

# 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, you must file a [family law calendar note](#) for the pro se dissolution calendar in the Clerk's Office in Room M-206 (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 to schedule your hearing.

**You DO NOT need to appear for this hearing.**  
During the COVID-19 pandemic, these hearings do not need to be confirmed and are being heard without oral argument.

## WHAT YOU NEED TO PROVIDE FOR THE HEARING

These documents need to be fully completed; the court does not complete the documents for you.

Parties must provide proposed orders and written testimony to the "[pro se dissolution](#)" basket in Room C-123 no later than Noon two court days prior to the scheduled hearing.

\*\*Calendar Notes to [schedule](#) your hearing must be filed with the Clerk's Office in Room M-206\*\*

### ➤ 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]
- Final Divorce Order/Legal Separation Order/Invalid Marriage Order [FL Divorce 241]
- 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](http://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 the Commissioner working copies area located on the first floor of the courthouse outside of Room 1530 (end of hallway) or mail them to:

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

The Emergency Order indicates that the hearing documents must be received by noon at least two court days 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.

If orders are not able to be entered, the moving party will receive via postal mail a notice of issues and the original orders provided to the court within a week of the hearing.