

# WHAT TO BRING TO YOUR FACILITATOR APPOINTMENT

YOU SHOULD BRING YOUR COMPLETED LEGAL FORMS WITH YOU TO YOUR APPOINTMENT.

This will make the most efficient use of your time with the Facilitator. Approved legal forms for family law cases are available without cost on the Washington Courts website located at [www.courts.wa.gov/forms](http://www.courts.wa.gov/forms), or at [www.washingtonlawhelp.org](http://www.washingtonlawhelp.org). You may also purchase a packet at the Clark County Clerk's office.

You will need to gather and organize information to fill out the legal forms. Fill out as much of the information as you can. It is best to have a working copy and use pencil so corrections can be made easily.

Make a list of the questions you have for the Facilitator. The Facilitator will review the forms you have filled out to see if they are complete. Try to answer the Facilitator's questions clearly and briefly. Take notes during your visit with the Facilitator.

## **For Dissolutions of Marriage/Legal Separation/Invalidity Cases:**

1. Prepare a complete list of your property and other assets.

Property and other assets include real estate (include addresses, parcel numbers), automobiles and other vehicles (include make, model and VIN numbers), bank accounts (include bank name, balance and account numbers), stock and bonds (list details), retirement accounts (list details), life insurance policies with a cash value (list account number and value), inheritances, household items, jewelry and any other property and assets owned by you and/or your spouse/partner.

If you or your spouse had separately owned property, be sure to list those items on a separate sheet of paper. If you know how you want the property divided under the terms of the dissolution, prepare a second list with two headings, ME and My Spouse/Partner at the top. Under each heading list how you want the property and other assets to be divided by the court.

2. Prepare a complete list of your debts and liabilities (with creditor names and account numbers), which includes mortgages, loans for automobiles and other vehicles, credit card accounts, and any other type of loan or debt owed by you and your spouse. The balances should be as of the date of separation. All debt incurred during the marriage and prior to the date of separation, regardless of whose name is listed on the account, is considered community debt for the purpose of the dissolution documents. Make a complete list and do not assume an account is separate if it is listed in one name only. It must be listed on the dissolution documents. Also prepare a second list with two headings Me and My Spouse/partner at the top. Under each heading list the debts you

want to be responsible for and the debts you want to be the responsibility of your spouse. If you believe there are separate debts, list those items on a separate piece of paper.

3. Be prepared to provide your income information and that of your spouse/partner. You will need your gross monthly income and deductions from your paycheck. You should gather copies of paycheck stubs for the last three months and copies of your income tax returns for the last three years. Also, bring information concerning child support paid for children from previous relationships.

**For Child Support Modification Cases:**

You will need a copy of your most recent child support order. You should gather copies of paycheck stubs for the last three months showing gross pay and all deductions and copies of your income tax returns for the last three years. If you have a child from a different relationship, bring in copies of the support order(s) for those children. A copy of your most recent child support order can be obtained from the Clerk's Office in the county where the order was issued. The Facilitator will use this information to calculate child support from the Washington State child Support Schedule.

**For Parenting Plan (Custody, Visitation and Child Relocation) Modification Cases:**

You will need a copy of your most recent parenting plan. A copy of the most recent parenting plan can be obtained from the Clerk's Office in the county where the parenting plan was approved.

If the action is to change custody of the child(ren), you should gather copies of paycheck stubs for the last three months showing gross pay and all deductions, and copies of your income tax returns for the last three years. If you have a child or children from a different relationship, bring in copies of the support order(s) for those children. The Facilitator will use this information to calculate child support using the Washington State Child Support Schedule.

**For Paternity Cases:**

Bring in your copy of the Affidavit of Paternity signed at the hospital at the time of the child's birth. If your child was born after July 1, 1997 and you do not have a copy of the affidavit, you may request a certified copy by sending your request along with a copy of your picture identification and a check or money order for \$35.00 to the following address:

Center for Health Statistics  
PO Box 9709  
Olympia, WA 98504-9709

Be sure to include the name of the child (first, middle and last names), the date of the child's birth, the city in Washington where the child was born, the full name of the father and the full name, including maiden name, of the mother. Please allow 4-5 weeks for delivery to you.

**For Third Party Custody Case:**

You will need the full name, birthdate and address of each child. And the same information for the mother and father of the child(ren), you will need the name and address of the person(s) having legal custody.