

## UNCONTESTED DISSOLUTION WITH CHILDREN

1. Obtain and prepare the necessary forms. You can purchase a packet of forms for *Dissolution with Children* from the Island County Superior Court Clerk or you can download forms for free at the following websites:

[www.courts.wa.gov/forms](http://www.courts.wa.gov/forms) (for standardized State forms)  
[www.islandcounty.net/superiorcourt](http://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 O1.0100

\_\_\_ Joinder WPF DRPSCU 01.0330

\_\_\_ Confidential Information Form WPF DRPSCU 09.0200

\_\_\_ Addendum to Confidential Information Form WPF DRPSCU 09.0210

\_\_\_ Parenting Plan – Proposed WPF DR 01.0400

\_\_\_ Child Support Worksheets – Proposed WSCSS Worksheets

**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 to give to 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.
- **People are seen by appointment only; “walk-in” hours are not available.**
- To make an appointment call (360) 678-7981 or email [d.mehlhaff@co.island.wa.us](mailto: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. **Both parties must attend an approved Parenting Seminar.** The Parenting Seminar ***“Helping Children through Divorce”*** is the only class available on Whidbey Island that satisfies this requirement. Sign up for the seminar by calling (360) 279-9222 (North Whidbey) or (360) 341-1955 (South Whidbey).

- **Failure to comply with this requirement may result in a finding of contempt and imposition of sanctions.**
- **Island County does not accept online parenting seminars.**
- **Permission to attend another parenting seminar must be obtained from the court by presenting a Motion and Order to the Judge at an *Ex Parte Hearing* before you attend your final dissolution Hearing.**

- Within 14 days of completion of the seminar both parties must complete, file, and serve each other with a Proposed Parenting Plan (if they have not already done so).
  - File your certificate of completion with the Superior Court Clerk's Office.
6. **Both parties must fill out and file a:**
- \_\_\_\_\_ **Supplemental Confidential Information Form (Local Court Form)**
- Each party must provide the required information on all people (including their selves) over the age of 11 living in their household. Submit the form to the Superior Court Administration at least 10 days before the date of your dissolution hearing.
7. During your 90 day waiting period, prepare the following 6 documents but do not file them:
- \_\_\_\_\_ **Residential Time Summary Report WPF DR 01.0410**
- \_\_\_\_\_ **Parenting Plan – Final WPF DR 01.0400**
- \_\_\_\_\_ **Order of Child Support - Final WPF DR 01.0500**
- \_\_\_\_\_ **Child Support Worksheets – Final WSCSS Worksheets**
- \_\_\_\_\_ **Findings of Fact/Conclusions of Law WPF DR 04.0300**
- \_\_\_\_\_ **Decree of Dissolution WPF DR 04.0400**
8. **Around 45 days after filing your Petition, make an appointment with the Court Facilitator.**
- The Court Facilitator **must review and initial** your Final Parenting Plans, Child Support Worksheet, and Final Child Support Order if there are no attorneys involved in your case.
  - The Court Facilitator can help you calculate child support. You must provide pay stubs and/or income tax returns so the Court Facilitator can verify both parents' income.
  - The Court Facilitator can help prepare your Child Support Worksheets and Order of Support.
  - If you have any questions, the Court Facilitator can review your final paperwork with you.
9. **Schedule your agreed final dissolution hearing after meeting with the Court Facilitator.**
- 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 the Respondent signed the Joinder in the Petition, then the 90 days started after you file your Petition. If the Respondent was served or signed a Joinder later, then the 90 days started the day after the date that the Respondent was served or signed the Joinder.
10. It is best if both parties have signed all of the 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, 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.
11. Take all of your completed and signed paperwork listed in #7 above to your scheduled *Pro Se Dissolution Hearing*.

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:**

[www.islandcounty.net/superiorcourt](http://www.islandcounty.net/superiorcourt) (general information, local forms and rules)

[www.nwjustice.org](http://www.nwjustice.org) (general information and links to other

resources)

[www.washingtonlawhelp.org](http://www.washingtonlawhelp.org)

[www.courts.wa.gov](http://www.courts.wa.gov)

[www.dshs.wa.gov/dcs](http://www.dshs.wa.gov/dcs)

(general information and sample forms)

(forms and other information)

(information on child support & calculator)

**Helpful Phone Numbers:**

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