

# How to ask for Temporary Orders

Temporary Orders establish a status while the case is pending and cannot yet be finalized. They can include, among other things:

- Restraining order provisions (personal or property)
- Temporary use of the home, vehicles, and property
- Temporary placement of minor children / parenting time
- Temporary child support and/or spousal support
- Responsibility for debts

Forms may be downloaded for free at [www.courts.wa.gov/forms](http://www.courts.wa.gov/forms) or you may purchase them at the Clerk's Office

## Step 1: Fill out these forms

Completed	Form Name	Form #	Notes
	Motion for Temporary Family Law Order and Restraining Order	FL Divorce 223	Check any and all boxes which apply to your situation. Make sure the declaration sets forth your request as to each box.
	Declaration of (name)	FL All Family 135	Tell your side of the story. Be specific in providing details but avoid stating what someone else has told you. Be certain everything has been personally observed. You can have other people provide statements as to what they have personally observed.
	Temporary Family Law Order	FL Divorce 224	Fill this out the way you would like the Commissioner to decide
	Law Enforcement Information Sheet	WPF All Cases 01.0400	Use only if asking for restraining order related to personal contact.

## Fill out these additional forms if you are asking for a Temporary Parenting Plan

Completed	Form Name	Form #	Notes
	Parenting Plan	FL All Family 140	

	Information for Temporary Parenting Plan	FL All Family 139	
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**Fill out these additional forms if you are asking for Temporary Child Support and/or Temporary Spousal Support or other financial issues:**

Completed	Form Name	Form #	Notes
	Child Support Worksheets	WSCSS-Worksheets	
	Financial Declaration of (name)	FL All Family 131	
	Child Support Order	FL All Family 130	Fill this out the way that you would like the Commissioner to decide
	Sealed Financial Source Documents (coversheet)	FL All Family 011	Attach documents listed below

For the court to decide on financial issues, you must provide copies of financial documents, including at a minimum:

- Your W-2's and complete personal tax returns for the past 2 years
- Your most recent pay stubs (at least 6 months)
- Complete partnership/corporate tax returns for the past 2 years if you have an interest.

## Step 2: Set a Court Date for your hearing

This must occur at least 14 days after you will have obtained service of your documents on the other party.

You can set the hearing by filling out this form:

Completed	Form Name	Form #
	Notice of Hearing	FL All Family 185

## Step 3: Copies needed

Originals to be filed with the Clerk

1 copy for the assigned Commissioner turned in no less than 3 days prior to your hearing.

1 copy is to serve on the other party

1 copy for your records

1 copy for the Clark County Prosecuting Attorney's Child Support Division (800 Franklin St. Suite 100 Vancouver, WA) if your children have received public assistance (TANF) or currently are on state medical coverage.

## **Step 4: File your original forms with the Clerk's Office**

## **Step 5: Deliver Commissioner's copy**

Commissioner Schienberg copies to the Family Law Annex, Commissioners Liebman and Snider copies to Court Administration in the main courthouse.

## **Step 6: Notice to the other party**

The other party must be given notice of your request for temporary orders. If these are being filed at the same time as the Petition and Summons, service is required by someone other than you who is over the age of 18 years old. If the request for temporary orders is being done sometime after service of the Summons and Petition, notice can be given by you. It can be done by mail at least 17 days before the court date or in person at least 14 days before the court date. Fill out this form:

Completed	Form Name	Form #	Notes
	Proof of Personal Service	FL All Family 101	This is for the server to fill out after copies of your court papers are served on the other party

Make a copy for yourself.

## **Step 7: After the other party has been notified:**

File the ORIGINAL Return of Service form with the Clerk. Put the Date stamp on your copy.

## **Step 8: Go to your hearing**

Take all paperwork with you to the hearing, depending on what you are requesting this could include:

Temporary Order

Restraining Order (Law Enforcement Info sheet if requesting personal restraints)

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

These instructions are legal information, not legal advice.

All of the above mentioned forms can be found on the Washington State Court website:

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