

Ex-Parte: Immediate Orders

These are short term orders and are valid for only 14 days

You want to ask the court for immediate orders of:

- Temporary placement of the children
- Restraints on the other parent
- Use of property
- Other issues

Forms may be downloaded for free at www.courts.wa.gov/forms or you may purchase them at the Clerk’s Office

Step 1: Fill out this form and make copies

Completed	Form Name	Form #	Notes
	Motion for Immediate Restraining Order (ex-parte)	FL Divorce 221	Be sure to clearly state with detail, dates, places, what the problem is and what the court must do to help. You MUST clearly show your fear or the harm you are trying to prevent and that notifying the other party could cause increased harm or fear.
	Immediate Restraining Order and Hearing Notice	FL Divorce 222	
	Law Enforcement Information Sheet	WPF All Cases 01.0400	

Also fill out these forms if you are asking for immediate orders of a Parenting Plan

Completed	Form Name	Form #	Notes
	Information for Temporary Parenting Plan	FL All Family 139	
	Parenting Plan	FL All Family 140	

Also fill out these forms if you are asking for immediate orders for financial issues

Completed	Form Name	Form #	Notes
	Financial Declaration	FL All	If there are finances at issue, such as

	of (name)	Family 131	payment if bills, payment of attorney fees
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Step 2: Copies needed

Original set to file with the Clerk

1 copy for your records

1 copy to give to the other party

1 copy to the Commissioner

1 copy to the Prosecuting Attorney's Office, if you have children who have received public assistance at some point.

Step 3: Take your original forms to the Clerk's office BEFORE 11:00 a.m. on the day you want them signed. This is for the Ex-Parte Docket

Step 4: Return to court that same day at 1:00 pm.

Check the elevator to find out where the Ex Parte docket is being held.

If the court signs your paperwork, you will need to purchase a CERTIFIED copy of the Immediate Restraining Order and Hearing that you can use for service on the other party.

Payment for a certified copy is \$5.00 for the first page and \$1.00 for each additional page.

Step 5: Serve the other party

You must give the other party a copy of the Motion. YOU CANNOT SERVE THE OTHER PARTY.

Someone over the age of 18 must serve. The person who serves your spouse must complete, sign and give back to you.

Completed	Form Name	Form #	Notes
	Proof of Personal Service	FL All Family 101	Fill out heading and case number

Make a copy for yourself.

Step 6: After the other party has been served

File the ORIGINAL Proof of Personal Service form with the Clerk. Date stamp on your copy.

Step 7: Attend your court hearing

Take all your paperwork with you

Completed	Form Name	Form #	Notes

Restraining Order		FL All Family 150	
Extension of Immediate Restraining Order and Hearing Notice		FL All Family 151	

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.