

**COWLITZ COUNTY CLERK'S OFFICE**  
**MOTION FOR TEMPORARY FAMILY LAW ORDER TEMPORARY PARENTING PLAN**  
**AND CHILD SUPPORT**  
**(ESTABLISHING PARENTING PLAN)**

***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:

- *Motion for Temporary Family Law Order (and/or Restraining Order) FL Parentage 323 \* (1/2022)*
- *Information for Temporary Parenting Plan FL All Family 139 \* (05/2016)*
- *Sealed Financial Source Documents w/Cover Sheet FL All Family 011 \* (05/2016)*

If this is not an agreed action, 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.

**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.**

You will need to bring an original set of these pleadings to your hearing for the court to sign as your final orders. Final pleadings include the following:

- *Temporary Family Law Order FL Parentage 324 \* (12/2019)*
- *Temporary Parenting Plan FL All Family 140 \* (4/2021)*
- *Washington State Child Support Schedule Worksheets WSCSS Worksheet \* (01/2019)*
- *Temporary Child Support Order FL All Family 130 \* (7/2021)*

**Contested Matters:** If you have received a Response from the Respondent indicating that he/she is **not** in agreement with your petition and proposed pleadings, 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 (CF 5/2022)*** for a hearing date to be set. These notices can be found on our website <https://www.co.cowlitz.wa.us/621/Forms>.

**Documents to be filed with:** **COWLITZ COUNTY CLERK'S OFFICE**  
**312 SW FIRST AVE., ROOM 233**  
**KELSO, WA 98626**

**\*() Current Revision**

