

# AGREED DISSOLUTION

King County Family Law Facilitators: Instruction # D-3  
Revised Code of Washington 26.09  
King County Local Rules

## STEP 1: OBTAIN AND COMPLETE THE FOLLOWING FORMS

- **Petition for Dissolution, WPF DR 01.0100 (Marriage) or WPF DR 01.0105 (Registered Domestic Partnership)**
- **Vital Statistics form**
- **Case Assignment Designation form and Case Information Cover Sheet**
- **Confidential Information Form (INFO), WPF DRPSCU 09.0200**
- **Note for Motion Docket, Kent or Seattle**
- **Findings of Fact/Conclusions of Law, WPF DR 04.0300 (Marriage) or WPF DR 04.0305 (Registered Domestic Partnership)**
- **Decree of Dissolution, WPF DR 04.0400 (Marriage) or WPF DR 04.0405 (Registered Domestic Partnership)**

If the case involves minor children, you will also need:

- **Declaration Regarding Public Assistance WPF DRPSCU 01.0600**
- **Parenting Plan\*, WPF DR 01.0400**  
*\*Make 2 copies of the Parenting Plan so you can use one as your "Proposed" (to be filed with the other documents) and one as your "Final Order" that you will present when you finalize your dissolution.*  
*Before signing the final parenting plan, the court will consult the judicial information system and databases, if available, to determine the existence of any information and proceedings that are relevant to the placement of the children.*
- **Order of Child Support\*\*, WPF DR 01.0500**
- **Child Support Worksheets\*\* WSCSS – Worksheets (Marriage) or WSCSS – Worksheets RDP (Registered Domestic Partnership)**  
*\*\*Even if you and your spouse/partner are requesting no child support, you must still complete the Worksheets and an Order of Child Support, according to Washington State law (RCW 26.19.035).*

Complete and sign the forms listed above and have the other party sign the Petition for Dissolution (the Joinder section), Findings of Fact and Conclusions of Law and Decree of Dissolution, (and, if applicable, Parenting Plan, Order of Child Support and Child Support Worksheets).

## **STEP 2: CHOOSE A COURT DATE TO FINALIZE YOUR DISSOLUTION**

The date of the hearing to finalize your dissolution must be at least 91 days (including weekends and holidays) **after** the day you file your forms with the Clerk **or the date the other party signed the Joinder**, whichever occurred **last**. **Choose a court date by filling out the *Note for Motion Docket*:**

- Fill in the caption and case number at the top.
- Write in the Calendar Date and Day of the Week. You must choose a date that is at least 14 calendar days from the day you file this form with the clerk (and that also meets the waiting period requirement indicated above). You may choose any weekday that is not a court holiday.
- After “Nature of Motion”, write “Agreed Dissolution.”
- In the box labeled “Ex Parte”, check the following boxes: “Family Law Final Decree” and “No Attorney”. The hearing time will be 1:30 p.m.
- Complete the box that asks for your signature, name, and address. Fill out the second page with the other parties’ information.

**File this form with the Clerk’s office (see below).**

If you do not know the exact date you wish to finalize your dissolution at this time, you do not have to file the Note for Motion Docket form at the same time you file your Petition. If you file this form later, you must do so at least 14 calendar days before your hearing.

## **STEP 3: TALK TO AN ATTORNEY, IF POSSIBLE**

These instructions are not a substitute for legal advice. The laws and court rules are complex and following these instructions will not guarantee you a favorable result. It is always advisable to talk to a lawyer about your problem before filing your action. If you cannot afford to hire an attorney to represent you, you may be able to pay a lawyer to give you advice and review your paperwork for a lesser cost. Contact the King County Bar Association Lawyer Referral Line for information about limited services representation. If you cannot afford these costs, there are limited free legal services available to low-income people. Contact the Facilitators’ office for a Legal Resource List or the King County Bar Association Lawyer Referral Line for information about resources for low-income people. Even if you do not hire a lawyer to represent you throughout the proceeding, a lawyer can look over your paperwork, give you advice on how to present your evidence, and tell you whether this type of action is right for you.

## **STEP 4: MAKE COPIES AND FILE WITH THE CLERK**

**Make 2 copies of the following forms (3 copies if the Prosecutor’s Office is entitled to notice – see below):**

- Petition for Dissolution
- Note for Motion Docket

**And, if the case involves minor children:**

- Parenting Plan
- Order of Child Support
- Child Support Worksheets

<b>Originals</b>	<b>Copy Set #1</b>	<b>Copy Set #2</b>	<b>Copy Set #3</b>
<b>File with Clerk:</b> <ul style="list-style-type: none"> <li>• Petition for Dissolution</li> <li>• Vital Statistics Form</li> <li>• Case Assignment Designation and Case Information Cover Sheet</li> <li>• Confidential Information Form</li> <li>• Note for Motion Docket</li> </ul> <b>If applicable:</b> <ul style="list-style-type: none"> <li>• Proposed Parenting Plan</li> </ul>	<b>Set for you to keep:</b> <ul style="list-style-type: none"> <li>• Petition for Dissolution</li> <li>• Note for Motion Docket</li> <li>• Findings of Fact and Conclusions of Law</li> <li>• Decree of Dissolution</li> </ul> <b>If applicable:</b> <ul style="list-style-type: none"> <li>• Proposed Parenting Plan</li> <li>• Order of Child Support</li> <li>• Child Support Worksheets</li> </ul>	<b>Set for spouse/ partner to keep:</b> <ul style="list-style-type: none"> <li>• Petition for Dissolution</li> <li>• Note for Motion Docket</li> <li>• Findings of Fact and Conclusions of Law</li> <li>• Decree of Dissolution</li> </ul> <b>If applicable:</b> <ul style="list-style-type: none"> <li>• Proposed Parenting Plan</li> <li>• Order of Child Support</li> <li>• Child Support Worksheets</li> </ul>	<b>Set for Prosecuting Attorney if the children have ever received public assistance:</b> <ul style="list-style-type: none"> <li>• Petition for Dissolution</li> <li>• Note for Motion Docket</li> <li>• Findings of Fact and Conclusions of Law</li> <li>• Decree of Dissolution</li> <li>• Proposed Parenting Plan</li> <li>• Order of Child Support</li> <li>• Child Support Worksheets</li> </ul>

**File the originals of the following forms with the Clerk’s office:**

- Petition for Dissolution
- Vital Statistics Form
- Case Assignment Designation form and Case Information Cover Sheet
- Confidential Information Form).
- Note for Motion Docket (This form may be filed later, see step 2)

**And, if the case involves minor children, you will also need to file:**

- Parenting Plan (Proposed)

***\*\*DO NOT file the final documents, Findings of Fact, Decree of Dissolution (and, if applicable, Final Parenting Plan, Order of Child Support and Child Support Worksheets). YOU MUST BRING THEM WITH YOU TO YOUR FINAL HEARING.***

**If the case involves minor children, and if any of the children have ever been on public assistance, you must contact the King County Prosecuting Attorney’s Family Support Section as early in your case as possible, and deliver copies of the documents listed above.**

**In a marriage, if the wife is now pregnant, the husband is the presumed father. This presumption can be challenged up to 4 years after the birth of the child or as otherwise provided in RCW 26.26.500-.625. You should consult with an attorney regarding the requirements for legally establishing the parentage of a child if husband or wife believes the husband is not the father.**

You must pay the clerk a filing fee or obtain a Motion and Declaration for Waiver of Civil Filing Fees and Surcharges (waives the filing fee) prior to filing.

#### **Step 5: ATTEND MANDATORY CLASSES**

**Attend the Family Law Orientation (FLO).** King County Local Rules require you to attend the Family Law Orientation, if you are not represented by an attorney. The class is designed to give you an overview of the court process and information on resources available for assistance.

**Attend the *What About the Children Seminar*.** If the case involves minor children, King County Local Rules require each party to attend a parenting seminar within 60 days of service of the Petition and prior to the entry of final orders in this legal action.

There is a fee to attend these classes and you must register ahead of time. Registration information is available in the Family Law Facilitators' Office or Family Court Services.

#### **Step 6: Wait 91 Days**

Washington State has a **mandatory 90 day waiting period** between the date you filed your forms with the Clerk **or** the date the other party signed the Joinder, whichever occurred last, and the date you can finalize your dissolution. **DO NOT SCHEDULE YOUR FINAL HEARING BEFORE THE 91<sup>ST</sup> DAY..**

**This rule applies even if you and your spouse/partner agree on all the issues in your dissolution.**

#### **Step 7: Finalize Your Dissolution**

**Go to the Ex Parte Department** on the day of your hearing.

**Bring the completed originals of the following documents to your hearing:**

- Findings of Fact/Conclusions of Law (Marriage or Registered Domestic Partnership)
- Decree of Dissolution (Marriage or Registered Domestic Partnership)

**If the case involves minor children, you will also need to bring:**

- Parenting Plan (Final Order)
- Order of Child Support
- Child Support Worksheets (Marriage or Registered Domestic Partnership)

**Even if you and your spouse/partner are requesting *no child support*, you must still complete the Worksheets and an Order of Child Support, according to Washington State law (RCW 26.19.035).**

Bring the **signed, completed originals** of these forms with you to your hearing.

**NOTE:** If the respondent signed a joinder and demanded notice, he/she must sign all of the final documents OR you must mail or deliver copies of the proposed final orders to your spouse as they will be presented to the court along with a copy of the Note for Motion Docket at least 14 days prior to the hearing (add an additional 3 days if mailing the documents). Complete a Declaration of Mailing with the date and address the documents were mailed or delivered to your spouse and bring it with you to the final hearing.

**WARNING:** These instructions are not a substitute for legal advice. The laws and court rules are complex and following these instructions will not guarantee you a favorable result. It is always advisable to talk to a lawyer about your problem before filing your action. (You may be able to hire a lawyer for a small fee to review your completed forms. If you need a lawyer, contact the Family Law Facilitators' for a *Legal Resource List* or call the King County Bar Association.