

Island County Court Facilitator
501 N. Main Street
Coupeville, WA 98239
(360) 678-7981

UNCONTESTED DISSOLUTION WITHOUT CHILDREN

1. Obtain and prepare the necessary forms. You can purchase a packet of forms for *Dissolution without Children* from the Island County Superior Court Clerk or you can download forms for free at the following websites:

www.courts.wa.gov/forms

(for standardized State forms)

www.islandcounty.net/superiorcourt

(for Island County forms and rules)

To file for dissolution, the following forms must be completed and signed by both parties:

_____ Petition for Dissolution WPF DR 01.0100

_____ Joinder WPF DRPSCU 01.0330 *(if both parties are signing)*

_____ Confidential Information Form WPF DRPSCU 09.0200

Make copies of all forms after you have completed them. The Superior Court Clerk's Office will keep the original documents for your court file and you will need a set of copies for yourself and another set for the other party.

File the original documents with the Island County Superior Court Clerk in Coupeville (101 NE Sixth Street). The filing fee is payable only in cash, money order or cashier's check; the Superior Court Clerk can inform you of the current fee amount. The fee can be waived in some cases. The forms necessary to obtaining a fee waiver are available on the State website, at Court Administration, or from the Court Facilitator.

2. If you need assistance with understanding forms or procedures, the Court Facilitator can review forms you have prepared yourself, answer questions, or help you with procedures.

- **The Court Facilitator cannot give legal advice.**
- The Court Facilitator does not represent you and may also assist your spouse.
- There is a \$40 (cash only) fee per one hour appointment, payable to the Island County Superior Court Clerk before your appointment.
- To make an appointment call (360) 678-7981 or email d.mehlhaff@co.island.wa.us

3. At the time of filing, a Court's Temporary Order RE: SPR 94.04 is imposed which limits what the parties can do while their dissolution is pending and until the Court finalizes the dissolution. Review the Order carefully. This is not a restraining order that prohibits the parties from contacting each other. The Superior Court Clerk's Office will give you a copy of that Order. You must serve the other party with a copy of the Order by mailing or handing the Order to the other party and having them sign an:

_____ Acceptance of Service WPF DRPSCU 01.0310

The Order is binding on the Petitioner from the date of filing and the Respondent from date of service.

4. Both parties must prepare a:

_____ Sealed Financial Source Documents (Cover Sheet) (SEALFN)

_____ Financial Declaration WPF DRPSCU 01.1550

_____ Verified Statement of Assets and Liabilities (Local Court Form)

Both parties must exchange these forms with each other within 30 days of filing the Petition for Dissolution. The Financial Declaration and Sealed Financial Source Documents must also be filed with the Superior Court Clerk's Office. Do not file the Verified Statement of Assets and Liabilities.

5. During your 90 day waiting period, prepare the following 2 documents but do not file them:

_____ Decree of Dissolution WPF DR 04.0400

_____ Findings of Fact/Conclusions of Law WPF DR 04.0300

6. **About 45 days into your 90 day waiting period, schedule your *Pro Se Dissolution Hearing*.**

- Call the Superior Court Clerk's Office (360) 679-7359 and ask to be put on the ***Pro Se Agreed Dissolution Calendar***.
- When you call you must give the Clerk the date that your 90 days is up so that they can schedule you for the first available court date after your 90 days.
- If your spouse was served, then the 90 days started the day after the date your spouse was served.
- Take all your prepared orders to the final hearing.

7. **It is best if both parties have signed the two final documents prior to the final hearing.**

- If the Respondent is not able to sign the final documents and is not able to be at the final hearing, then the final documents must not say anything different than the original Petition for Dissolution which was signed by the Respondent.
- Also, if the Respondent signed a Joinder, check to see if they “waived notice” or if they “demanded notice” on the Joinder. If the Respondent “demanded notice” and they are not at the final hearing, then the Court will need proof that the Respondent was properly notified of the hearing. You can provide this notice by serving the Respondent with a copy of all the final documents that will be presented to the Judge, as well as a **Note for the Pro Se Dissolution Calendar** which tells the Respondent when you will be in Court to have the Judge sign your final documents. You will need to fill out a **Declaration of Mailing** as verification and file this with the Superior Court Clerk.

8. Go to your final Hearing with all the completed and signed paperwork listed in #5 above.

_____ Decree of Dissolution WPF DR 04.0400

_____ Findings of Fact/Conclusions of Law WPF DR 04.0300

The Judge will sign your final papers at the Hearing, and you can get copies of the final documents after the Hearing from the Superior Court Clerk’s Office for a fee.

This checklist is not a substitute for legal advice. Before starting any legal action, it is always wise to consult an Attorney regarding your rights and responsibilities. Many Attorneys offer consultations. The Court Facilitator cannot give legal advice. Only an Attorney can give legal advice.

Island County Superior Court "Ex-Parte" Calendar:

Mondays at 9:30 a.m.

Tuesdays through Fridays at 1 p.m.

You must check in with the Superior Court Clerk's Office at least 30 minutes before the court time.

Helpful Websites:

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| www.islandcounty.net/superiorcourt | (general information, local forms and rules) |
| www.nwjustice.org | (general information and links to other resources) |
| www.washingtonlawhelp.org | (general information and sample forms) |
| www.courts.wa.gov | (forms and other information) |
| www.dshs.wa.gov/dcs | (information on child support & calculator) |

Helpful Phone Numbers:

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|---|----------------|
| Clerk's Office Island County Superior Court | (360) 679-7359 |
| Island County Superior Court Administration | (360) 679-7361 |
| CLEAR Referral line for Volunteer Lawyer Program: | (888) 201-1014 |