

COWLITZ COUNTY CLERK'S OFFICE
ESTABLISHING A PARENTING PLAN AND/OR CHILD SUPPORT
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 \$260.00 (cash) filing fee:

Form Number	Form Name	Last Revised
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 Parentage 331	Petition for a Parenting Plan, Residential Schedule and/or Child Support	7/2022
FL Parentage 330	Summons: Notice about Petition for Parenting Plan, Residential Schedule and/or Child Support <i>or Agreement to Join Petition (Joinder) – if agreed</i>	1/2022
FL All Family 140	Parenting Plan (Proposed)	7/2022
FL Parentage 329	Sealed Birth Certificate or Parentage Document	9/2019
FL All Family 131	Financial Declaration of (name): _____	9/2016
FL All Family 132	Declaration about Public Assistance	1/2019

If you want 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 Parentage 321	Motion for Immediate Restraining Order (Ex Parte)	7/2023
FL Parentage 322	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 parenting plan/child support action if the Respondent has either joined in your petition and signed all final pleadings or if the appropriate response time has expired and no response was filed and the Respondent has failed to appear. You will need to provide an original set of these pleadings for your hearing for the court to sign as your final orders.

Forms needed to finalize your action include:

Form Number	Form Name	Last Revised
FL Parentage 333	Final Order and Findings for Parenting Plan, Residential Schedule and/or Child Support	7/2022
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:

- **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 a final hearing. The Courthouse Facilitator is prohibited from giving legal advice.
- Agreed matters where the State has not responded regarding Child Support can be sent back to the Judge to be signed ex parte without a hearing being necessary.

Contested Matters:

- If this is not an agreed matter, 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. 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.

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