearing date. You may call the Chelan County Clerk's Office at (509) 667-6380 or (509) 667-6236 to make an appointment with the Family Law Court Facilitator. The fee for a 45-60 minute appointment is \$30.00. The Court Facilitator will review your papers, answer questions, help you complete the process and set a hearing date.

This list of instructions is not a substitute for legal advice. Before starting any legal action, it is always wise to consult an attorney regarding your rights and responsibilities. Many attorneys offer consultations. The Family Law Court Facilitator and the Clerk's Office cannot give legal advice.

Your specific situation may require additional forms and procedures which may not be listed on this outline. Attached to this outline is a list of the forms contained in the complete packet available at the Chelan County Clerk's Office for a fee of \$20.00.

1. **FORMS:** Obtain the forms listed in this outline. The Chelan County Superior Court Clerk sells **Divorce** packets which include the required state and local forms. To make the process easier to understand, these packets are divided into "Steps" (Step 1, Step 2, Step 3, etc.). The packet costs \$20.00. You may also download the forms for free at the Washington State Court website: [www.courts.wa.gov/forms](http://www.courts.wa.gov/forms) . Chelan County Local Court Rules and local forms are available for view and download at [www.co.chelan.wa.us/superior-court](http://www.co.chelan.wa.us/superior-court) or you may purchase individual local forms at the Chelan County Clerk's Office.
2. **HELP:** If you need help understanding forms or procedures, the Family Law Court Facilitator can review forms you have completed yourself, answer questions, and help you with procedures. The Family Law Court Facilitator cannot give legal advice, does not represent you, may assist but cannot fill out your forms for you and may also help the other party. There is a \$30 fee per 45-60 minute appointment. To see a Family Law Court Facilitator you must make an appointment by calling (509) 667-6380 or (509) 667-6236.
3. **COMPLETE THE FORMS: (Circumstances of your case may require additional forms)**  
Fill out:
  - \***Vital Statistics Form;** (contained in the packet or available from the Clerk's Office)
  - \***Case Information Cover Sheet;**
  - \***Confidential Information (FL All Family 001);**
  - \***Petition for Divorce (FL Divorce 201) ;**
  - \***Summons: Notice about a Marriage (FL Divorce 200);**and
  - \***Financial Declaration (FL All Family 131)**Make two copies of these papers **except** the **Confidential Information Form** and the **Vital Statistics Form**. One set of copies is to be served on the other party and the other set is for you to keep for your records.
4. **FILE YOUR PAPERS:** File your papers with the Chelan County Superior Court Clerk. The filing fee is \$314 payable by cash, check, money order, cashier's check, Mastercard or Visa. (There is an additional fee if a credit or debit card is used.) There is a process by which you can waive or reduce the filing fee if you qualify. The Clerk's Office has a "Fee Waiver Packet".
5. **SERVICE:** Have the other party served with copies of all your filed papers except the **Confidential Information Form and Vital Statistics Form**. You must have someone who is 18 years or older and who

is not a party to your case serve the other party by personally handing the other party copies of the papers. **You cannot serve the papers yourself.** The person serving the papers must completely fill out and sign a **Proof of Personal Service (FL All Family 101)**. Make sure that all the papers that were served are listed on the **Proof of Personal Service** and that the date, time and address of service are filled in. This is your proof that the other party was properly served. File the **Proof of Personal Service** at the Clerk's Office. The other party has 20 days (if served within the state of Washington) or 60 days (if served outside of the state) in which to file a **Response to Petition about Marriage (FL Divorce 211)**.

**ARE TEMPORARY ORDERS NEEDED BEFORE THE DIVORCE IS FINALIZED?  
TEMPORARY COURT ORDERS OR IMMEDIATE TEMPORARY RESTRAINING ORDER PACKETS ARE  
AVAILABLE AT THE CHELAN COUNTY CLERK'S OFFICE. The fee is \$10.00.**

ASK THE CLERK FOR A "**TEMPORARY COURT ORDERS OUTLINE**" IF YOU NEED TEMPORARY COURT ORDERS SUCH AS A TEMPORARY ORDER AWARDING USE OF PROPERTY, VEHICLES, RESTRAINING ORDER OR MAINTENANCE. This outline is available without fee at the Chelan County Clerk's Office. The Family Law Court Facilitator can help you with this process by reviewing your papers, answering your questions, helping you with procedures and setting a hearing date. You may make an appointment by calling (509) 667-6380 or (509) 667-6236. There is a fee of \$30.00 for a 45 to 60 minute appointment with the facilitator.

6. **DEFAULT:** If the other party does not file a **Response** to your Petition within the allowed time, and has not made an appearance in your case (appeared at a hearing), you may file a Motion for Default.

\***Motion for Default (FL All Family 161),**

\***Order on Motion for Default (FL All Family 162)**

\***Note for Motion Calendar (Local Form in the packet or available at the Clerk's Office).**

**Local Court Rule 94.04** requires that all **pro se (self-represented) people** have their proposed **Temporary Orders** and all **Final Orders** reviewed and pre-approved by the **Family Law Court Facilitator, Navigator, Limited Licensed Legal Technician** or private attorney before the Clerk can set a hearing date.

Fill out and file these three forms at the Clerk's Office. These motions are heard on Fridays at 9:30 a.m. The Court Facilitator can help you file this motion. You may call (509) 667-6380 or (509) 667-6236 to make an appointment with the Family Law Court Facilitator.

Note that even if you obtain an **Order on Motion for Default** you still cannot finish your case sooner than 91 days from the date that the other party was served.

7. **FINAL PAPERS:** If the other party did not respond, or if you and the other party have reached an agreement, call and schedule an appointment with the Family Law Court Facilitator to review your final documents and set your final divorce hearing. Complete to the best of your ability and bring all the forms listed below with you to the appointment. If you are finishing your case by default, make sure all your final orders are filled out exactly the same as the papers the other party was served. If you and the other party agree on the final papers, both parties must sign all of the final papers. The Family Law Court Facilitator can help you with that.

\***Motion for Default (FL All Family 161) unless previously filed.**

\***Order on Motion for Default (FL All Family 162) unless previously filed.**

\***Findings and Conclusions about Marriage (FL Divorce 231);**

\***Final Divorce Order (Dissolution Decree) (FL Divorce 241);**

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8. **TRIAL SETTING:** If you do not reach an agreement, and the other party filed a **Response to Petition about Marriage** you may note your matter for trial setting. Pursuant to Local Court Rule 94.04, prior to noting your matter for trial setting you must first complete your proposed final orders and have them reviewed by the Court Facilitator, Navigator, Limited Licensed Legal Technician or an Attorney.

- \***Findings and Conclusions about Marriage (FL Divorce 231);**
- \***Final Divorce Order (Dissolution Decree)(FL Divorce 241); and**

**IF YOU HAVE CHILDREN YOU WILL ALSO NEED:**

- \***Final Parenting Plan (FL All Family 140);**
- \***Child Support Worksheets (WSCSS Worksheets);**
- \***Child Support Order (FL All Family 130);**
- \***Residential Time Summary Report (FL Divorce 243); and**
- \***JIS search form (contained in the packet or available from the Clerk's Office).**

\***Local Court Rule 94.04 requires that all pro se (self-represented) people have their proposed Temporary Orders and all Final Orders reviewed and pre-approved by the Family Law Court Facilitator, Navigator, Limited Licensed Legal Technician or private attorney before the Clerk can set a hearing date.**

**Note for Trial Setting** (a Local Court Form contained in the packet or available from the Clerk's Office). On Page 1 write in the date the other party filed his/her Response form. On page 2 you must write in a Friday date. "Nature of Case" is "Divorce with or without children" and you must estimate the courtroom time required for your trial. If there are dates that you know you will not be available for a trial, you must also fill in the "Dates unavailable for trial". Complete and sign the form, make 2 copies and file the original with the Chelan County Clerk's Office. **\*NOTE: Prior to noting your matter for trial setting you must first have your proposed final orders reviewed and pre-approved by the Family Law Court Facilitator, Navigator, Limited Licensed Legal Technician or a private attorney.**

The Friday you choose for the Trial Setting Date must be at least 2 weeks away from the day the **Note for Trial Setting** is mailed to the other party. A copy of the Note for Trial Setting must be sent to the other party. The person who mails the **Note for Trial Setting** must sign a **Proof of Mailing or Hand Delivery (FL All Family 112)** declaring under penalty of perjury that they provided a copy of the **Note for Trial Setting** either by mail or hand delivery to the other party. Neither party is required to appear on the date of the Trial Setting. On the date of the Trial Setting, the court file is transferred to the Court Administrator who then sets a trial date for you. Once the Court Administrator sets a trial date, both parties will receive a letter stating the date and time of the trial. The trial setting letter may also request you bring additional information to your trial date.

9. **TRIAL PREPARATION:** Please note that this outline does not fully cover trial preparation. In preparing for your trial, you may want to seek legal advice from an attorney. The Court Facilitator can review trial process but cannot help you with trial preparation.

**Helpful Phone Numbers and Websites**

Chelan County Superior Court Clerk's Office (509) 667-6380

Volunteer Attorney Service of Chelan and Douglas County (509) 663-2778

CLEAR line for a referral to the Volunteer Attorney Service (888) 201-1014

State Prosecuting Attorney – Family Support Division (360) 336-9461

[www.courts.wa.gov/forms](http://www.courts.wa.gov/forms) to download pattern family law forms

[www.washingtonlawhelp.org](http://www.washingtonlawhelp.org) for general information on a variety of legal topics

[www.nwjustice.org](http://www.nwjustice.org) for general information and resources

[www.co.chelan.wa.us/superior-court](http://www.co.chelan.wa.us/superior-court) Superior Court website

[www.co.chelan.wa.us/clerk](http://www.co.chelan.wa.us/clerk) Chelan County Clerk website.

[www.dshs.wa.gov/dcs](http://www.dshs.wa.gov/dcs) Washington Division of Child Support (forms and information)

## NOTE:

If you **DO NOT** have children, the following information **DOES NOT** apply to you!

## IF YOU HAVE CHILDREN, YOU WILL ALSO NEED:

### ADDITIONAL FORMS:

- **Automatic Temporary Order for Parties with Children (Local Court Form contained in the packet or obtained from the Chelan County Clerk's Office)**  
Chelan County Superior Court requires that an Automatic Temporary Order be put in place at the onset of a divorce, legal separation or registered domestic partnership case in which there are children. At the time of filing, in addition to the forms listed in #3, above you must also fill out this **Automatic Temporary Order.** It will be submitted to a Judge for signature when you file your Summons and Petition and must be served on the other party with the Summons and Petition. This automatic order restrains both parties from changing the residence of the children until further court order unless agreed upon in writing by both parties, restrains both parties from making negative remarks about the other parent in the presence of the children and orders both parents to take a mandatory parenting class. It does not restrain visitation by the non-residential parent provided the visitation is by verbal agreement.
- **Proposed Parenting Plan (FL All Family 140);**
- **Information for Parenting Plan (FL All Family 139);**
- **Declaration about Public Assistance (FL All Family 132);**
- **Proposed Child Support Worksheets (WSCSS Worksheets); and**
- **Proposed Child Support Order (FL All Family 130)**

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ASK THE CLERK FOR A "**TEMPORARY COURT ORDERS OUTLINE**" IF YOU NEED ADDITIONAL TEMPORARY COURT ORDERS SUCH AS A TEMPORARY PARENTING PLAN, TEMPORARY ORDER OF CHILD SUPPORT, OR RESTRAINING ORDERS. This outline is available without fee at the Chelan County Clerk's Office. The Family Law Court Facilitator can help you with this process by reviewing your papers, answering your questions and helping you with procedures. You may make an appointment by calling (509) 667-6380 or (509) 667-6236. There is a fee of \$30.00 for a 45 to 60 minute appointment with the facilitator.

The Family Law Court Facilitator can help you calculate child support or you can prepare a Child Support Worksheet using the Automated Child Support Calculator at: [www.dshs.wa.gov/dcs](http://www.dshs.wa.gov/dcs).

### PARENTING CLASS:

Local Court Rules require that both parents must take an approved Parenting Class. "Supporting Children through Divorce: Helping Children Adjust" is offered in Chelan County. You must file proof that you have attended the parenting class before your case can be finalized. Sign up online at

<http://www.co.chelan.wa.us/clerk/> or in person at the clerk's office. The fee is \$40.00 for a 4 hour class. You may pick up a brochure describing the class and registration at the Chelan County Clerk's Office.

**FINAL PAPERS:**

In addition to the forms listed under #7 above, you must also provide the following completed forms:

- \***Final Parenting Plan (FL All Family 140);**
- \***Child Support Worksheets (WSCSS Worksheets);**
- \***Child Support Order (FL All Family 130);**
- \***Residential Time Summary Report (FL Divorce 243);** and
- \***JIS search form** (contained in the packet or available from the Clerk's Office)

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## Steps 1-4 **DIVORCE With CHILDREN**

### **STEP 1 – Starting the case**

	Department of Health Stat Sheet/Vital Statistics Form
	Case Information Cover sheet
	Confidential Information Form
	Summons
	Petition for Divorce (Dissolution)
	Declaration about Public Assistance
	Proposed Parenting Plan
	Information for Parenting Plan
	Proposed Child Support Worksheet
	Proposed Child Support Order
	Financial Declaration
	Financial Source Documents Cover Sheet
	Automatic Temporary Order for Parties with Minor Children
	COPEs Registration Brochure (Parenting Class)

### **STEP 2 – Serving the papers**

	Service Accepted Form
	Agreement to Join Petition (Joinder)
	Response to Petition about a Marriage
	COPEs Registration Brochure (Parenting Class)
	Proof of Personal Service

### **STEP 3 – If A Response is NOT filed**

	Motion for Default
	Order on Motion for Default
	Note for Motion
	Proof of Mailing or Hand Delivery (for documents after Summons and Petition)

### **OR – If a Response IS filed**

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

### **STEP 4 – Finalizing the Divorce**

	Findings and Conclusions about a Marriage
	Final Divorce Order
	Final Parenting Plan
	Final Child Support Order
	Final Child Support Worksheets
	Residential Time Summary Report
	Note for Dissolution Calendar
	Proof of Mailing or Hand Delivery (for documents after Summons and Petition)
	JIS Background Search Form
	COPEs Certificate of Attendance (Parenting Class)

**OR**

## Steps 1 – 4 **DIVORCE Without CHILDREN**

### **STEP 1 – Starting the case**

Department of Health Stat Sheet/Vital Statistics Form
Case Information Cover sheet
Confidential Information Form
Summons
Petition for Divorce
Financial Declaration
Financial Source Documents Cover Sheet

### **STEP 2 – Serving the papers**

Service Accepted
Agreement to Join Petition (Joinder)
Response to Petition about a Marriage
Proof of Personal Service

### **STEP 3 – If a Response is NOT filed**

Motion for Default
Order on Motion for Default
Note for Motion
Proof of Mailing or Hand Delivery (for documents after Summons and Petition)

### **OR – If a Response IS filed**

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

### **STEP 4 – Finalizing the Divorce**

Findings and Conclusions about a Marriage
Final Divorce Order
Note for Dissolution Calendar
Proof of Mailing or Hand Delivery (for documents after Summons and Petition)