

EX PARTE ORDER – EMERGENCY, SHORT TERM ORDER

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Following these procedures does not guarantee that a judge will approve your request. Each case is evaluated on its own merit. See RCW 26.09.060(4)

1. GET STARTED - DOCUMENTS REQUIRED: A petition and summons **MUST** be filed with the court **BEFORE** an Ex Parte Order will be granted. Ex parte orders are only valid for two weeks and the issues involved need to be addressed and resolved by further order(s) of the court.

- ___ Motion/Declaration for Ex Parte Restraining Order and Order to Show Cause **WPF DR 04.0150** (Dissolution) **WPF CU 03.0150** (Non-Parental) or **WPF PS 04.0150** (Paternity). You need to fill out the form with specific dates and details explaining to the judge what has recently happened.
- ___ Declaration **WPF DRPSCU 01.0100** – optional form for you or another person to explain something or describe what was witnessed for the judge
- ___ Ex Parte Restraining Order / Order to Show Cause **WPF DR 04.0170** (Dissolution) **WPF CU 03.0170** (Non-Parental) or **WPF PS 04.0170** (Paternity)
(Check with the Facilitator for available court dates)
- ___ Parenting Plan (proposed) or Residential Schedule if there are minor children and you have not previously filed one **WPF DR 01.0400** (Dissolution) **WPF CU 01.0450** (Non-Parental) or **WPF PS 01.0400** (Paternity)
- ___ Motion and Declaration for Temporary Order **WPF DR 04.0100** (Dissolution) **WPF CU 03.0100** (Non-Parental) or **WPF PS 04.0100** (Paternity)
- ___ Law Enforcement Information **WPF All Cases 01.0400**

2. GET THE ORDER SIGNED BY A JUDGE – MAKE COPIES OF ALL DOCUMENTS AFTER YOU HAVE FILLED THEM OUT. File the original with the court, serve a copy, and keep a copy for your records.

Take the completed forms to the Superior Court Clerk's office by 11:00 a.m. of the day you want them signed. Return the same day at 1:00 p.m. and go to the judge's courtroom, the clerk's office will tell you where the hearing will take place. If the Judge signs your documents, you will be told and they will be returned to the Superior Court Clerk's office. They will keep the originals for your court file. You may stamp the copies you made with the "copy, original filed" court clerk stamp. Obtain a certified copy of the Ex Parte Restraining Order and Order to Show Cause (\$5 for first page, \$1 for each additional page, No Personal Checks) that you can use for service on the other party.

3. SERVE THE OTHER PERSON(S): You then need to properly serve (deliver) copies of the documents to the other person(s). Someone over 18, not a party to the case, can do that for you and then they must complete the Return of Service. After service is complete, make a copy of the Return of Service form for yourself and bring the original to the court clerk's office to be placed in your file.

- ___ Return of Service **WPF DRPSCU 01.0250**

4. GO TO THE COURT HEARING – bring the following forms:

- ___ Temporary Order **WPF DR 04.0250** (Dissolution) **WPF CU 03.0200** (Non-Parental) or **WPF PS 04.0250** (Paternity)
- ___ Restraining Order **WPF DR 04.0500**
- ___ Parenting Plan (temporary) or Residential Schedule if there are minor children **WPF DR 01.0400** (Dissolution) **WPF CU 01.0450** (Non-Parental) or **WPF PS 01.0400** (Paternity)
- ___ Child support worksheets – if there are minor children
- ___ Order of Child Support **WPF DR 01.0500** (Dissolution) **WPF CU 01.0500** (Non-Parental) **WPF PS 01.500** (Paternity)
- ___ Law Enforcement Information **WPF All Cases 01.0400**

NOTE: If you can't complete service you need to ask the judge to sign an amended Ex Parte Order for an additional 2 week period of time at your hearing date. You can present the Order to the judge at the hearing (you do not need to prepare a new motion, just an AMENDED ORDER **WPF DR 04.0170** (Dissolution) **WPF CU 03.0170** (Non-Parental Custody) or **WPF PS 04.0170** (Paternity) and mark it AMENDED) along with a Declaration (**WPF DRPSCU 01.0100**) explaining why you couldn't serve the other party).