

**Dependency
AGREED
PARENTING PLAN
(PARENTS NEVER MARRIED
AND
HAVE NOT ESTABLISHED A PREVIOUS RESIDENTIAL
SCHEDULE)**

This guide is intended to assist parents with the process to finalize a parenting plan when the child is the subject of a Dependency case in the Juvenile Court. **This guide is intended for parents who have never been married, have not completed a previous parenting plan, and are instructed by the court to develop a parenting plan in order to dismiss the dependency case.** This guide provides general information about the procedures that must be followed and the necessary forms that must be completed. It is important to know that DSHS Social Workers and Court Staff cannot give you legal advice in regard to how to fill out the forms or what to include in the forms.

TALK WITH AN ATTORNEY IF POSSIBLE: these instructions are not a substitute for legal advice. The laws and court rules are complex and following these instructions will not guarantee a favorable result. It is always advisable to talk to an attorney about your case. Even in cases where there may be an agreement, obtaining attorney advice is important.

If you do not retain your own attorney to help you with this process and you wish to seek assistance regarding this process, you may contact Civil Legal Aid or the County Clerk's Facilitator Office. Information on the County Clerk's Facilitator's Office and Legal Aid are as follows:

***Benton County Facilitators Office
509-735-8388 ext. 3189
\$25.00 per initial 30 minutes and \$15.00 per each
subsequent 30 minutes
Once the payment is received, the Facilitator will call and
schedule the appointment.***

***Franklin County Facilitators Office
509-545-3525 Room 306
\$25.00 per hour and \$15.00 each additional hour***

Appointments must be scheduled in person at the Franklin County Clerk's Office. \$25.00 is payable at the time the appointment is made.

***Benton Franklin Legal Aid Society
509-734-9840
based on income eligibility***

****Prior to your appointment all of the documents need to be filled out to the best of your ability, as the documents will not be completed for you.***

1. No one can start the process for the Parenting Plan until the Dependency Court has issued an **Order Granting Concurrent Jurisdiction**. The Assistant Attorney General (AAG) who is assigned to the Dependency Case will prepare the Order Granting Concurrent Jurisdiction (Attachment 1) and will present it to the Dependency Judge/Court Commissioner during a hearing in the Dependency case. At that time, a determination will be made as to whether or not the filing fee, the parenting seminar and/or the domestic scheduling order will be waived.
2. The parent wanting to pursue the parenting plan is referred to as the **petitioner**. The other parent is referred to as the **respondent**. After the Order has been signed by the Judge/Commissioner the petitioner will be given a copy of the Order Granting Jurisdiction from their DSHS Social Worker.

All of the documents needed for this process are available at the Benton or Franklin County Clerk's Office for \$0.50 per page or \$25.00 per packet, at Legal Aid for \$25.00 per packet, or downloadable for free at <http://www.courts.wa.gov/forms>.

The **Superior Court Clerks Offices and Legal Aid Office** for Benton and Franklin County are listed below:

**Benton County Clerk
7122 West Okanogan Place, Building A
Kennewick, WA 99336
509-735-8388**

**Franklin County Clerk
1016 N Fourth AVE
Pasco, WA 99301
509-545-3525
Room 306**

**Benton Franklin Legal Aid Society
418 N. Kellogg Street Suite E
Kennewick, WA 99336
509-734-9840**

On-line assistance is also available at washingtonlawhelp.org

The required documents that must be filed with the Superior Court Clerk are listed below. A sample of the first page of each document is attached to this guide. The attachment number is listed on each attached document. All documents must be accurate, complete, and signed when they are filed with the Court Clerk

(if using www.courts.wa.gov/forms go to list of all forms on right hand side, and click on **For Use in All Family Law Cases.**)

- Declaration with the Order Granting Concurrent Jurisdiction attached (Attachment 2)

(if using, www.courts.wa.gov/forms click on **Unmarried Parents and Establishing Residential Schedule/Child Support.**)

- Summons (Petition for Residential Schedule) (*Attachment 3*)
- Petition for Residential Schedule/Parenting Plan (*Attachment 4*)
- Parenting Plan, Proposed (*Attachment 5*)
- Confidential Information Form (Attachment 6)
- Case Information Cover Sheet for Superior Courts (**scroll down to Case Types 3-6**) (Attachment 7)
- Proof of Paternity:
A Declaration with an attached copy of the Judgment & Order Establishing Parentage from your paternity case
OR
Sealed Acknowledgement Cover Sheet with attached Acknowledgement of Paternity (Attachment 8)

If you don't have the Acknowledgement of Paternity then you are required to send a request form to the Department of Health (DOH) confirming the file date (Attachment 9) the request can be obtained at the Health Department, or Court Facilitator and is attached to the back of the packet. The DOH will send a return letter stating when the paternity affidavit was filed with the State. This date is needed on page 2 of the petition. The DOH will also provide a certified copy of the filed acknowledgement of paternity (paternity affidavit) There is a cost for this request.

As the petitioner, you may pursue child support. There are two options:
a. Pursue child support through the Division of Child Support:

1120 N. Edison
Kennewick WA
509-374-2000

- b. Pursue child support through the court, by filing the necessary documents (If utilizing the www.courts.wa.gov/forms, click on **Establishing Residential Schedule/Child Support**).
- Financial Declaration (Attachment 10)
 - Sealed Financial Source Documents (Cover sheet) with attached two years of tax returns or pay stubs (attachment 11)
 - Washington State Child Support Schedule Worksheets (Attachment 12)
- For assistance you may utilize the Washington State Child Support Schedule Worksheet Calculator at <https://fortress.wa.gov/dshs/csips/ssgen>.
3. ***The petitioner is to contact the Benton-Franklin Counties Juvenile Justice Center Legal Process Unit at (509) 736-2714 to determine a hearing date on the attached Notice of Hearing Form.*** If the petitioner and Respondent are in agreement a Joinder (Attachment 13) **(if utilizing the www.courts.wa.gov/forms, click on List of All Forms on right hand side, scroll down to For Use in All Family Law Cases)** is to be signed by the Respondent and filed with all the documents in number 2 above.
4. File the completed and signed documents from paragraph 1 through 3 with the Superior Court Clerk. Be sure to bring the original and copies of each document (one copy for each person to be served and a copy for the petitioner is necessary). The Clerk's Office will charge \$0.50 per page, if copies are requested. *A copy of the Notice of Hearing is to be provided by the petitioner to the Benton-Franklin Counties Juvenile Justice Center attention Alicia after it has been filed.*
- If the respondent is a resident of Washington, at least 21 days must pass from the date of service to set the hearing. If the respondent lives outside Washington, at least 61 days must pass from the date of service to set the hearing. The service requirement is as follows: personal service made by a process server, the sheriff or a deputy of the county the respondent resides in, or by a person over the age of 18 years of age, who is competent to be a witness, and whom is not a party to the case.
5. If the respondent **HAS NOT** signed a Joinder or Acceptance of Service, the following additional steps are necessary:

The petitioner must have the following documents served to the respondent:

- Declaration with attached Order Granting Jurisdiction
- Summons
- Petition for Residential Schedule/Parenting Plan
- Parenting Plan, Proposed
- Sealed Cover Sheet with attached Acknowledgement of Paternity or Copy of Judgment Determining Parentage.
- Notice of Hearing (provided at end of packet)
- Domestic Case Scheduling Order (unless waived on the Order Granting Concurrent Jurisdiction) (provided by Clerk)

If seeking Child Support:

- Financial Declaration
- Sealed Financial Source Documents
- Washington State Child Support Schedule Worksheets

The Return of Service will need to be completed and filed (Attachment 14) (If using www.courts.wa.gov/forms go to list of all forms on right hand side, and click on **For Use in All Family Law Cases**).

If personal service is unsuccessful after a diligent attempt, you may request to serve by mail if you have a last known address for the respondent (if using www.courts.wa.gov/forms go to list of all forms on right hand side, and click on **For Use in All Family Law Cases**).

- Motion and Declaration to Serve by Mail (Attachment 15)
- Summons by Mail (Attachment 16)
- Order Allowing Service by Mail (Attachment 17)

The order may be signed at the Superior Court where the case was originated from during Ex Parte times. Ex Parte times for Benton County are daily from 8:15-9:00 am and 1:00-1:30 pm at 7122 W. Okanogan Place Building A, Kennewick in Court Administration. Ex Parte times for Franklin County are 8:30-9:00 am and 1:00-1:30 pm at 1016 N. 4th Ave, Pasco at the Clerk's Office.

Following the Order Allowing Service by Mail, a person other than the petitioner needs to mail the documents with prepaid postage via Certified Mail **and** regular mail.

Following the mailing, petitioner is to file a Return of Service (Affidavit of Service) (Attachment 18). When the Return Receipt card is signed and returned, the receipt card will also be attached to the Return of Service.

Following a diligent search, if the last known address or physical whereabouts of the respondent are still unknown, service must be

completed through publication at the petitioner's expense. The following documents are necessary (If using www.courts.wa.gov/forms go to List of all forms on right hand side, and click on to **For Use in All Family Law Cases**).

- Motion and Declaration for Service of Summons by Publication (Attachment 19)
- Summons by Publication (Attachment 20)
- Order for Service of Summons by Publication (Attachment 21)

The Order then needs to be signed during above listed Ex Parte times at the Superior Court where the case was filed.

The notice will need to run for six consecutive weeks. Publication will need to occur in the county where the case was filed. Publication can occur through the Tri-City Herald (Benton and Franklin County), Prosser Record Bulletin for Benton County, and/or Franklin County Graphic for Franklin County. Price will vary.

Following the publication, the newspaper will complete an Affidavit of Publication confirming dates of publication. The petitioner is to file the Affidavit of Publication with the clerk's office.

6. Prior to finalization of the parenting plan the parents are required to participate in the parenting seminar unless the box on the Order Granting Concurrent Jurisdiction has been checked excusing attendance.

If you are to attend the parenting seminar, and the fee has been waived, you will need to bring a copy of the Order Granting Concurrent Jurisdiction with the parenting seminar fee waived box checked to the parenting seminar provider.

The following are providers who offer the seminar:

- Inner Directions (509) 585-8650
- Lutheran Community Services, NW (509) 735-6446
- Psychological Consultants (509) 946-9613
- Health Discoveries Consulting (509) 967-2129
- Safe Harbor (509) 374-4901
- Spanish-Wade Barrow (509) 374-4901

7. To finalize the case: at the hearing that has been set in # 3, the petitioner will need to bring the following documents to the hearing that was set in 3 above
(If using www.courts.wa.gov/forms go to Unmarried Parents and click on **Establishing Residential Schedule/Child Support**)

- Motion and Declaration for Default (Attachment 22) (used only if no response after service)
- Order on Motion for Default (Attachment 23) (used only if no response after service)
- Findings of Fact/Conclusions of Law on Petition for Residential Schedule (Attachment 24)
- Judgment and Order Establishing Residential Schedule (Attachment 25)
- Parenting Plan/ Final Order (Attachment 26)
- Order of Child Support (Attachment 27) with Washington State Washington State Child Support Schedule Worksheets (if requested in petition) (Attachment 28)

If the respondent files and serves a written response form stating he/she is not in agreement, a trial will be set. The petitioner will be referred back to Superior Court to obtain a scheduling order.

If you do not retain your own attorney to help you with this process and you wish to seek assistance regarding this process, you may contact Civil Legal Aid or the County Clerk's Facilitator Office. Information on the County Clerk's Facilitator's Office and Legal Aid are as follows:

Benton County Facilitators Office

509-735-8388 ext. 3189

\$25.00 per initial 30 minutes and \$15.00 per each subsequent 30 minutes

Once the payment is received, the Facilitator will call and schedule the appointment.

Franklin County Facilitators Office

509-545-3525 Room 306

\$25.00 per hour and \$15.00 each additional hour

Appointments must be scheduled in person at the Franklin County Clerk's Office. \$25.00 is payable at the time the appointment is made.

Benton Franklin Legal Aid Society

509-734-9840

based on income eligibility

****Prior to your appointment all of the documents all the documents need to be filled out to the best of your ability, as the documents will not be completed for you.***

SUPERIOR COURT OF WASHINGTON FOR COUNTY OF BENTON/FRANKLIN
JUVENILE DIVISION

In Re The Welfare Of _____

DOB: _____

NO. _____

ORDER GRANTING
CONCURRENT JURISDICTION
PARENTING
PLAN/RESIDENTIAL SCHEDULE

I. BASIS

A dependency review and permanency planning hearing was held in the above-entitled matter on _____. The primary permanency plan for this child is return home. This court hereby enters this separate order for purposes of granting concurrent jurisdiction to allow for establishment of a parenting plan/residential schedule.

II. ORDER

IT IS HEREBY ORDERED:

The Juvenile Division of the Superior Court hereby grants concurrent jurisdiction to the Superior Court for purposes of establishing a parenting plan and residential schedule. This action shall remain before the Juvenile Court, shall be heard by the Juvenile Court Commissioner assigned to the underlying dependency case, and shall be completed in Juvenile Court. All fees, charges and surcharges (excluding costs of photocopies) associated with filing and/or entry of necessary documents are hereby waived.

Superior Court of Washington
County of _____

In re the Parenting and Support of _____

Child(ren) _____

Petitioner _____

and _____

Respondent _____

No. _____

Summons (Petition for
Residential Schedule/ Parenting
Plan or Child Support)
(SM)

To the Respondent

- The petitioner has started an action in the above court requesting that the court establish a Residential Schedule/Parenting Plan or an Order of Child Support. Additional requests, if any, are stated in the petition, a copy of which is attached.
- You must respond to this summons and petition by filing a written response with the clerk of the court and by serving a copy of your response on the person signing this summons.
If you do not file and serve your written response within 20 days (60 days if you are served outside of the state of Washington) after the date this summons was served on you, exclusive of the date of service, the court may, without further notice to you, enter a default judgment against you ordering the relief requested in the petition. If you serve a notice of appearance on the undersigned person, you are entitled to notice before an order of default may be entered.
- Your written response to the summons and petition must be on form WPE PS 15.0300, Response to Petition for Residential Schedule/Parenting Plan or Child Support (RSP). Information about how to get this form may be obtained by contacting the clerk of the court, by contacting the Administrative Office of the Courts at (360) 795-5328, or from the Internet at the Washington State Courts homepage:
<http://www.courts.wa.gov/forms>

**Superior Court of Washington
County of _____**

In re the Parenting and Support of:

Child(ren), _____

and _____

Petitioner, _____

Respondent, _____

No. _____

Petition for

Residential Schedule/
Parenting Plan

Child Support
(PT)

Para. 1.10: check box if petition is
attached for:

Order for protection DV (PTORPRT)

Order for protection UH (PTORAH)

I. Basis

1.1 Cause of Action

This action is brought by (name) _____ petitioner, for a

residential schedule/parenting plan

child support order

for

(Name) _____ (age) _____ residing with
(name) _____ in _____ County, Washington.

(Name) _____ (age) _____ residing with
(name) _____ in _____ County, Washington.

(Name) _____ (age) _____ residing with
(name) _____ in _____ County, Washington.

**Superior Court of Washington
County of _____**

In re the Parenting and Support of:

Child(ren) _____

and _____

Petitioner, _____

Respondent _____

No. _____

Residential Schedule

Proposed (PRS)

Temporary (TRS)

Final Order (RS)

This residential schedule is:

the final residential schedule signed by the court pursuant to a judgment and order establishing Residential Schedule/Parenting Plan/Child Support signed by the court on this date or dated _____

the final residential schedule signed by the court pursuant to an order signed by the court on this date or dated _____ which modifies a previous residential schedule.

a temporary residential schedule signed by the court.

proposed by (name) _____

It is Ordered, Adjudged and Decreed:

I. General Information

This residential schedule applies to the following children:

Name	Age

Confidential Information Form (INFO)

County: _____ Cause Number: _____ Do not file in a public access file.

Court Clerk: This is a Restricted Access Document

Divorce/Separation/Invalidity/Nonparental Custody/Paternity/Modifications Sexual Assault Other
 Domestic Violence Antiharassment Information Change (Check if you are updating information)
 A restraining order or protection order is in effect protecting the petitioner the respondent the children.
 The health, safety, or liberty of a party or child would be jeopardized by disclosure of address information because: _____

The following information about the parties is required in all cases:
(Use the Addendum To Confidential Information Form to list additional parties or children)

Petitioner Information			Respondent Information		
Name (Last, First, Middle)			Name (Last, First, Middle)		
Race	Sex	Birthdate	Race	Sex	Birthdate
Driver's Lic. or Identcard (# and State)			Driver's Lic. or Identcard (# and State), (or, if unavailable, local address)		
Mailing Address (P.O. Box/Street, City, State, Zip)			Mailing Address (P.O. Box/Street, City, State, Zip)		
Relationship to Child(ren)			Relationship to Child(ren)		

The following information is required if there are children involved in the proceeding. (See Sec No. is not required for petitions in protection order cases (Domestic Violence/Antiharassment/Sexual Assault))

1) Child's Name (Last, First, Middle)

Child's Race/Sex/Birthdate

Child's Soc. Sec. No. (if required)

Child's Present Address or Whereabouts

CASE TYPES 3 - 6
COUNTY SUPERIOR COURT
CASE INFORMATION COVER SHEET

Case Number _____ Case Title _____
Attorney Name _____ Bar Membership Number _____

Please check one category that best describes this case for indexing purposes. Accurate case indexing not only saves time in docketing new cases, but helps in forecasting needed judicial resources. Cause of action definitions are listed on the back of this form. Thank you for your cooperation.

DOMESTIC RELATIONS <input type="checkbox"/> Annulment/Invalidity (INV 2) <input type="checkbox"/> Child Custody (CUB 3) <input type="checkbox"/> Committed Inmate Relationship (CIR 3) <input type="checkbox"/> Dissolution with Children (CUC 3) <input type="checkbox"/> Dissolution with no Children (CUN 3) <input type="checkbox"/> Dissolution of Domestic Partnership with Children (DPC 3) <input type="checkbox"/> Dissolution of Domestic Partnership with No Children (DPN 3) <input type="checkbox"/> Foreign Judgment (FJU 3) <input type="checkbox"/> Invalidly-Domestic Partnership (INP 3) <input type="checkbox"/> Legal Separation (SEP 3) <input type="checkbox"/> Legal Separation-Domestic Partnership (SPD 3) <input type="checkbox"/> Mandatory Wage Assignment (MWA 3) <input type="checkbox"/> Modification (MOD 3) <input type="checkbox"/> Modification: Support Only (MDS 3) <input type="checkbox"/> Out-of-State Custody (OSC 3) <input type="checkbox"/> Parenting Plan/Child Support (PPS 3) <input type="checkbox"/> Reciprocal, Respondent In County (RIC 3) <input type="checkbox"/> Reciprocal, Respondent Out of County (ROC 3) DOMESTIC VIOLENCE/ANTIHARASSMENT <input type="checkbox"/> Confidential Name Change (CHN 5) MENTAL ILLNESS <input type="checkbox"/> Alcohol/Drug Treatment (ALT 6) <input type="checkbox"/> Mental Illness-Adult (MI 6) <input type="checkbox"/> Mental Illness-Juvenile (MJ 6) <input type="checkbox"/> Mental Illness-Other Venue (MIO 6)	ADOPTION/PARENTAGE <input type="checkbox"/> Adoption (ADP 5) <input type="checkbox"/> Confidential Intermediary (MSC 5) <input type="checkbox"/> Initial Pre-Placement Report (PPR 6) <input type="checkbox"/> Modification (MOD 5) <input type="checkbox"/> Parentage (PAT 5) <input type="checkbox"/> Parentage/URESA/JIFSA (PUR 5) <input type="checkbox"/> Relinquishment (REL 5) <input type="checkbox"/> (Title 28) Termination of Parent-Child Relationship (TER 5) PROBATE/GUARDIANSHIP <input type="checkbox"/> Absentee (ABS 4) <input type="checkbox"/> Disclaimer (DSC 4) <input type="checkbox"/> Estate (EST 4) <input type="checkbox"/> Foreign Will (FNW 4) <input type="checkbox"/> Guardianship (GDN 4) <input type="checkbox"/> Guardianship Estate (GE 4) <input type="checkbox"/> Guardianship of the Estate (GDE 4) <input type="checkbox"/> Guardianship of the Person (GDP 4) <input type="checkbox"/> Limited Guardianship (LD 4) <input type="checkbox"/> Limited Guardianship of the Estate (LGE 4) <input type="checkbox"/> Limited Guardianship of the Person (LGP 4) <input type="checkbox"/> Minor Guardianship (MGD 4) <input type="checkbox"/> Minor Settlement (With guardianship) (MST 4) <input type="checkbox"/> Non-Probate Notice to Creditors (NNC 4) <input type="checkbox"/> Sealed Will Repository (SWR 4) <input type="checkbox"/> Trust/Estate Dispute Resolution (TDR 4) <input type="checkbox"/> Trust (TRS 4) <input type="checkbox"/> Will Only (WLL 4)
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Superior Court of Washington
County of

In re: _____

 and _____

 Respondent(s)

No. _____

Sealed Acknowledgment
 Denial of Paternity Birth
Certificate
(Cover Sheet)
(SADP)

Clerk's Action Required: Access Is
Restricted per GR 22(d)(2)

(Complete the information below and write "Sealed" at least one inch from the top of the first page of the acknowledgment or denial of paternity.)

The attached Paternity Acknowledgment Denial of Paternity Birth Certificate is filed with the:

petition
 response
 other: (name of document) _____

which I filed on (date) _____

Submitted by: _____

Signature _____ Print or Type Name _____

Notice: The other party will have access to the acknowledgment or denial of paternity or birth certificate. If you are concerned for your safety or the safety of the children, you may redact (block out or delete) information that identifies your location.

Superior Court of Washington
County of

In re: Parentage: _____

 and _____

 and _____

 and _____

No. _____

Order of Child Support
 Temporary (TMORS)
 Final Order (ORS)

Clerk's Action Required: § 1.1,
3.11

Child(ren) over the age of 2

I. Judgment Summary

1.1 Judgment Summary for Non-Medical Expenses

Does not apply.
 Applies as follows:

A. Judgment creditor _____
 B. Judgment debtor _____
 C. Principal judgment amount (back child support/other obligations) \$ _____
 from (date) _____ through (date) _____
 D. Interest to date of judgment \$ _____
 E. Attorney fees \$ _____
 F. Costs \$ _____
 G. Other recovery amount \$ _____
 H. Principal judgment shall bear interest at _____ % per annum
 I. Attorney fees, costs and other recovery amounts shall bear interest at _____ % per annum
 J. Attorney for judgment creditor _____
 K. Attorney for judgment debtor _____
 L. Other: _____

Superior Court of Washington
County of _____

Name _____

and _____

No. _____
Financial Declaration
 Petitioner
 Respondent
(FNDCLR)

Name _____ Date of Birth _____

I. Debtor's Basic Information

Debtor's Total Monthly Net Income (line § 3.2 below) \$ _____

Debtor's Total Monthly Household Expenses (line § 3.3 below) \$ _____

Debtor's Total Monthly Debt Payments (line § 3.11 below) \$ _____

Debtor's Total Monthly Expenses (line § 3.13 below) \$ _____

Estimate of the other party's gross monthly income (line § 3.14 below) \$ _____

II. Personal Information

3.1 Occupation _____

3.2 The highest year of education completed _____

3.3 Are you presently employed? Yes No

a. If yes: Where do you work. Employer's name and address must be listed on the Confidential Information Form.

Financial Declaration (FNDCLR) - Page 1 of 4
WSP DCFPSCL 01.1500 (6/2004) - REV 06.18.2007

Superior Court of Washington
County of _____

Name _____

and _____

No. _____
Sealed Financial Source
Documents
(Cover Sheet)
(SEALFN)
Clerk's Action Required

Sealed Financial Source Documents

(List documents below and write "Sealed" at least on each page the top of the first page of each document.)

Income Tax returns

Pay Stubs

Credit Card Statements

Bank statements

Checks or the equivalent

Check registers

Loan application documents

Retirement plan orders

Other _____

Submitted by: _____

Notice: The other party will have access to these financial source documents. If you are concerned for your safety or the safety of the children, you may redact (block or delete) information that identifies your location.

Sealed Fin Source Doc (SEALFN) - Page 1 of 1
WSP DCFPSCL 09.0230 (6/2004) - GR 225/08. (0)

Washington State Child Support Schedule Worksheets

[] Proposed by [] (name) [] State of WA [] Other _____ (CSWP)
 Or, [] Signed by the Judicial/Reviewing Officer (C&W)

Mother _____ Father _____
 County _____ Case No _____

Child(ren) and Age(s):		
Part 1: Income (see instructions page 6)		
	Father	Mother
1. Gross Monthly Income		
a. Wages and Salaries	\$	\$
b. Interest and Dividend Income	\$	\$
c. Business Income	\$	\$
d. Maintenance Received	\$	\$
e. Other Income	\$	\$
f. Imputed Income	\$	\$
g. Total Gross Monthly Income (add lines 1a through 1f)	\$	\$
2. Monthly Deductions from Gross Income		
a. Income Taxes (Federal and State)	\$	\$
b. FICA (Sec. 5oc. + Medicare)/Self-Employment Taxes	\$	\$
c. State Industrial Insurance Deductions	\$	\$
d. Mandatory Union/Professional Dues	\$	\$
e. Mandatory Pension Plan Payments	\$	\$
f. Voluntary Retirement Contributions	\$	\$
g. Maintenance Paid	\$	\$
h. Normal Business Expenses	\$	\$
i. Total Deductions from Gross Income (add lines 2a through 2h)	\$	\$
3. Monthly Net Income (line 1g minus 2i)	\$	\$
4. Combined Monthly Net Income (add father's and mother's monthly net incomes from line 3)	\$	
5. Basic Child Support Obligation (enter total amount in box →)		
Child #1 _____ Child #3 _____ Child #5 _____	\$	
Child #2 _____ Child #4 _____		
6. Proportional Share of Income (each parent's net income from line 3 divided by line 4)		

**Superior Court of Washington
 County of _____**

In re the Parenting and Support of:

Children),

Petitioner,

and

Respondent:

No.

**Findings of Fact and
 Conclusions of Law on Petition
 for Residential
 Schedule/Parenting Plan or
 Child Support
 (PNFCL)**

I. Basis for Findings

The findings are based upon:

- agreement of the parties
- an order of default signed by the court on this date of dated _____
- a hearing held on (date) _____ The following people attended:

- Mother
- Acknowledged Father
- Guardian ad Litem
- Mother's Attorney
- Acknowledged Father's Attorney
- Other:

II. Findings of Fact

Upon the basis of the court record, the court finds:

2.1 Notice and Basis of Personal Jurisdiction Over the Parties

All parties necessary to adjudicate the issues were served with a copy of the summons and petition and are subject to the jurisdiction of this court. The facts below establish personal jurisdiction over the parties.

**Superior Court of Washington
County of _____**

In re the Parenting and Support of:

<p>Child(ren), Petitioner, and Respondent.</p>	<p>No. _____ Judgment and Order Establishing <input type="checkbox"/> Residential Schedule/ Parenting Plan <input type="checkbox"/> Child Support (JDORS) Clerk's action required, ¶ 3.7, 3.8 <input type="checkbox"/> Law Enforcement Notification, ¶ 3.8</p>
------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

I. Judgment/Order Summaries

1.1 Restraining Order Summary
 Does not apply. Restraining Order Summary is set forth below:

Name of person(s) restrained: protected: _____	Name of person(s) See Paragraph 3.8
---------------------------------------------------	----------------------------------------

Violation of a Restraining Order in paragraph 3.8 below with actual knowledge of its terms is a criminal offense under Chapter 26.50 RCW and will subject the violator to arrest. RCW 26.26.590.

1.2 Money Judgment Summary
 Does not apply. Judgment Summary is set forth below:

A. Judgment creditor	_____	\$ _____
B. Judgment debtor	_____	\$ _____
C. Total judgment amount	_____	\$ _____
D. Principal judgment amount (back support)	_____	\$ _____
From _____ to _____		\$ _____
E. Interest to date of judgment	_____	\$ _____
F. Attorney fees	_____	\$ _____
G. Costs	_____	\$ _____
H. Other recovery amount	_____	\$ _____

**Superior Court of Washington
County of _____**

In re the Parenting and Support of:

<p>Child(ren) Petitioner, and Respondent.</p>	<p>No. _____ Residential Schedule <input type="checkbox"/> Proposed (PRS) <input type="checkbox"/> Temporary (TRS) <input type="checkbox"/> Final Order (RS)</p>
-----------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

This residential schedule is:

the final residential schedule signed by the court pursuant to a judgment and order establishing Residential Schedule/Parenting Plan/Child Support signed by the court on this date or dated _____

the final residential schedule signed by the court pursuant to an order signed by the court on this date or dated _____ which modifies a previous residential schedule

a temporary residential schedule signed by the court.

proposed by (name) _____

It is Ordered, Adjudged and Decreed:

I. General Information

This residential schedule applies to the following children:

<u>Name</u>	<u>Age</u>
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**Superior Court of Washington
County of _____**

In re Parentage: _____

and _____ Petitioner,

and _____ Respondent,

and _____ Respondent,

child(ren) over the age of 2

No.
Order of Child Support
 Temporary (TMORS)
 Final Order (ORS)
**Clerk's Action Required: ¶ 1.1,
3.11**

I. Judgment Summary

1.1 Judgment Summary for Non-Medical Expenses

Does not apply.
 Applies as follows:

A. Judgment creditor _____

B. Judgment debtor _____

C. Principal judgment amount (back child support/other obligations) \$ _____
from (date) _____ through (date) _____

D. Interest to date of judgment \$ _____

E. Attorney fees \$ _____

F. Costs \$ _____

G. Other recovery amount \$ _____

H. Principal judgment shall bear interest at _____ % per annum

I. Attorney fees, costs and other recovery amounts shall bear interest at _____ % per annum

J. Attorney for judgment creditor _____

K. Attorney for judgment debtor _____

L. Other: _____

**Superior Court of Washington
County of _____**

In re: _____

and _____ Petitioner,

and _____ Respondent.

No.
**Return of Service
(Optional Use)
(RTS)**

I Declare:

1. I am over the age of 18 years, and I am not a party to this action.

2. I served the following documents to (name) _____:

summons, a copy of which is attached

petition in this action

proposed parenting plan or residential schedule

proposed child support order

proposed child support worksheets

sealed financial source documents cover sheet and financial documents

financial declaration

Notice Re: Dependent of a Person in Military Service

notice of hearing for _____

motion for temporary order

motion for and ex parte order

motion for and order to show cause re: _____

declarations of _____

temporary order

other: _____

Superior Court of Washington
County of _____

<p>In re: _____</p> <p>and _____</p> <p>Plaintiff, vs. Defendant.</p>	<p>No. _____</p> <p>Motion and Declaration To Serve by Mail (MSTAF)</p>
-------------------------------------------------------------------------------	----------------------------------------------------------------------------------------

I. Motion

_____, [moving party], moves the court for an order allowing service of the summons and petition by mail.

Date: _____

Signature of [moving party] or Lawyer/WSDA No. _____
Print or Type Name _____

II. Declaration

2.1 Summons should be served by mail because:

_____ [nonmoving party] is not a resident of this state.

_____ [nonmoving party] cannot be found in this state.

the moving party is proceeding in forma pauperis and cannot effect service by publication or personal service.

*Mail and Court to Serve by Mail (MSTAF) - Page 1 of 2
WSP# SUPWCDU 01.2010 (amended) - REVISED 4.28.10; CRJ 4 0000*

Superior Court of Washington
County of _____

<p>In re: _____</p> <p>and _____</p> <p>Plaintiff, vs. Defendant.</p>	<p>No. _____</p> <p>Order Allowing Service By Mail (MSTAF)</p>
-------------------------------------------------------------------------------	-------------------------------------------------------------------------------

I. Preamble

The court has considered _____ [moving party]'s motion and declaration requesting an order allowing service of the summons and petition by mail.

II. Findings

Based on the motion and declaration, the court finds that the summons and petition in this matter should be served on _____ [nonmoving party] by mail in accordance with CR 4.00(5).

III. Order

As Ordered:

3.1 The summons and petition shall be served on the nonmoving party by mail by a person 18 years of age or over and competent to be a witness but not the moving party.

3.2 Two (2) copies shall be mailed postage prepaid, one by ordinary first class mail, and the other by certified mail, return receipt requested, showing when, and to whom, delivered, each showing a return address for the sender or an address through which correspondence may be directed to the sender.

*Order Allowing Service by Mail (MSTAF) - Page 2 of 2
WSP# SUPWCDU 01.2010 (amended) - REVISED 4.28.10; CRJ 4 0000*

**Superior Court of Washington
County of _____**

In re: _____ and _____ <div style="display: flex; justify-content: space-between;"> Petitioner, No. _____ </div> <div style="display: flex; justify-content: space-between;"> Respondent Summons by Mail (SM) </div>	
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

To the Respondent:

1. The petitioner has started an action in the above court requesting:

- that your marriage or domestic partnership be dissolved,
- a legal separation,
- that the validity of your marriage or domestic partnership be determined,
- that there be a determination of parentage,
- the establishment or modification of a parenting plan or residential schedule,
- the establishment or modification of a child support order,
- custody of the children listed in paragraph 1.3 of the Nonparental Custody Petition,
- that presumed paternity be disestablished,
- an order restraining the intended relocation of the children,
- rescission of the acknowledgment of paternity,
- rescission of the denial of paternity,
- an order declaring that the acknowledgment of paternity is invalid,
- an order declaring that the denial of paternity is invalid.

2. The petition also requests that the court grant the following relief:

- Provide reasonable maintenance for the petitioner respondent.
- Approve a parenting plan or residential schedule for the dependent children.
- Approve reasonable visitation.
- Determine support for the dependent children pursuant to the Washington State child support statutes.
- Order either or both parents to maintain or provide health insurance coverage for the dependent children.

**Superior Court of Washington
County of _____**

In re: _____ and _____ <div style="display: flex; justify-content: space-between;"> Petitioner(s), No. _____ </div> <div style="display: flex; justify-content: space-between;"> Respondent(s) Declaration of [Name] (Optional Use) (DCLR) </div>	
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

This declaration is made by:

Name: _____

Age: _____

Relationship to the parties in this action: _____

I Declare:

Superior Court of Washington
County of _____

In re: _____
and _____
Respondent

No. _____
Notice and Declaration for Service of Summons by Publication (DCLD)

I, _____
[summoning party] advise (advise) the court, pursuant to RCW 4.38.100, for an order allowing service of this summons and petition by publication.

Date: _____
Signature of Summing Party or Lawyer/WSDA No. _____
Print or Type Name _____

B. Declaration

2.1 Service of summons by publication is justified because:

_____ [summoning party] is not a resident of this state; [summoning party] cannot be found in the state by usual means.

the summoning party has departed from Washington to avoid service of summons.

the summoning party has concealed himself/herself to avoid service of summons, other _____.

All and Used by Serv by Publication (DCLD) - Page 1 of 2
10/17/2019 04:20:00 PM - RCW 4.38.100, CR 6

Superior Court of Washington
County of _____

In re: _____
and _____
Respondent

No. _____
Summons by Publication (SMPB)

To the Respondent:

Write to Publisher. Publish only those items which are marked []

1. The petitioner has started an action in the above case (1) requesting:

that your marriage or domestic partnership be dissolved, a legal separation,
 that there be a determination of parentage,
 that the validity of your marriage or domestic partnership be determined,
 the establishment or modification of a parenting plan or residential schedule,
 the establishment or modification of a child support order,
 custody of the children listed in paragraph 1.3 of the Nonparental Custody Petition,
 that parental paternity be established,
 an order restraining the intended relocation of the children,
 rescission of the acknowledgment of paternity,
 rescission of the denial of paternity,
 an order declaring that the acknowledgment of paternity is invalid,
 an order declaring that the denial of paternity is invalid.

2. The petition also requests that the respondent (the following apply):

Provide reasonable maintenance for the [] petitioner [] respondent.
 Approve a parenting plan or residential schedule for the dependent children.
 Approve reasonable visitation.

Summons by Publication (SMPB) - Page 1 of 2
10/17/2019 04:20:00 PM - RCW 4.38.100, CR 6

Superior Court of Washington
County of _____

In re: _____
and _____
Respondent

No. _____
**Order for Service of Summons
by Publication
(If Required by Local Practice)
(CRP/UE)**

I. Basis
The court has considered _____ (moving party)'s motion and
declaration requesting that the summons in the matter be served by publication.

II. Findings
Based on the representations made in the declaration, the court finds that the summons in this matter
may be served on _____ (summarizing party) by
publication in accordance with RCW 4.28.100.

III. Order
It is ordered that the summons in this matter may be served on _____ (summarizing party) by publication in
conformity with RCW 4.28.100.

Dated: _____
Judge/Commissioner _____

Signature of Moving Party or Lawyer/W.S.B.A. No. _____
Print or Type Name _____

Order for Service by Publication (CRP/UE) - Page 1 of 1
WSP/UE 12/19/2014 01:00pm (2014) - RCW 4.28.100

Superior Court of Washington
County of _____

In re: _____
and _____
Respondent

No. _____
**Motion and Declaration for
Default
(MTDFL)**

I. Motion
(Name of requesting party) _____ moves the court for an order of
default against (name of other party being defaulted) _____ Venue
of this action is proper as set forth in the Declaration below.

Dated: _____
Signature of Requesting Party or Lawyer/W.S.B.A. No. _____
Print Name _____

II. Declaration

2.1 Proper Jurisdiction and Venue
The court has proper jurisdiction and venue pursuant to the allegations of the petition at the time
of filing.
The petitioner resides in (county and state only) _____
The child(ren) reside(s) in (county and state only) _____
Respondent resides in (county and state only) _____

Superior Court of Washington
County of _____

In re: _____

and _____

Petitioner,

Respondent

No. _____

Order on Motion for Default
(ORDFL)
 granted (ORDFL)
 denied (ORDYMT)

I. Basis

A motion for default has been presented by (name of requesting party) _____

II. Findings

The court finds:

2.1 Proper Jurisdiction and Venue

The court has proper jurisdiction and venue.

2.2 Service on Nonrequesting Party

(Name of nonrequesting party being defaulted) _____
was served with _____
on (date) _____

2.3 Time Elapsed Since Service

The nonrequesting party was served within the state of Washington and more than 20
days have elapsed since the date of service.

REQUEST FOR COPY OF ACKNOWLEDGMENT OF PATERNITY FOR A CHILD BORN IN WASHINGTON

Please provide me _____ certified copy(ies) of the filed acknowledgment of paternity (paternity affidavit) regarding my child I have identified below:

(LEGIBLY PRINT ALL INFORMATION IN INK)

Child's Name:

First Name Middle Name Last Name

Date of Birth:

Month Date Year

Place of Birth:

_____, WASHINGTON
City

Father's Full Name:

First Name Middle Name Last Name

Mother's Full Maiden Name:

First Name Middle Name Last Name

Enclosed are a *copy of my picture identification* and a check or money order in the amount of \$35.00 payable to the Department of Health

(Your Signature) _____ (Date)

Print YOUR Name:

Print YOUR Mailing Address

Daytime Phone Number: (_____) _____

IMPORTANT INFORMATION ABOUT YOUR REQUEST:

- Mail Request to: **Center for Health Statistics
PO Box 9709
Olympia WA 98507-9709**
- Remember to enclose a copy of your picture identification *and* a check or money order in the amount of \$35.00 payable to Department of Health with this completed form.
- If you are not the mother or father who signed the paternity affidavit *do not* use this form. You must be a signatory to the paternity affidavit to make this request. Paternity affidavit copies will be provided to others only by order of the court.
- For multiple copies of the same affidavit, only one form is needed. Enclose \$35.00 for EACH copy ordered. For copies of affidavits for *more than one child*, use a separate form for EACH child and enclose \$35.00 for each copy ordered.
- Please make sure this form is complete, accurate and legible.
- Washington State Department of Health Center for Health Statistics can process requests for paternity affidavit copies **ONLY** for children who were born in **WASHINGTON STATE**. If your child was born outside the State of Washington, please contact that state's center for health statistics or vital records division.
- Keep a copy of this completed form for future reference.
- **PLEASE ALLOW 4-5 WEEKS FOR RECEIPT OF YOUR PATERNITY AFFIDAVIT COPY.**

**IN THE SUPERIOR COURT OF WASHINGTON
IN AND FOR BENTON AND FRANKLIN COUNTIES**

Cause No. _____

Petitioner

NOTICE OF HEARING

vs.

Respondent

TO THE CLERK OF THE COURT AND TO:

Please take notice the undersigned will bring on for hearing the motion for:

(Issue to be heard)

The hearing is to be held on:

(DAY OF WEEK)

(Month) (Day) (Year)

(Time am/pm)

The hearing is to be held at:

BENTON/FRANKLIN COUNTY JUVENILE JUSTICE CENTER

5606 W Canal Drive

Kennewick, WA 99336

Dated: _____

Signed: _____

Attorney for: _____

Address: _____

Telephone: _____