

**COWLITZ COUNTY CLERK'S OFFICE**  
**DIVORCE OR REGISTERED DOMESTIC PARTNERSHIP W/ CHILD(REN) – NO ATTORNEYS**  
**Procedural Checklist**

Prepared by the Cowlitz County Clerk's Office

This checklist is *not* a substitute for legal advice. Before starting any legal action, it is always wise to consult an attorney regarding your rights and responsibilities. Many attorneys offer low-cost consultations. Only an attorney can give legal advice.

**You may purchase forms for this action from the Office of the Cowlitz County Clerk or you can download them from the Washington Court's website at [www.courts.wa.gov/forms](http://www.courts.wa.gov/forms). Our fees must be paid by cash, money order or cashier's check. We do not accept personal checks.**

Fill out the following forms and file with the Clerk's Office with a \$314.00 (cash) filing fee:

Form Number	Form Name	Last Revised
DOH 422 027	Certificate of Dissolution	3/2015
DOM Case Cover Sheet	Case Information Cover Sheet	6/2020
FL All Family 001	Confidential Information Form <i>(and Attachment to Confidential Information Form if needed)</i>	7/2022
FL Divorce 201	Petition for Divorce <i>(or Petition to End Registered Domestic Partnership – FL Divorce 202)</i>	1/2023
FL Divorce 200 or FL All Family 119	Summons or Agreement to Join Petition (Joinder) – if agreed	1/2022 5/2016
FL All Family 140	Parenting Plan (Proposed)	7/2022
FL All Family 131	Financial Declaration of (name): _____	9/2016
FL All Family 132	Declaration about Public Assistance	1/2019

If you are wanting to request a restraining order, complete the following documents and file with the new case documents at the Clerk's Office:

Form Number	Form Name	Last Revised
FL Divorce 221	Motion for Immediate Restraining Order (Ex Parte)	7/2022
FL Divorce 222	Immediate Restraining Order (Ex Parte) and Hearing Notice	1/2024
FL All Family 150	Restraining Order	7/2022
PO 003	Law Enforcement and Confidential Information	1/2023

**IMPORTANT NOTICE**

If the parties receive public assistance in the form of medical assistance and/or Temporary Assistance to Needy Families (TANF), copies of all filed pleadings must be served on the Prosecuting Attorney/Child Support Enforcement office. Service of any docket notice or motions for temporary orders that might affect child support obligations should be filed and served at least twenty working days prior to the scheduled hearing. Service must be performed by personal service to **Prosecuting Attorney/Child Support Enforcement, 1338 Commerce Ave, Suite #305, Longview, WA 98632.**

If there is no Joinder or Response and the non-moving party has failed to appear, additional forms you may need include:

Form Number	Form Name	Last Revised
FL All Family 161	Motion for Default	3/2022
FL All Family 162	Order on Motion for Default	3/2020

You are ready to finalize your Divorce if 90 days have passed from the date of the Summons and Petition and the Respondent has either joined in your petition and signed all final pleadings OR if the appropriate response time has expired (the 90 days) and no response was filed and Respondent has failed to appear. You will need to provide an original set of these orders to the court for the Judge to sign.

Forms needed to finalize your action include:

Form Number	Form Name	Last Revised
FL Divorce 231	Findings and Conclusions About a Marriage ( <i>or Findings and Conclusions about a Registered Domestic Partnership – FL Divorce 232</i> )	1/2023
FI Divorce 241	Final Divorce Order / Legal Separation Order	1/2023
FL All Family 140	Parenting Plan (Final)	7/2022
WSCSS - Worksheets	Washington State Child Support Schedule Worksheets	1/2019
FL All Family 130	Child Support Order	7/2022

**Agreed Matters:**

- If matters are agreed, final orders may be sent back ex parte for a judge’s signature.
- **Local Court Rule 92** requires that before you set your uncontested final court hearing, you must have your final pleadings reviewed by the Courthouse Facilitator or an attorney. If you choose to meet with our Courthouse Facilitator, the appointment fee is \$20.00 (cash) and must be paid at the time the appointment is set. At the time you make your appointment, you must bring your agreed completed final documents along with a complete set of copies which will be filed as proposed orders after the appointment. The Courthouse Facilitator will advise you as to whether your case is ready to be set for final hearing. The Courthouse Facilitator is prohibited from giving legal advice.

**Contested Matters:**

- If this is not an agreed divorce, you must arrange to have Respondent served with documents listed above and file a **Proof of Personal Service** form – FL All Family 101.
- If you have received a response from the Respondent indicating that he/she is **not** in agreement with this action, you will be required to set the matter on for Mandatory Mediation per **Local Court Rule 93**. Your case will be transferred to a court approved mediation center where they will try to assist parties in reaching a resolution. The required forms for Mandatory Mediation are available on the Superior Court website [www.cowlitzsuperiorcourt.us](http://www.cowlitzsuperiorcourt.us). The forms include:

Form Number	Form Name	Last Revised
N/A	Motion Transferring Case to Mandatory Mediation	01/2023
N/A	Order Transferring Case to Mandatory Mediation	01/2023
N/A	Statement of Family Financial Status	01/2013

- If Mediation is unsuccessful and there are still unresolved issues, you may need to have a Court Commissioner or Judge decide the contested issues. The next step to resolving contested issues is to file/serve a **Notice to Set Trial or Settlement Conference** for a Mandatory Settlement Conference (MSC). A Court Commissioner will attempt to help the parties reach an agreement without a trial. If the MSC is unsuccessful in resolving the contested issues, you may need to file a **Notice to Set Trial or Settlement Conference** to set a trial date. These notices can be found on our website [www.co.cowlitz.wa.us/clerk](http://www.co.cowlitz.wa.us/clerk).

**File all documents with: COWLITZ COUNTY CLERKS OFFICE  
312 SW FIRST AVE, ROOM 233  
KELSO, WA 98626**