FACILITATOR TIP SHEET

The Facilitator cannot give legal advice

All paperwork should be typed or neatly printed. Use blue or black ink only.
Do Not write in the margins or on back sides of pages. Single sided pages only.
MARGINS – 1 inch on sides and 3 inches on top for first page only.

Where can I find the forms?

For a fee:

- Clark County Clerk's Office. Monday – Friday 8-12:00 and 1-4:30
- Clark County Law Library, 1st floor courthouse. Monday – Friday 9-3 (3rd Monday of each month closed at noon and Tuesdays opens at 9:30)
- Ft. Vancouver Regional Library, 901 C St., Vancouver, WA.

Free download of forms:

- www.courts.wa.gov/forms
- www.washingtonlawhelp.org

What is the cost of the forms packets?

Dissolution/Legal Separation w/ children - $50.00
Dissolution/Legal Separation no children - $30.00
Modification of Child Support - $30.00
Modification of Parenting Plan - $30.00
Relocation - $30.00
Paternity/Establish Parenting Plan & Support - $50.00
3rd Party/Non-Parent Custody - $50.00
Writ of Habeas Corpus re Custody - $15.00

I can't afford an attorney, is there someone who may be able to help me?

Northwest Justice Project/CLEAR
500 W 8th St. #275, Vancouver, WA
1-888-201-1014
www.nwjustice.org

Clark County Volunteer Lawyers
1104 Main Street, Plaza One, Vancouver, WA 98660
Call CLEAR for advice and appointments
1-888-201-1014 (intake Calls)

YWCA of Clark County
3609 Main St., Vancouver, WA
360-696-0167
Domestic Violence – 360-695-0501

DADS of Washington
253-661-8831
www.DadsAmerica .org

DSHS Division of Child Support
800 NE 136th Ave, #210, Vancouver, WA
360-696-6100

Prosecuting Attorney's Office
Child Support Division
800 Franklin #100, Vancouver, WA
360-397-2265

Legal help for Moderate Incomes – Sliding fee
www.moderatemeanswa.org

What is the cost to file?
Dissolution - $314.00
Modification of another county/state's final order - $260.00
Modification - $56.00
Objection to relocation - $56.00
Parentage (Paternity, Parenting Plan, Child Support, 3rd Party) - $260.00

What if I can't afford to file?
Ask the Clerk's Office for the application called "Motion and Declaration for Waiver of Civil Filing Fees and Surcharges" and "Order re Waiver of Civil Filing Fees and Surcharges". It is also available on the web site under forms and at www.courts.wa.gov/forms.

Turn in Motion and Declaration for Waiver of Civil Filing Fees and Surcharges along with all of your completed paperwork to the Clerk's Office prior to 11:00 am, your case will be heard at 1:00 pm (same day) and you must be present.

How can I pay to file?
Cash, cashier's check, money order, debit/credit card (you will be charged a convenience fee).
No personal checks .

Filing Documents
All ORIGINAL documents need to be filed with the Clerk's Office.
Read Local Court Rule #6. This is the policy regarding filing dates and times.

How many copies do I need to make?
1 copy for your records.
1 copy to serve the other party. Service needs to be by someone other than you, over the age of 18. The other person needs to be served copies of ALL documents you file EXCEPT the Confidential Information Form and the Law Enforcement Information.
1 copy for the Prosecuting Attorneys Office, Child Support Division (if you are receiving state aid).
1 copy for the judge if you are scheduling a court hearing.

Where do I take the Judge's copy?
Judge Collier – Courthouse, 4th floor, Court Administration.
Judge Lewis – Family Law Annex, 601 W Evergreen Blvd.
Judge Vanderwood - Family Law Annex, 601 W Evergreen Blvd.
Commissioner Ellis - Courthouse, 4th floor, Court Administration
Commissioner Liebman - Courthouse, 4th floor, Court Administration
Commissioner Schienberg – Courthouse, 4th floor, Court Administration.
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What if I move?
You must fill out a form with your new contact information and file it with the Clerk's Office and serve all other parties. This form is available from the Clerk's Office website under forms (Change of Address).

Court Hearings:
If you schedule a court hearing, the other party must be served 14 working days before the hearing. Return of Service or proof of service must be filed with the court at least 3 days before your hearing or bring it to court on the day of the hearing.

Emergency Orders:
Can be obtained through the Ex Parte docket.
This docket is held every day at 1:00 pm, HOWEVER, all paperwork must be turned in to the Clerk's Office prior to 11:00 am to be presented at the 1:00 pm Ex-Parte docket. Your case will be heard at 1:00 pm and you must be present.

What is a Declaration?
This is your testimony to the court. It must include dates, times, and places of who, what, when and where things happened, under penalty of perjury and signed.

What is a Motion?
This is your request asking the judge to issue an order on your matter.

SIGN AND DATE ALL FORMS – DO NOT DATE THE ORDER WHERE THE JUDGE SIGNS AND DATES.

YOUR NAME, ADDRESS AND PHONE NUMBER MUST BE WRITTEN ON THE FRONT OF ALL YOUR PLEADINGS, BOTTOM RIGHT CORNER.

WA Birth Certificates
Clark County Community Health
Vital Records
1601 E 4th Plain Blvd. 3rd floor, Vancouver, WA
http://www.clark.wa.gov/public-health/certificates/birth.html