

COWLITZ COUNTY CLERK'S OFFICE
DIVORCE OR REGISTERED DOMESTIC PARTNERSHIP W/O 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 at the Cowlitz County Clerk's Office or you can download them from the Washington Courts website at 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

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 dissolution if 90 days has passed from the date of service of the *Summons* and *Petition* or from the date the *Agreement to Join Petition (Joinder)* was signed and filed. You will need to file a *Family Law Calendar Notice* (found on our website) along with the pleadings listed below.

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

Agreed Matters:

- If matters are agreed, final orders may be sent back ex parte for a judge's signature with the addition of:

Form Number	Form Name	Last Revised
N/A	Final Testimony by Affidavit Per CCLR 92 (if agreed)	N/A

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 FL All Family 101 *(6/2020)* form.
- If you have received a Response from the Respondent indicating that he/she is **not** in agreement with this action, you may need to have a Court Commissioner or Judge decide the contested issues. The first step to resolving contested issues is to file/serve a **Notice to Set Trial or Settlement Conference** for a *Case Scheduling Order* for a **Mandatory Settlement Conference**. 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 <https://www.co.cowlitz.wa.us/621/Forms>.

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