

NON-PARENTAL CUSTODY

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TO FILE FOR NON-PARENTAL CUSTODY YOU NEED TO COMPLETE THE FOLLOWING FORMS:

- ___ Summons for Non-Parental Custody Proceeding **WPF CU 01.0200**
- ___ Non-Parental Custody Petition **WPF CU 01.0100**
- ___ Confidential Information Form **WPF DRPSCU 09.0200**
- ___ Addendum to Confidential Information Form **WPF DRPSCU 09.0210** (for all parties' information)
- ___ JIS Search Confidential Information Sheet (attached)
- ___ Order Directing DCFS/CPS to Release Information and Order Restricting Access **WPF CU 03.0500**
- ___ Cover Sheet for DCFS/CPS Background Check Information **WPF CU 03.0520** (1 for each petitioner)
- ___ Cover Sheet for Authorization to Release Information to the Court **WPF CU 03.0540** (1 for each)
- ___ Cover Sheet for WSP Criminal History Record **WPF CU 03.0550 (to finalize custody)**
- ___ WSP Instruction Sheet (attached)
- ___ Notice of Hearing for Adequate Cause Determination **WPF CU 02.0300**

ADDITIONAL FORMS THAT MAY BE COMPLETED FOR NON-PARENTAL CUSTODY:

- ___ Motion and Declaration for Temporary Non-Parental Custody Order **WPF CU 03.0100**
- ___ Declaration of [Name] **WPF DRPSCU 01.0100** (detailed statement re situation, witnesses, reports)
- ___ Response to Non-Parental Custody Petition **WPF CU 01.0300** (for respondents to fill out)
- ___ Residential Schedule **WPF CU 01.0450** (to set up a specific visitation plan w/the other parties)
- ___ Child Support Worksheets (if you want child support from the other parties)
- ___ Motion and Declaration for Order Appointing Guardian Ad Litem **WPF PS 10.0800**
- ___ Order Appointing Guardian ad Litem on Behalf of Minor **WPF CU 04.0200**
- ___ Indian Child Welfare Act Notice 25 U.S.C. 1912(a) **WPF CU 01.0250**
- ___ Motion & Declaration for Default **WPF DRPSCU 03.0100**
- ___ Order of Default **WPF DRPSCU 03.0200**

1. Take completed forms to the court facilitator to be reviewed and to get a court date.
2. Make copies of all documents after you have filled them out.
3. File the original documents with the court (Filing fee is **\$250** – No Personal Checks), serve the other person(s) a copy and retain a copy for your records.

SERVE THE OTHER PERSON – 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 Form **WPF DRPSCU 01.0250** or their own form if using a process server.

The respondent has 20 days (if served in Washington) OR 60 days (if served outside Washington) to file a Response. (If you need to serve by publication or by mail, you must ask the court for permission to do so. The court facilitator can help you with the appropriate forms.)

If the children receive public assistance, you must also serve a copy on the Prosecuting Attorneys Office, 800 Franklin, #100, Vancouver WA 98660. 360-397-2265

EMERGENCY RESTRAINING ORDER requires the following documents:

- ____ Motion/Declaration for Ex Parte Restraining Order & Show Cause **WPF CU 03.0150** (Be VERY specific when explaining to the judge what has recently happened. Use current dates and details.)
- ____ Ex Parte Restraining Order/Order to Show Cause **WPF CU 03.0170**
- ____ Law Enforcement Information **WPF All Cases 01.0400**

Ex Parte restraining orders need to be filed with the clerk's office by 11:00am on the day you want them signed by a judge. Return that same day at 1:00pm. After they are signed you can stamp your copies "copy, original filed with court". You will need to purchase a COURT CERTIFIED copy of the "Restraining Order/Order to Show Cause" (\$5 for first page, \$1 each additional page – No Personal Checks) to have served on the restrained person.

TAKE TO THE TEMPORARY CUSTODY HEARING OR ADEQUATE CAUSE HEARING:

- ____ Temporary Custody Order **WPF CU 03.0200**
- ____ Order Re Adequate Cause (Non-Parental Custody) **WPF CU 02.0400**
- ____ Residential Schedule **WPF CU 01.0450** (if setting specific visits)

TAKE TO FINAL CUSTODY HEARING:

- ____ Findings of Fact and Conclusions of Law (Non-Parental Custody) **WPF CU 02.0100**
- ____ Non-Parental Custody Decree **WPF CU 02.0200**
- ____ Residential Schedule **WPF CU 01.0450** (if setting specific visits)
- ____ Order of Child Support **WPF CU 01.0500** w/worksheets (if requesting child support)