

How to

Dismiss a Family Law Case

If the parties agree or the respondent has not participated

Do not use these instructions if the respondent has signed or filed any document in the case or appeared to any court hearing. You will need to schedule a court hearing to request that your case be dismissed.

Warning! If the case is dismissed, any temporary orders filed under that case will no longer be in effect!

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 in Step 1 can be downloaded at: www.courts.wa.gov/forms/

If the parties agree to dismiss the case, they both must sign these documents.

Form Name	Form Number	Notes	Completed
Motion for Dismissal	FL All Family 163	Explain why the case should be dismissed.	<input type="checkbox"/>
Declaration of (name): (optional)	FL All Family 135	Use this form if you need more space to explain why the case should be dismissed.	<input type="checkbox"/>
Order on Motion for Dismissal	FL All Family 164	Fill this out the way you would like the commissioner to rule. This is your proposed order.	<input type="checkbox"/>

Step 2: Fill Out the Ex Parte via the Clerk Cover sheet.

This form can be downloaded at:

<https://kingcounty.gov/en/dept/dja/courts-jails-legal-system/court-forms-document-filing/forms> or it is available at the Clerk's office.

Form Name	Form Number	Notes	Completed
Ex-Parte via the Clerk Coversheet	None	Use accurate contact information	<input type="checkbox"/>

Step 3: Deliver Your Documents from Step 1 and 2 and Pay the Ex Parte via the Clerk Fee

- Deliver your completed documents to the clerk's office (E-609 in Seattle or 2C in Kent).

For information on how to submit your request via mail or electronically ex parte via the clerk, visit: <https://kingcounty.gov/en/dept/dja/courts-jails-legal-system/court-forms-document-filing/filing/ex-parte-via-the-clerk>

- There is a fee required for the clerk's office to present your documents to the commissioner. If you believe you are eligible for a fee waiver, speak to a clerk.
- The clerk will notify you of the commissioner's decision by the method you selected in the Ex Parte via the Clerk Coversheet.