

COWLITZ COUNTY CLERK'S OFFICE
MOTION FOR TEMPORARY ORDERS IN PARENTING PLAN CASE
TEMPORARY PARENTING PLAN AND 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.

Required forms:

Form Number	Form Name	Last Revised
FL Parentage 323	Motion for Temporary Family Law Order (and Restraining Order)	7/2025
FL All Family 139	Information for Temporary Parenting Plan	7/2025

To request temporary child support, also file:

Form Number	Form Name	Last Revised
FL All Family 011	Sealed Financial Source Documents Cover Sheet	5/2016

You must set the matter for a hearing. Docket notices are available for purchase from the Clerk's Office or for download on the Clerk's website: www.co.cowlitz.wa.us/clerk.

NOTICE: You must arrange to have copies of all documents served on Respondent and file a Proof of Personal Service.

Form Number	Form Name	Last Revised
FL All Family 101	Proof of Personal Service	6/2020

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)	6/2024
FL Divorce 222	Immediate Restraining Order (Ex Parte) and Hearing Notice	1/2024
FI All Family 150	Restraining Order	7/2025
PO 003	Law Enforcement and Confidential Information	7/2023

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, Prosecuting Attorney/Child Support Enforcement, 312 SW First Ave. Kelso, WA 98626**.

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 324	Temporary Family Law Order	12/2019
FL All Family 140	Parenting Plan (Temporary)	7/2025

If you also requested child support:

Form Number	Form Name	Last Revised
WSCSS - Worksheets	Washington State Child Support Schedule Worksheets	1/2026
FL All Family 130	Child Support Order (Temporary)	1/2026

Agreed Matters:

- 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 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

- 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 the Clerk's website 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. 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**