

**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](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 \$364.00 (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>	1/2026
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	9/2025 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	6/2024
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>	7/2023
FI Divorce 241	Final Divorce Order / Legal Separation Order	6/2024

**Agreed Matters:**

- If matters are agreed, final orders may be sent back ex parte for a judge's signature.

**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 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).

- You are required to complete a Statement of Family Financial Status which can be found on Superior Court's website: [www.cowlitzsuperiorcourt.us](http://www.cowlitzsuperiorcourt.us). For a Mandatory Settlement Conference, the Statement of Family Financial Status should be provided to the Court Commissioner prior to the conference. For a trial, the Statement of Family Financial Status should be filed in the court file prior to the trial date.

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