

How to Ask for a Legal Separation

There **ARE** dependent children of this marriage

The parties **ARE** signing the papers together

The parties **ARE** in agreement

Forms may be downloaded for free at www.courts.wa.gov/forms or you may purchase them at the Clerk's Office

Step 1: Fill out these forms

Completed	Form Name	Form #	Notes
	Case Information Coversheet	Facilitator or clerk will provide	
	Confidential Information	FL All Family 001	
	Vital Statistics Form	Facilitator or clerk will provide	

Step 2: Fill out these forms and make copies

Completed	Form Name	Form #	Notes
	Petition for Legal Separation	FL Divorce 203	
	Parenting Plan	FL All Family 140	
	Child Support Worksheets	WSCSS -Worksheet	

Have the other party sign the joinder portion of the Petition, the proposed parenting plan and the child support worksheets.

Step 3: Copies needed

Originals to be filed with the Clerk

1 copy for your records

1 copy to give to the other party

1 copy for the Prosecuting Attorney's Office, if your children have ever received public assistance.

Step 4: File your originals with the Clerk’s office and pay the filing fee

If you cannot afford to pay the fee,
Fill out these forms

Completed	Form Name	Form #	Notes
	Motion and Declaration for Waiver of Civil Fees and Surcharges	WPF GR 34.0100	
	Financial Statement (each party must fill one out if joinder signed)	WPF GR 34.0300	Each Party must fill one out
	Order re Waiver of Civil Fees and Surcharges	WPF GR 34.0500	

The forms are also available for download at www.courts.wa.gov/forms.

Turn in the Motion, financial statements and order, 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.

Payment can be made in the form of cash, cashier’s check, money order, debit/credit card. **NO PERSONAL CHECKS.**

Step 5: Set a Hearing Date

You will need to fill out this form

Completed	Form Name	Form #	Notes
	Notice of Hearing	FL All Family 185	Set on a Friday Finalization docket

IF a joinder was signed waiving notice, you do not need to serve the other party with the Citation.

IF the other party signed the Joinder and WANTS notice:

Have other party sign the Citation for the court date **OR**

Give the other party a copy of the Citation no less than 14 days before the court date you have picked, and file a Return of Service (form FL All Family 101) **OR** Mail a copy of the Citation to the other party no less than 17 days before the court date you have picked, and file an Affidavit of Mailing (no mandatory form) or a Return of Service (form FL All Family 101) indicating when/what address Citation was mailed to.

IF the other party signed the Joinder WANTING notice but has signed all of the final documents listed in Step 6 below, or is planning to appear in court, you do not need to serve them with the Citation.

Step 6: Fill out these forms and take to your hearing

Completed	Form Name	Form #	Notes
	Findings and Conclusions About a Marriage	FL Divorce 231	
	Legal Separation Order	FL Divorce 241	
	Parenting Plan	FL All Family 140	
	Child Support Order	FL All Family 130	
	Child Support Worksheets	WSCSS – Worksheets	
	Certification	Available at www.clark.wa.gov/courts/documents.html	

Step 7: Go to your court hearing to finalize your Legal Separation

Take all of your documents with you to court – make sure they are all signed and that the correct case # is on each document.

These instructions are legal information, not legal advice.

All of the above mentioned forms can be found on the Washington State Court website:

www.courts.wa.gov/forms.