

PARENTAGE # 5 – Establishing a Parenting Plan with Acknowledgment or Judicially Established

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FORMS TO GET STARTED SETTING PARENTING PLAN AND/OR CHILD SUPPORT:

- ___ Petition for Residential Schedule/Parenting Plan or Child Support **WPF PS 15.0100**
- ___ Summons – Petition for Residential Schedule/Parent Plan or Support **WPF PS 15.0200**
- ___ Confidential Information Form **WPF DRPSCU 09.0200**
- ___ Sealed Acknowledgment/Denial of Paternity **WPF PS 15.0150 (copy of pat. aff.) OR**
- ___ Court Certified **Judgment and Order Determining parentage**
- ___ Parenting Plan – Proposed **WPF PS 01.0400**
- ___ Declaration in Support of Proposed Parent Plan/Residential Schedule **WPF PS 04.0120**
- ___ Child Support Worksheets
- ___ Sealed Financial Source Documents **WPF DRPSCU 09.0220** (2 years W-2's/tax returns and 6
- ___ Financial Declaration **WPF DRPSCU 01.1550** mos. pay stubs)
- ___ Motion and Declaration for Temporary Order **WPF PS 04.0100**
- ___ Motion/Declaration for an Order Appointing Guardian ad Litem **WPF PS 10.0800**
- ___ Order Appointing Guardian ad Litem **WPF PS 10A.0850 or WPF PS 10B.0850**
- ___ Citation–free from facilitator w/apt or at the law library (15¢) or from the court clerk (50¢)
- ___ Joinder **WPF DRPSCU 01.0330** (if the other party is joining in the action and agrees)

If you are requesting an emergency Restraining Order you will also need the following documents. These must be turned in by 11:00 and you need to come back at 1:00 to meet with the judge:

- ___ Motion and Declaration for Ex Parte Restraining Order and Order to Show Cause **WPF PS 04.0150** (Be specific with dates and details.)
- ___ Ex Parte Restraining Order and Order to Show Cause **WPF PS 04.0170**
- ___ Law Enforcement Information **WPF All Cases 01.0400**
- ___ Declaration **WPF DRPSCU 01.0100** – optional form for you or another person to explain something or describe what was witnessed for the judge

MAKE COPIES OF ALL THE FORMS AFTER YOU HAVE COMPLETED THEM

The 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 serve on the other party. You must serve the Prosecuting Attorneys Office if you receive Public Assistance at 800 Franklin, #100, Vancouver WA 98660, 360-397-2265.

FILE THE ORIGINAL DOCUMENTS at the Clerk's office with the \$250 filing fee, No Personal Checks. Take your copies with you to stamp the case number and filed date on them.

For restraining order/show cause order requests, the additional paperwork must be turned in along with all other paperwork no later than 11:00 a.m. on the day you want your order to be signed by the judge. When you file the papers, ask the clerk where you need to be at 1:00 p.m. that day for signing. (Following these procedures does not guarantee that a judge will approve your request. Each case is evaluated individually on its merits.)

After the judge signs your order, you will need to purchase a certified copy of the Restraining Order/Order to Show Cause from the Clerk's office for service. (\$5 for the first page and \$1 for each additional page) The court accepts cash, Cashier's Check, Money Order and credit cards – no personal checks.

SERVE THE OTHER PERSON – (at least 5 business days before the hearing date). Personal service must be done by a person over the age of 18 and not involved in the case. The person doing service **MUST COMPLETE**:

___ Return of Service (**WPF DRPSCU 01.0250**) or their own form if using a process server

Note: If service is not done within 5 business days before the hearing, you will need to have the judge sign a new Order to Show Cause to set a new court hearing date.

The other parent has 20 days to respond if personally served within Washington and 60 days if personally served outside this state.

TAKE TO THE TEMPORARY COURT HEARING:

- ___ Temporary Order **WPF PS 04.0250**
- ___ Parenting Plan - Temporary **WPF PS 01.0400**
- ___ Child Support Worksheets
- ___ Order of Child Support **WPF PS 01.0500**

FORMS TO FINISH:

- ___ Parenting Plan - Final **WPF PS 01.0400**
- ___ Child Support Worksheets
- ___ Order of Child Support **WPF PS 01.0500**
- ___ Findings of Fact and Conclusions of Law on Residential Schedule/Parent Plan or Support **WPF PS 15.0400**
- ___ Judgment and Order Establishing Residential Schedule/Parenting Plan or Child Support **WPF PS 15.0500**

If the other person did not file a response, also bring:

- ___ Motion and Declaration for Default **WPF DRPSCU 03.0100**
- ___ Order of Default **WPF DRPSCU 03.0200**