

FACILITATOR TIP SHEET

All documents should be typed or neatly printed with blue or black ink only.
Do not write in margins or on back sides of pages.
Take a pen and paper with you to court to take notes.

SORTING - Staple or paperclip each document as you sort through them; it makes it easier to keep them in order and find the document you need. The page and document numbers are at the bottom of each form; please be sure that all pages are there and in order. The facilitator reviews/checks the original documents only; no copies are needed for her.

SIGNATURE – The Facilitator does not need to witness your signature. Please sign and date all your forms when you are filling them out. Please do NOT date the orders where the judge dates & signs.

COPIES – You will need copies to serve to the other party and copies for your own records. Make them **after** you know your forms are completed and ready to file, but **before** you turn them in to the Clerk's Office (the court keeps the originals and charges 50c a page to make copies for you). When you print or copy your forms, print on one side of the paper only, the court does **NOT** accept two-sided forms or copies. Copies should be made if you are on State Assistance (see back of this page) and for the judge if you are scheduling a court hearing (see back of this page for further details).

FILING FEE - When you file your case in the Clerk's Office, remember the cashier cannot take a personal check for filing fees.

FEE WAIVER - If you are requesting a fee waiver you must turn in your paperwork to the Clerk's Office by 11:00 a.m. on the day that you want to file your case; your court hearing will be at 1:00 p.m. (the same day). You should be present at the hearing in case the judge has questions. If you are not present, and the judge does have questions, your order will not be signed.

EX-PARTE (EMERGENCY ORDER) – If you are requesting an emergency order, you must turn in your paperwork to the Clerk's Office by 11:00 a.m. on the day that you want the judge to sign it; your court hearing will be at 1:00 p.m. (the same day) and you **MUST** be present.

MOTIONS/DECLARATIONS – **Your testimony to the court** must include times, dates, and places of who, what, when, and where things happened. The court must have these details to be able to make a decision regarding custody of a child. You can use more than one page and should begin with the most recent information. Remember, print on only one side of the page.

REQUESTING/MOVING PARTY - The term "moving or requesting party" refers to the person bringing this action to court; it does not mean that someone is actually moving. The "non-moving/non-requesting" party would be the other party, not bringing the action.

PETITIONER / RESPONDENT - The "petitioner" is the person filing a new case. The "respondent" is the other party in the case or the co-petitioner. The petitioner and respondent stay the same throughout the case; the party's positions never change in the same case, no matter who the "moving party/requesting party" may be.

ALLEGED / PRESUMED FATHER – In paternity cases, **presumed father** refers to the husband because, if you are married, the husband is presumed to be the father. When the parties were not married, **alleged father** refers to the possible father.

STATE ASSISTANCE – If you are receiving state aid (medical coupon or cash grant/TANF), you will need to serve a copy of your forms on the Prosecuting Attorney's Office, Child Support Division, 800 Franklin, #100, Vancouver, (360) 397-2265.

JUDGE'S/COMMISSIONER'S COPIES – Please provide a copy of your documents to the judge/commissioner who is scheduled to hear your case. The copies can be left on the 4th floor at Court Administration; they have boxes for each judge/commissioner. Make sure to put your case number, date and time of the court hearing on the top of the documents.

SERVING THE OTHER PARTY – If you have scheduled a court hearing, the other party **MUST** be served ten (10) working days before court. You must serve a copy of all documents filed. The Return of Service or proof of service must be filed at least five (5) days before the court hearing **OR** bring it to court with you for the judge to review.

PUT YOUR NAME, ADDRESS & PHONE NUMBER ON THE FRONT OF ALL YOUR PLEADINGS – This should be located on the bottom right corner.

CHANGING YOUR ADDRESS – If you move/change your address, you need to fill out a form with your new address and phone number. File the form with the Clerk's Office and serve all the parties.