

How to Respond to a Family Law Motion

Use these instructions if the other party has filed a motion and you need to respond to that motion.

Talk to a lawyer if you can

These instructions have been developed by the King County Superior Court Family Law Information Center. They provide *legal information* only and **are not intended** to be a substitute for legal advice.

Facilitators cannot provide legal advice or complete your forms for you. It's a good idea to talk to a lawyer before you file any forms.

You can get information about their services and a list of low-cost and free legal resources at <https://kingcounty.gov/en/court/superior-court/courts-jails-legal-system/court-programs-children-families/divorce-custody-adoption/family-law-facilitators>

Step 1: Fill out these forms

All these forms can be downloaded at: www.courts.wa.gov/forms/

Form Name	Form Number	Notes	Completed
Declaration of (name): _____	FL All Family 135	Tell the Court your side of the story.	<input type="checkbox"/>
Order: _____	FL All Family 182	Fill this out the way you would like the Commissioner to decide	<input type="checkbox"/>
Proof of Personal Service	FL All Family 101		
Proof of Mailing or Hand Delivery	FL All Family 112		

If the motion involves financial issues, you will also fill out these forms

Financial Declaration	FL All Family 131		<input type="checkbox"/>
Sealed Financial Source Documents (Cover Sheet)	FL All Family 011	Attach the documents listed below to this cover sheet	<input type="checkbox"/>
For the court to decide on financial issues, you must provide copies of financial documents, including:			
<ul style="list-style-type: none">▪ Your W-2s and complete personal tax returns for the past 2 years▪ Your most recent pay stubs (at least 6 months)▪ Complete partnership/corporate tax returns for the past 2 years if you have a 5% interest or more.▪ Statements from all your banks and financial institutions for the past 6 months			
<i>Note:</i> The other parent can ask you for a copy of your check register. If this happens, you will have 14 days to provide it.			

Step 2: Make copies

How many copies do I need?

- Original set to file with Clerk's office
- Copy 1 is to serve the other party
- Copy 2 you will keep for your records

Step 3: Take your completed forms to the Clerk's office and file them.

When: Noon, 5 court days before the Family Law hearing date

Where: Clerk's Office (Room 2C in Kent and E-609 in Seattle)

What: The originals of all paperwork from step 1 **except** the Order. This is your proposed Order.

OR

You may file your documents electronically through the Clerk's Office E-Filing application. E-filing instructions to e-file all documents except your proposed order can be found on the Clerk's Office website: <https://kingcounty.gov/en/dept/dja/courts-jails-legal-system/court-forms-document-filing/filing>

Step 4: Submission List/Confirm Hearing

Find this form here: <https://kingcounty.gov/en/dept/dja/courts-jails-legal-system/court-forms-document-filing/forms>

Form Name	Completed
Working Paper Submission List	<input type="checkbox"/>

All documents that will be considered **must** be filed in the clerk's office (either e-filed or physically delivered) and served on the other party. Once you have filed the documents you must file a *Working Papers Submission List*. Papers Submission List accomplishes two purposes:

- 1. It confirms that you want your hearing to move forward-**The *Working Papers Submission List* is due by the reply deadline for the moving party (noon 3 court days prior) and the response deadline for the responding party (noon 5 court days prior). If you fail to file your submission list by the deadlines listed above, your hearing will not take place. It is suggested that the submission list be filed electronically to avoid processing delays.
- 2. It lets the Commissioner know what to read to prepare for the hearing.** The submission list shall list all documents that the parties want the court to consider. It must list your declaration. If the submission list does not list required documents, such as the declaration, your hearing may not go forward.



Important! If you do not turn in a Submission List your hearing will be stricken. Do not leave the submission number column blank on the Submission List. The submission number is the number each document is assigned when it is filed. The submission numbers are located at <https://dja-prd-ecexap1.kingcounty.gov/> by entering your case number, clicking on the document list, and referring to the Sub Number Column.

Step 5: Submit Proposed Orders to Family Law Department

You can submit your proposed order online through the **Clerk's Office eFiling System** <https://kingcounty.gov/en/dept/dja/courts-jails-legal-system/court-forms-document-filing/filing> via the "Proposed Orders (Family Law)" link.

If you are not represented by an attorney, you can submit paper copies of proposed orders to the Judge's Mailroom in an envelope marked "Attn: Family Law Commissioner" with their full name, case number and hearing date. Orders for cases with a "KNT" designation should be dropped off in room 2D in Kent. Orders for cases with an "SEA" designation should be dropped off in room C-203 in Seattle.

If you are the person asking for the motion, submit your proposed order at least 14 calendar days prior to the hearing. If you are the person responding to the motion, the proposed order is due 5 court days prior to the hearing.

Step 6: Have the other party served.

What to serve

Serve the other party with a copy of all forms **except** the Proof of Personal Service or Proof of Mailing or Hand Delivery

How to serve

Provided that no order restrains you from having contact with the other party, you may deliver or mail them yourself at least **5 court days by 12 noon** before the hearing (add 3 more days for mailing). If the other party has an attorney, deliver, or mail the forms to the attorney instead. After you have delivered or mailed the forms to the other party or attorney, fill out the *Proof of Mailing or Hand Delivery* form. File the original with the Clerk's Office and keep a copy for your records.

If you had someone else deliver or mail the papers to the other party or attorney, then the server would fill out the *Proof of Personal Service* form, FL All Family 101.

Step 8: Virtual hearing

All family law motions are being heard virtually via Zoom. Two days before your hearing:

- Go to <https://kingcounty.gov/en/court/superior-court/courts-jails-legal-system/court-calendars-locations-operations/virtual-hearings-trials>
- Click on the green button that says, "Virtual Hearing Links- 1:00 p.m. Calendar."
- Find the name of your case. The zoom link you will use to appear for your hearing will be to the right of your case number.

If you cannot access Zoom for your hearing, you may also use the phone number provided to appear by phone. If you cannot go online to get the hearing information, at least two days before your hearing, call and leave a message at:

- 206-477-1523 for motions noted in Kent, or
- 206-477-2750 for motions noted in Seattle.

Court staff will contact you back to let you know how to appear.

For more guidance on Video Hearings, please visit: <https://kingcounty.gov/courts/superior-court/get-help/Video.aspx>

Important tips for your Zoom hearing:

1. **If you are on time for your hearing and you are not let into the meeting within 15 minutes** after your scheduled hearing time, please email
 - a. FamilyLawStaffSeattle@KingCounty.gov for Seattle cases or,
 - b. FamilyLawStaffMRJC@KingCounty.gov for Kent cases.

Do not leave the waiting room. If you cannot email the court, call 206-263-0635 for assistance.

2. Once in the meeting please:

- a. Mute yourself and turn off your camera until you are called on.
- b. Rename yourself with your last name, first name (example: "Doe, Jane").

- c. If you get disconnected on accident you can click the link again or call the associated phone number and you will be let back into the meeting.
- 3. The coordinator will perform a check-in.** Please remain muted and do not speak until your name or case number is called.
- 4. After check-in, wait and remain muted with your camera off until the court is ready for your hearing.** Your hearing may start at any time between 1:00 and 4:00 pm. When called, identify yourself each time you speak and conduct yourself as you would if you were in a physical courtroom, meaning there are other people present for their hearings too.
- 5. After your hearing is over you are welcome to leave the meeting.**



IMPORTANT! If you do not turn in a submission list, or you do not appear for your hearing on-time, the hearing may be conducted without you or stricken.