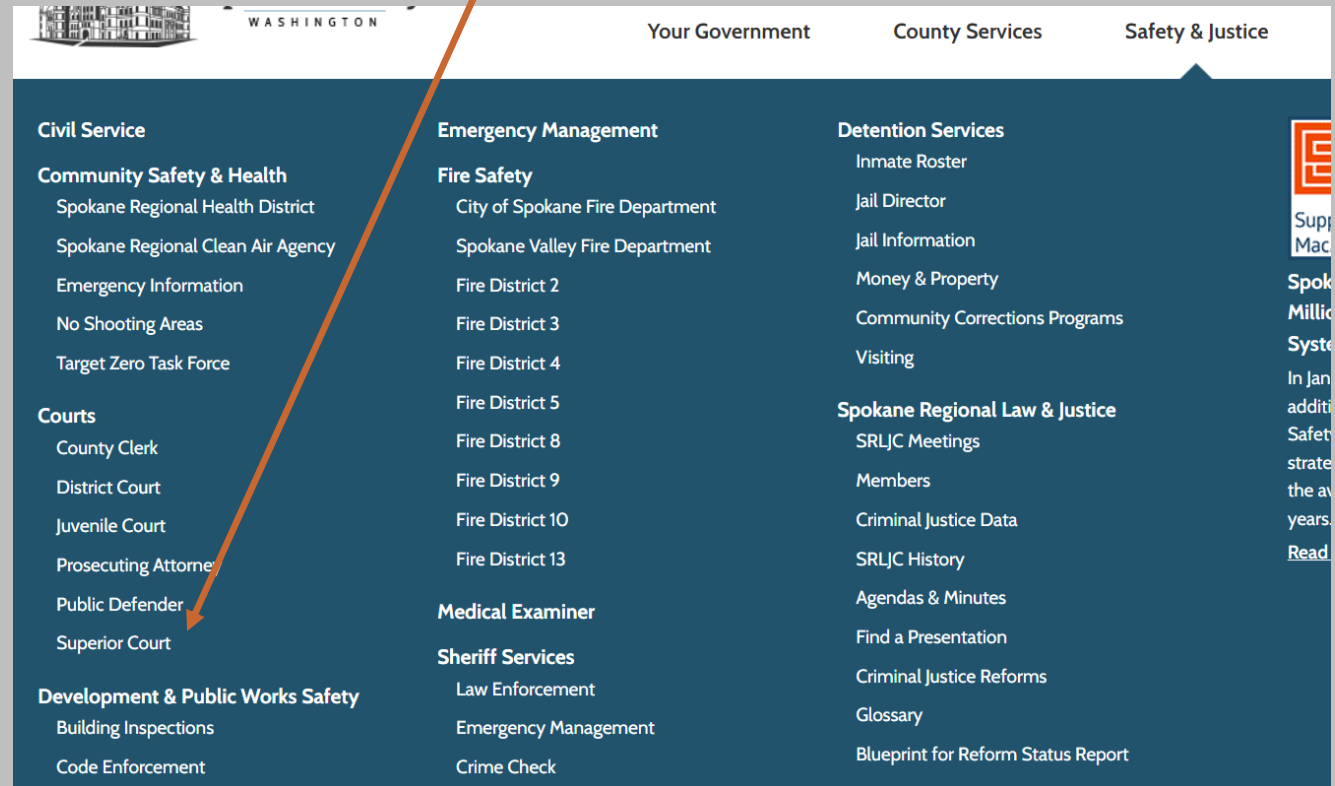
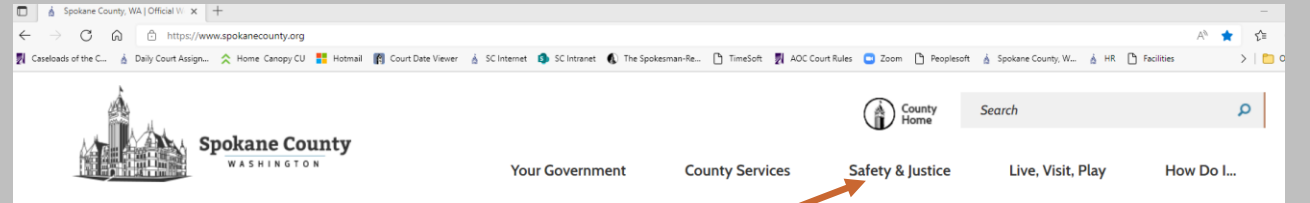


HOW TO ACCESS SUPERIOR COURT FORMS AND INSTRUCTIONS

Ashley Callan – Superior Court Administrator

SUPERIOR COURT WEBSITE

www.spokanecounty.org

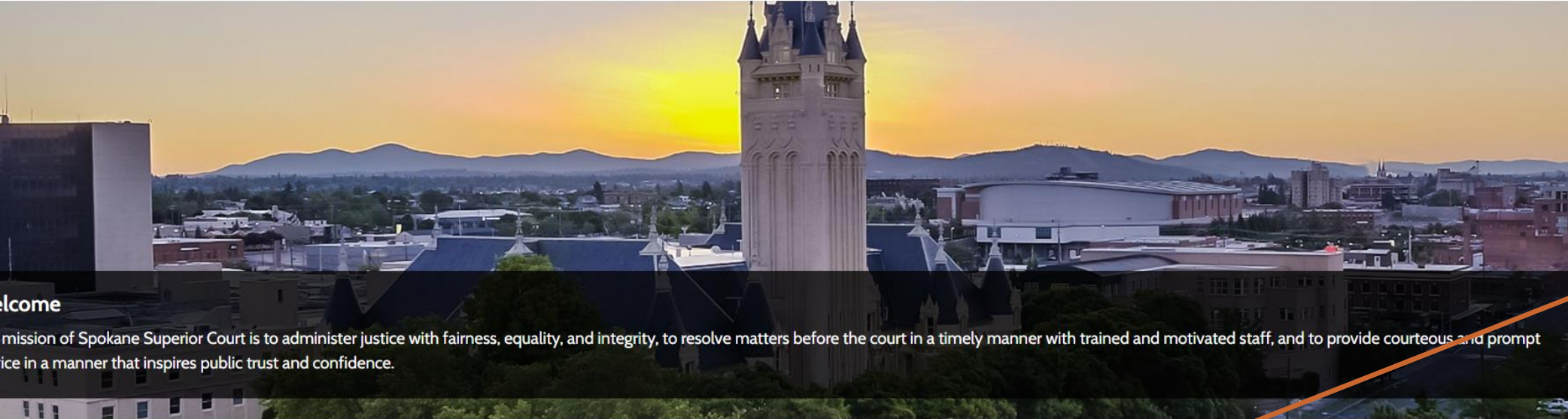


Spokane County

Superior Court



- About Us
- Court Dates & Schedules
- Court Divisions
- Court Forms
- How Do I...



Welcome

mission of Spokane Superior Court is to administer justice with fairness, equality, and integrity, to resolve matters before the court in a timely manner with trained and motivated staff, and to provide courteous and prompt service in a manner that inspires public trust and confidence.



COURT DATES & CASES
Search Court Database



JURY MANAGEMENT
Summons & Announcements



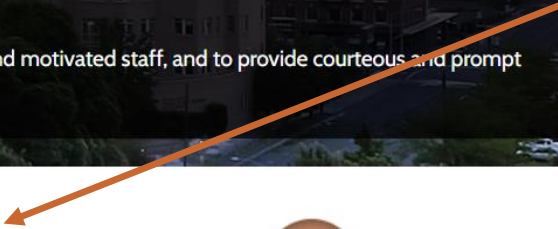
GUARDIANSHIP
Program Details



FAMILY COURT
Facilitators & Procedures



ACCOMMODATIONS
Americans with Disabilities Act (ADA)



FAMILY COURT WEBSITE

The main Family Court website contains

- Instructions for how to appear remotely
- Hybrid Hearing Policy
- Commissioner Order Policy
- Dockets by Day

[Participant Instructions on How to Appear by Video - Family Law](#)

[Commissioner Docket Post COVID Hybrid Hearing Policy](#)

[Commissioner Order Post COVID Policy](#)

Family Law Motion Docket Calendars

Dockets by Weekday

[Tuesday's Motion Docket](#)

[Wednesday's Motion Docket](#)

[Thursday's Motion Docket](#)

[Friday's Motion Docket](#)

FAMILY COURT FORMS

Mandatory State Forms

Mandatory State Forms are found at courts.wa.gov

The screenshot shows the Washington Courts website. At the top left is the logo for WASHINGTON COURTS. To the right are links for 'Get Email Updates' and 'FAQs & eService Center', and a search bar labeled 'Search WA Courts Site'. Below the logo is a navigation menu with items: Forms, Court Directory, Opinions, Rules, Courts, Programs & Organizations, and Resources. An orange arrow points from the 'Forms' menu item to the 'Family Law' category in the 'Court Forms' section. The 'Court Forms' section includes an 'ANNOUNCEMENT' with a 'WARNING' about COVID-19, a paragraph explaining where to find forms, and a list of categories: Accessing the Courts, Behavioral Health, Criminal Law, Family Law, and Guardianships, Conservatorships, or Other Protective Arrangements. The 'Family Law' category is expanded to show sub-sections: ADOPTION (Adoption Resources), CHILD SUPPORT (Adjust Child Support Order, Petition to Modify Child Support, Temporary Family Law Order: Child Support (Divorce), Temporary Family Law Order: Child Support (Unmarried Parents), Out of State Custody Orders, Washington State Child Support Schedule and Worksheets, Washington State Self-Support Reserve), DIVORCE (Contempt of Court: Violations, Default, Divorce (Dissolution), Immediate Restraining Order, Invalidate (Annul) Marriage, Legal Separation (Marriage), Temporary Order to Pay Spousal Support (Maintenance/Alimony)), and MOVE WITH CHILDREN (RELOCATION) (Final Order Changing Parenting Plan: No Objection to Moving with Children, Notice of Intent to Move with Children (Relocation), Objection about Moving with Children (Relocation) (Objecting Party), Temporary Order: Allowing Move with Children, Temporary Order: Preventing Move with Children).

FAMILY COURT FORMS

Local Spokane County Forms

There are some forms that are unique to Spokane County. Those are found on the Family Law website:



The screenshot shows a website interface with a dark green navigation menu on the left and a white content area on the right. An orange arrow points from the top right of the slide to the 'Family Court Forms' link in the menu. The content area displays a breadcrumb trail, a title, and a list of PDF links.

Home > Your Government > Courts & Law > Superior Court > Court Divisions > Family Court > Family Court Forms

Family Court Forms

Family Law Court Forms

- [Adoption - Acknowledgment of Receipt \(PDF\)](#)
- [Adoption - Declaration Fees Costs \(PDF\)](#)
- [Adoption - Decree \(PDF\)](#)
- [Adoption - FOF and COL \(PDF\)](#)
- [Adoption - Order for Post-placement Report \(PDF\)](#)
- [Adoption - Petition \(PDF\)](#)
- [Adoption - Petitioners Sworn Statement \(PDF\)](#)
- [Adoption Instructions \(PDF\)](#)
- [Asset Liability List \(PDF\)](#)

The forms are listed alphabetically.

FACILITATOR INSTRUCTIONS

- The facilitator instructions are on the Family Court website:



The screenshot shows a dark green navigation menu on the left side of a website. The menu items are: Family Court Facilitator, Family Court Forms, Family Court Instructions (highlighted with a white right-pointing triangle and an orange arrow pointing to it from the text above), Family Law Coordinator, Frequently Asked Questions, and Mediation. To the right of the menu is the main content area, which includes a breadcrumb trail 'Home > Your Government > Court', the title 'Family Court', and the start of an article titled 'Superior Court is Accept...'. The article text includes: 'The recent enactment of the RCW 26.10, in its entirety and parent(s) and for children unc...', 'Spokane County Superior Co to parents and/or children in l', and 'To be considered for inclusion...'. A numbered list item '1. A current resume, outlining' is also visible at the bottom of the page.

FACILITATOR INSTRUCTIONS

- In addition to general procedural information, the Facilitator provides case type specific instructions:

Court House Facilitator (Family Law) Instructions

- [GR 34 - Waiver of Civil Filing Fee and Surcharge \(PDF\)](#)
- [Divorce](#)
- [Temporary Orders/Immediate Ex Parte Restraining Orders-Married Parents or Divorced Parents](#)
- [Legal Separation - No Children \(PDF\)](#)
- [Unmarried Parents/Parentage](#)
- [Temporary Orders/Immediate Ex Parte Restraining Orders-Unmarried Parents/Never Married Parents](#)
- [Parenting Plan Modification](#)
- [Child Support Modification](#)
- [Contempt of Court Action](#)
- [Alternative Service \(Instructions on Serving Legal Documents\)](#)
- [Relocation](#)
- [Registration of Custody Determination \(PDF\)](#)
- [Revision of Court Commissioner's Order or Judgment](#)
- [Family Law Procedures](#)
- [Checklist for Minor Guardianships](#)

FACILITATOR INSTRUCTIONS

- The instructions provide a step-by-step guide to filing and completing your case. There are references to the specific forms you will need.

_____ 2. Fill out the following papers completely and sign. Print clearly in black ink or type.

- () *Confidential Information Form (FL All Family 001)*
- () *Summons: Notice about Petition for Parenting Plan, Residential Schedule, and/or Child Support (FL Parentage 330)*
- () *Petition for a Parenting Plan, Residential Schedule and/or Child Support (FL Parentage 331)*
- () *Parenting Plan (FL All Family 140)*

OTHER RESOURCES

- Washington Law Help
 - www.washingtonlawhelp.org

The screenshot displays the Washington Law Help website interface. On the left, a green box titled "Self-Help Forms" lists links for "Answer a Lawsuit for Debt Collection", "Ask the Court to Waive Your Filing Fee", and "File for Divorce", with a ">View all forms" link below. To the right, under the heading "Choose a Topic:", there are six white boxes with blue icons and titles: "Family" (with links for Divorce/Separation, Parenting Plans/Custody, Child support, Contempt of court, ...), "House & Apartment" (with links for Eviction, Tenants' rights, Homeowners / Foreclosure, Homelessness / Shelters, ...), "Work / Farmworker Rights" (with links for Employment rights, Unemployment benefits, Workers' compensation, Childcare provider rights, ...), "Personal Safety" (with links for Domestic Violence, Abuse & Exploitation of Seniors, Antiharassment & Stalking, The child protection system (CPS), ...), "Money & Debt" (with links for Bankruptcy, Car Issues, Debt collection, Medical bills, ...), and "Planning Ahead / Seniors" (with links for Alzheimer's / Dementia, Planning for Death, Power of Attorney, Abuse & Exploitation of Seniors, ...).

- Some types of petitions have a guided interview to simplify the process

OTHER RESOURCES

- Public Libraries allow for computer access to fill out forms and you are permitted to print 50 free pages per month.
- The Law Library in the Spokane County Courthouse has computers available for use. Printing is charged at \$0.25 per page.
 - You can also make copies of your forms at the Law Library for \$0.25 per page.
- Businesses like Kinko's, Staples and Office Max allow for printing for \$0.17 per page.
- The Court Facilitator is an invaluable resource and can help review your forms for accuracy before you make copies.