

FINALIZING A PRO SE DISSOLUTION DURING THE PUBLIC HEALTH EMERGENCY (FOR AGREED OR DEFAULT MATTERS ONLY)

The following are instructions on how to complete your agreed or default divorce once the 90 day statutory waiting period is over. The 90 day waiting period starts when you file your petition if the petition has been signed by both spouses. If the petition is filed without the respondent's signature, the 90 day waiting period will begin once the respondent has been served.

If you do not have a hearing scheduled yet, file a family law calendar note for the pro se dissolution calendar in the Clerk's Office (you need to give both the court and the other party at least 12 days' notice of the requested hearing date).

[Click here](#) to access and print off the calendar note.

WHAT YOU WILL NEED TO PROCEED

All of these documents need to be fully completed, the court does not complete the documents for you.

➤ **Dissolution/Legal Separation/Invalidity with No Children:**

- Written Testimony
- Findings and Conclusions about a Marriage [FL Divorce 231]
- Final Divorce Order/Legal Separation Order/Invalid Marriage Order [FL Divorce 241]

➤ **Dissolution/Legal Separation/Invalidity with Children:**

- Written Testimony
- Findings and Conclusions about a Marriage [FL Divorce 231]
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- Parenting Plan [FL All Family 140]
- Residential Time Summary Report [FL Divorce 243]
- Child Support Order [FL All Family 130]
- Child Support Worksheets
- Financial Declarations [FL All Family 131]
- Copy of your Parenting Seminar Certificate (if not previously filed)

Cases involving minor children require a background check. The coversheet and instructions for submitting these electronically can be found at:

<https://www.snohomishcountywa.gov/1455/JIS-Background-Checks>

The coversheet for the background check must be submitted to Superior Court Administration at least 5 court days before your hearing.

If the respondent has been served and has failed to file a response, you will also need the following:

Motion for Default (FL All Family 161)
Order on Motion for Default (FL All Family 162)

The documents listed above can be found at www.courts.wa.gov with the exception of the Written Testimony form which can be found under Domestic Relation Forms here:

<https://www.snohomishcountywa.gov/5523/Snohomish-County-Superior-Court-Forms>

Even if your spouse has joined your petition, it is always best to have both parties sign all the final orders being submitted.

You will either deliver your proposed final orders to room C-123 on the first floor of the courthouse or mail them to:

Superior Court Administration
3000 Rockefeller M/S 502
Everett, WA 98201

The Emergency Order indicates that the documents must be received by noon at least one day prior to the hearing. Please include a note indicating the date and time of your hearing as well as a good phone number where you can be contacted, if it becomes necessary.