

CONTEMPT OF COURT ACTION

1. Motion For Contempt FL All Family 165
 2. Order to go to Court for Contempt Hearing (Order to show Cause) FL All Family 166
 3. Declaration FL All Family 135
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- GR34Waiver

CONTEMPT OF COURT ACTION

SPOKANE COUNTY FAMILY COURT FACILITATOR

Checklist of Steps to Complete:

_____ 1. Fill out the following papers completely and sign. Print clearly in black ink or type:

() *Motion for Contempt Hearing (FL All Family 165)*

Fill out the motion using the same case title and case number as the original action. Identify the document (parenting plan, decree, order of child support) being violated by date, and explain how it has been violated.

() *Order to Go to Court for Contempt Hearing (FL All Family 166)*

Fill out the caption box and the case number, address it to the other party and sign where it says "Presented By."

You may pick a hearing date, to be heard via Zoom or in person (at a time to be determined), at least 14 days from the date of service on the other party, not including the date of service.

(You must schedule any hearings before the Commissioner assigned your case. To determine if your case has been assigned to a Court Commissioner and/or to determine which day your assigned Commissioner is scheduled to hear motions, please see the Court's web page: <http://wa-spokanecounty.civicplus.com/DocumentCenter/View/4266> and search for the commissioner's rotation schedule;

OR call the Superior Court Clerk's Office at 509-477-2211.

_____ 2. Make two copies of these documents (three copies if there is a Guardian Ad Litem on the case).

_____ 3. Get *Order to Go to Court for Contempt Hearing (FL All Family 166)* signed by the Court and filed with Clerk's Office:

Go to Ex Parte, Court Room 202 (open Monday, Wednesday and Friday from 9:00 a.m., to 12 noon and 1:30p.m. to 4:00p.m. and Tuesday from 1:30 p.m. to 4:00 p.m.).

Give your original *Motion for Contempt Hearing* and *Order to Go to Court for Contempt Hearing* to the Clerk of the Court. Take a seat in the Courtroom and wait for the Court to sign your documents. **The Clerk will keep the original documents.**

Once your Order has been signed by the Court, go back to the Clerk's office (Room 300) and stamp your copies with the Judge/Commissioner's name and the date stamp.

_____ 4. Serve other party with *Motion for Contempt Hearing and Order to Go to Court for Contempt Hearing*. The other party must be personally served with the *Motion for Contempt Hearing and Order to Go to Court for Contempt Hearing* at least 14 days prior

to the hearing, not including the date of service.

You must arrange to have someone over the age 18, **other than you**, serve (deliver) the papers to the opposing party. The person who serves the other party must complete the *Proof of Personal Service (FL All Family 101)* form and give it back to you. Make yourself a copy and file the original, completed form with the Clerk's office or bring it with you to the hearing. **Remember, the other party must receive the documents at least 14 days prior to the hearing, not including the date of service.**

_____ 5. **Three business days prior** to your hearing date, by 4:00p.m., **you must confirm your hearing by emailing familylaw@spokanecounty.org or calling** (509) 477-5702 ext. 0.

Failure to do so may result in your hearing being struck from the docket.

I. Confirmations shall include:

- a. Names of the parties and cause number;
- b. Name of assigned commissioner and date of hearing; Joint motion status sheet (<https://www.spokanecounty.org/1409/Family-Court-Forms;>)
- c. Confirmation from the moving party that the other party was timely served;
- d. Bench copies of any documents filed within five days of the confirmation date;
- e. Any scheduling conflicts for the parties on the day of the hearing.
- f. Hearing times will be posted on the Spokane County Superior Court website (<https://www.spokanecounty.org/1397/Family-Court>) by 12:00p.m. two days before the hearing. Parties are responsible for knowing what time their hearing is to occur. Parties without internet access can call (509) 477-5702 ext. 0 to get their hearing time and location. If the moving party fails to appear at the hearing, the matter will be struck and sanctions may be entered. If the non-moving party fails to appear at the hearing, the relief requested may be granted.

You must also provide a copy of the signed mandatory local form Family Law/Paternity Motion Status Report:

<https://www.spokanecounty.org/DocumentCenter/View/3675/Family-Law-Paternity-Motion-Status-Report-PDF>

Please see the court's local rules:

<https://www.spokanecounty.org/DocumentCenter/View/34440/2020-Local-Court-Rules-Effective-912020?bidId=>

If you are participating in the hearing via Zoom, instructions can be found on the Superior Court's website at:

<https://www.spokanecounty.org/DocumentCenter/View/33364/Participant-Instructions-for-Zoom---Family-Law>

- _____ 6. At your hearing, be prepared to argue as to why the other party should be found in contempt. Complete your *Contempt Hearing Order (FL All Family 167)* based on the judicial officer's ruling at the time of your hearing and follow the judicial officer's instructions on submitting the order.

All of the above-mentioned forms can be found on the Washington State Court website: www.courts.wa.gov/forms.

The Family Court Facilitator, Room 200, Family Law Center, is available to review your documents and answer procedural questions. It is recommended you have all documents reviewed before filing and presenting to the Court.

Superior Court of Washington, County of _____

In re:

Petitioner/s (*person/s who started this case*):

And Respondent/s (*other party/parties*):

No. _____

Motion for Contempt Hearing
(MTSC)

Motion for Contempt Hearing

To both parties:

Deadline! Your papers must be filed and served by the deadline in your county's Local Court Rules, or by the State Court Rules if there is no local rule. Court Rules and forms are online at www.courts.wa.gov.

If you want the court to consider your side, you **must**:

- File your original documents with the Superior Court Clerk; AND
- Give the Judge/Commissioner a copy of your papers (if required by your county's Local Court Rules); AND
- Have a copy of your papers served on all other parties or their lawyers; AND
- Go to the hearing.

The court may not allow you to testify at the motion hearing. Read your county's Local Court Rules, if any.

Bring proposed orders to the hearing.

To the person filing this motion:

To schedule a hearing on this motion, you must ask the court to sign the Order to Go to Court for Contempt Hearing (Order to Show Cause) (FL All Family 166). This Order may be signed "ex parte" (without the other party there). Contact the Superior Court Clerk's office for the procedure in your county. You must have this Motion and the Order to Go to Court personally served (by someone else) on the other party.

To the person receiving this motion:

If you do not agree with the requests in this motion, file a statement (using form FL All Family 135, *Declaration*) explaining why the court should not approve those requests. You may file other written proof supporting your side.

I declare:

1. I am a (*check one*): Petitioner Respondent in this case.

2. The other party, (name): _____, did **not** obey the orders checked below that were signed by the court on (date): _____ in (county and state): _____:

- The child support order including (check all that apply):
 - pay (amount) \$ _____ per month.
 - provide health insurance for the children and pay health care costs not covered by insurance.
 - pay for the children's day care, education, long-distance transportation, and other expenses.

*Describe how the order was **not** obeyed, including dates and amounts:*

- The spousal support (maintenance/alimony) order to pay (amount) \$ _____ per month.

*Describe how the order was **not** obeyed, including dates and amounts:*

- The parenting plan, residential schedule or custody order.

*Describe how the order was **not** obeyed including dates and times:*

- The restraining order.

*Describe how the order was **not** obeyed including dates and times:*

Other order (specify): _____
 Describe how the order was **not** obeyed including dates, times, and amounts, if any:

3. Request – I ask the court to:

- Order the other party to go to court to show why the court should not approve the judgment and orders I've requested,
- Find the other party in contempt, and
- Approve the requests checked below.

4. Money judgment requested

- No request.
- I ask the court to approve a judgment ordering the other party to pay (check all that apply):

	Amount	Interest	From (date)	To (date)
<input type="checkbox"/> Past due child support	\$	\$		
<input type="checkbox"/> Past due medical support (health insurance & health care costs not covered by insurance)	\$	\$		
<input type="checkbox"/> Past due children's expenses for: <input type="checkbox"/> day care <input type="checkbox"/> education <input type="checkbox"/> long-distance transp. <input type="checkbox"/> other	\$	\$		
<input type="checkbox"/> Past due spousal support	\$	\$		
<input type="checkbox"/> Other (specify):	\$	\$		

5. Fines and penalties (remedial sanctions) requested

- Does not apply.
- Approve other reasonable orders, including ordering the other party to:
- Pay a fine – civil penalty (required for violations of parenting time orders),
 - Pay a fine for each day the court's orders are not followed,
 - Meet certain conditions to stop being in contempt (purge the contempt),
 - Pay my lawyer fees and costs, if any,
 - Give me make-up parenting time, if appropriate, and
 - Any other relief allowed by law (Chapter 7.21 RCW, Chapter 26.09 RCW, Chapter 26.10 RCW, Chapter 26.26 RCW, and RCW 26.18.040).
- Send the other party to jail.

6. Other orders requested (if any): _____

Person making this motion fills out below:

I declare under penalty of perjury under the laws of the state of Washington that the facts I have provided on this form are true.

Signed at (*city and state*): _____ Date: _____

▶ _____
Person making this motion signs here *Print name here*

I agree to accept legal papers for this case at (*check one*):

- my lawyer's address, listed below.
- the following address (*this does **not** have to be your home address*):

_____ *street address or PO box* *city* *state* *zip*

(Optional) email: _____

(If this address changes before the case ends, you **must** notify all parties and the court clerk in writing. You may use the Notice of Address Change form (FL All Family 120). You must also update your Confidential Information Form (FL All Family 001) if this case involves parentage or child support.)

Lawyer (if any) fills out below:

▶ _____
Lawyer signs here *Print name and WSBA No.* *Date*

_____ *Lawyer's street address or PO box* *city* *state* *zip*

Email (*if applicable*): _____

Warning! Documents filed with the court are available for anyone to see unless they are sealed. Financial, medical, and confidential reports, as described in General Rule 22, **must** be sealed so they can only be seen by the court, the other party, and the lawyers in your case. Seal those documents by filing them separately, using a *Sealed* cover sheet (form FL All Family 011, 012, or 013). You may ask for an order to seal other documents.

Superior Court of Washington, County of _____

In re:

Petitioner/s (*person/s who started this case*):

And Respondent/s (*other party/parties*):

No.

**Order to Go to Court for Contempt
Hearing (Order to Show Cause)
(ORTSC)**

Clerk's action required: 2

**Order to Go to Court for Contempt Hearing
(Order to Show Cause)**

1. Findings

The court has reviewed the *Motion for Contempt Hearing* filed by the (*check one*):

Petitioner Respondent and finds there is reason to approve this order.

2. The court orders (*name*): _____ to:

Go to court on: _____ at _____ a.m. p.m.
date time

at: _____ in _____
court's address room or department

docket/calendar or judge/commissioner's name

At the hearing, you must show why the court should **not** approve the requests made by the other party and find you in contempt. Follow the instructions at the end of this order about filing a statement or other written proof.

Warning! If you do not go to the hearing, the court may:

- Approve the other party's requests without hearing your side, and
- Issue a warrant for your arrest.

If the other party has asked the court to send you to jail and you cannot afford a lawyer, you may ask the court to appoint a lawyer to represent you.




3. Other orders (if any):

Ordered.

_____  _____
Date *Judge or Commissioner*

Presented by: Petitioner Respondent

 _____ *Sign here* _____ *Print name (if lawyer, also list WSBA No.)* _____ *Date*

Instructions to both parties:

Deadline! Your papers must be filed and served by the deadline in your county's Local Court Rules, or by the State Court Rules if there is no local rule. Court Rules and forms are online at www.courts.wa.gov.

If you want the court to consider your side, you **must**:

- File your original documents with the Superior Court Clerk; AND
- Give the Judge/Commissioner a copy of your papers (if required by your county's Local Court Rules); AND
- Have a copy of your papers served on all other parties or their lawyers; AND
- Go to the hearing.

The court may not allow you to testify at the motion hearing. Read your county's Local Court Rules, if any.

Bring proposed orders to the hearing.

To the person requesting this order:

You must have this order, and the paperwork you filed with the court to get this order, personally served on the other party by someone 18 or older who is not a party to this case.

To the person receiving this order:

If you do not agree with the requests in the motion, file a statement (using form *FL All Family 135, Declaration*) explaining why the court should not approve those requests. You may file other written proof supporting your side.

Superior Court of Washington, County of _____

In re:

Petitioner/s (*person/s who started this case*):

And Respondent/s (*other party/parties*):

No. _____

Declaration of
(*name*):

(DCLR)

Declaration of (*name*): _____


1. I am (*age*): _____ years old and I am the (*check one*): Petitioner Respondent
 Other (*relationship to the people in this case*): _____

2. I declare: _____

(Number any pages you attach to this Declaration. Page limits may apply.)

I declare under penalty of perjury under the laws of the state of Washington that the facts I have provided on this form (and any attachments) are true. I have attached (number): ____ pages.

Signed at (city and state): _____ Date: _____

 _____
Sign here *Print name*

Warning! Documents filed with the court are available for anyone to see unless they are sealed. Financial, medical, and confidential reports, as described in General Rule 22, **must** be sealed so they can only be seen by the court, the other party, and the lawyers in your case. Seal those documents by filing them separately, using a *Sealed* cover sheet (form FL All Family 011, 012, or 013). You may ask for an order to seal other documents.

Superior Court of Washington, County of _____

In re:

Petitioner/s (*person/s who started this case*):

And Respondent/s (*other party/parties*):

No. _____

Proof of Personal Service
(AFSR)

Proof of Personal Service

Server declares:

1. My name is: _____. I am **not** a party to this case.
I am 18 or older.

2. Personal Service

I served court documents for this case to (*name of party*): _____
by (*check one*):

giving the documents directly to him/her.

giving the documents to (*name*): _____,
a person of suitable age and discretion who lives at the same address as the party.

3. Date, time, and address of service

Date: _____ Time: _____ a.m. p.m.

Address:

Number and street *city* *state* *zip*

4. List all documents you served (check all that apply):

(The most common documents are listed below. Check only those documents that were served. Use the "Other" boxes to write in the title of each document you served that is not already listed.)

<input type="checkbox"/> Petition to/for _____ _____	<input type="checkbox"/> Notice of Hearing _____
<input type="checkbox"/> Summons (Attach a copy.)	<input type="checkbox"/> Motion for Temporary Family Law Order <input type="checkbox"/> and Restraining Order
<input type="checkbox"/> Order Setting Case Schedule	<input type="checkbox"/> Proposed Temporary Family Law Order
<input type="checkbox"/> Notice Re: Military Dependent	<input type="checkbox"/> Motion for Immediate Restraining Order (Ex Parte)
<input type="checkbox"/> Proposed Parenting Plan	<input type="checkbox"/> Immediate Restraining Order (Ex Parte) and Hearing Notice
<input type="checkbox"/> Proposed Child Support Order	<input type="checkbox"/> Restraining Order
<input type="checkbox"/> Proposed Child Support Worksheets	<input type="checkbox"/> Motion for Contempt Hearing
<input type="checkbox"/> Sealed Financial Documents	<input type="checkbox"/> Order to Go to Court for Contempt Hearing
<input type="checkbox"/> Financial Declaration	<input type="checkbox"/> Motion for Adequate Cause Decision
<input type="checkbox"/> Information for Temporary Parenting Plan	<input type="checkbox"/> Notice of Intent to Move with Children (Relocation)
<input type="checkbox"/> Declaration of: _____	<input type="checkbox"/> Objection about Moving with Children and Petition about Changing a Parenting/ Custody Order (Relocation)
<input type="checkbox"/> Declaration of: _____	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____

5. Fees charged for service

Does not apply.

Fees: \$ _____ + Mileage \$ _____ = Total: \$ _____

6. Other Information (if any): _____

I declare under penalty of perjury under the laws of the state of Washington that the statements on this form are true.

Signed at (city and state): _____ Date: _____

▶

Signature of server

Print or type name of server

To the party having these documents served:

- File the original *Proof of Personal Service* with the court clerk.
- If you served a *Restraining Order* signed by the court, you must also give a copy of this *Proof of Personal Service* and a *Law Enforcement Information Sheet* to law enforcement.
- If the documents were personally served outside of Washington state, you must fill out and file form FL All Family 102 (*Declaration: Personal Service Could Not be Made in Washington*).

To the Server: check here if you personally served the documents *outside* Washington state. Your signature must be notarized or sworn before a court clerk.

*(For personal service in Washington state, your signature does **not** need to be notarized or sworn before a court clerk.)*

Signed and sworn to before me on *(date)*: _____.

Signature of notary or court clerk

Print name of notary or court clerk

I am a notary public in and for the state of: _____

My commission expires: _____

I am a court clerk in a court of record in *(county)*: _____

(state): _____

(Print seal above.)

Superior Court of Washington, County of _____

In re:

Petitioner/s *(person/s who started this case)*:

And Respondent/s *(other party/parties)*:

No.

**Contempt Hearing Order
(ORCN)**

Clerk's action required: 1, 8, 12

Review hearing: see section 12

Contempt Hearing Order

1. Money Judgment Summary

No money judgment is ordered.

Summarize any money judgment from section 8 in the table below.

Judgment for	Debtor's name <i>(person who must pay money)</i>	Creditor's name <i>(person who must be paid)</i>	Amount	Interest
Past due child support from _____ to _____			\$	\$
Past due medical support from _____ to _____			\$	\$
Past due children's expenses from _____ to _____			\$	\$
Past due spousal support from _____ to _____			\$	\$
Civil penalty			\$	\$
Lawyer fees and costs			\$	\$
Other:			\$	\$

Yearly Interest Rate for child support, medical support, and children's expenses: 12%
For other judgments: ____% *(12% unless otherwise listed)*

Lawyer (name): _____ represents *(name)*:

Lawyer (name): _____ represents *(name)*:

2. The court has considered the *Motion for Contempt Hearing* and any supporting documents, response from the other party, reply, and other documents from the court record identified by the court. A contempt hearing was held on (date): _____.

➤ **The Court Finds:**

3. **Support Payments** (child support, medical support, children's expenses, spousal support)

- Does not apply. This contempt hearing did not cover support issues.
- Support orders were obeyed. No support payments are past due.
- Support orders were **not** obeyed. (Name): _____ did **not** obey the following order(s) signed by the court on (date): _____ (check all that apply):
 - the child support order to (check all parts of the order that were not obeyed):
 - pay the monthly child support payment.
 - provide or pay for medical support for the children (health insurance or health care costs not covered by insurance).
 - pay for the children's day care, education, transportation, and other expenses.
 - the spousal support (maintenance) order.

This person did not pay the other party support payments required by court order in the amounts and for the dates described in the Money Judgment in section 8 below.

a. **Ability to follow orders in the past** – This person (check one):

- was** able to follow the order/s checked above. The failure to follow the order/s was intentional.
- was **not** able to follow the order/s checked above. The failure to follow the order/s was not intentional.

Explain: _____

b. **Ability to follow orders now** – This person

(check one): **is** **is not able** to follow the orders now.

(check one): **is** **is not willing** to follow the orders.

Explain: _____

- Other findings: _____

4. Parenting Plan, Residential Schedule, or Custody Order

- Does not apply. This contempt hearing did not cover parenting/custody issues.
- The parenting/custody order was obeyed.
- The parenting/custody order was **not** obeyed. (Name): _____
did **not** obey the following parts of the parenting/custody order signed by the court on
(date): _____ (check all that apply):
 - Parenting time schedule (residential provisions).
 - Decision making
 - Dispute resolution (mediation, counseling, or arbitration requirement for disagreements)
 - Other parts of the parenting/custody orders

The parenting/custody order was not obeyed as follows (check one):

- As described in the *Motion for Contempt Hearing*.
- (Describe how the order was not obeyed, including dates and times):

a. Ability to follow orders in the past – This person (check one):

- was** able to follow the parenting/custody order. The failure to follow the order was intentional.
- was **not** able to follow the parenting/custody order. The failure to follow the order was not intentional.

Explain: _____

b. Bad faith – When this person did **not** obey the parenting/custody order, they:
(check one): acted in bad faith. did **not** act in bad faith.

Explain: _____

c. Ability to follow orders now – This person

- (check one): **is** is **not able** to follow the parenting/custody order now.
(check one): **is** is **not willing** to follow the parenting/custody order.

Explain: _____

Other findings: _____

5. Restraining Order or Other Order

Does not apply. This contempt hearing did not cover any restraining order or other orders.

The (check all that apply): restraining order other order (specify): _____ was obeyed.

(Name): _____ did **not** obey the following order signed by the court on (date): _____

(Specify order): _____.

This order was not obeyed as follows (check one):

As described in the *Motion for Contempt Hearing*.

(Describe how the order was not obeyed, including dates and times):

a. Ability to follow order in the past – This person (check one):

was able to follow this order. The failure to follow this order was intentional.

was **not** able to follow this order. The failure to follow this order was not intentional.

Explain: _____

b. Ability to follow orders now – This person

(check one): **is** is **not able** to follow this order now.

(check one): **is** is **not willing** to follow this order.

Explain: _____

Other findings: _____

6. Lawyer fees and costs

Does not apply.

The lawyer fees and costs listed in the Money Judgment in section **8** below were incurred and are reasonable.

Other findings: _____

➤ **The Court Orders:**

7. Contempt

(Name): _____

(check one): is in contempt. is **not** in contempt.

8. Money Judgment

Does not apply. No money judgment is ordered.

The court orders the following money judgment (*summarized in section 1 above*):

Judgment for	Debtor's name <i>(person who must pay money)</i>	Creditor's name <i>(person who must be paid)</i>	Amount	Interest
<input type="checkbox"/> Past due child support from _____ to _____			\$	\$
<input type="checkbox"/> Past due medical support (<i>health insurance & health care costs not covered by ins.</i>) from _____ to _____			\$	\$
<input type="checkbox"/> Past due children's expenses for: <input type="checkbox"/> day care <input type="checkbox"/> education <input type="checkbox"/> long-distance transport. <input type="checkbox"/> other from _____ to _____			\$	\$
<input type="checkbox"/> Past due spousal support from _____ to _____			\$	\$
<input type="checkbox"/> Civil penalty (<i>At least \$100 for 1st violation of a parenting/ custody order; at least \$250 for 2nd violation within 3 years.</i>)			\$	\$
<input type="checkbox"/> Lawyer fees and costs			\$	\$
<input type="checkbox"/> Other (<i>specify</i>):			\$	\$

The **interest rate** for child support, medical support, and children's expenses is 12%. The interest rate for other judgments is 12% unless another amount is listed below.

The Interest rate for other judgments is _____% because (*explain*): _____

Other: _____

9. Make-up parenting time

Does not apply.

(Name): _____ will have make-up parenting time as follows (*specify dates and times*):

10. Jail time

- Does not apply.
- (Name): _____ must serve (number): _____ days in the (name of county): _____ County Jail.
- Jail time is suspended (postponed) under these conditions:

The court will review compliance with these conditions at the review hearing set in section **12** below.

- Jail time starts (check one): immediately on (date): _____. They must report to the jail on this date. The detainee must be released from jail as soon as they satisfy the conditions listed in section **11** below.

11. Contempt can be corrected (purged) if:

- Does not apply.
- (Name): _____ does the following (specify):

12. Court review



- Does not apply.
- The court will review this case on (date): _____ at (time): ____ a.m. p.m. in (Court, Room/Dept.): _____
(If you check this box, also check the "Clerk's action required" box on page **1**.)

13. Other orders (if any) _____

Ordered.

Date



Judge or Commissioner

Petitioner and Respondent or their lawyers fill out below.

This document (*check any that apply*):

- is an agreement of the parties
- is presented by me
- may be signed by the court without notice to me

This document (*check any that apply*):

- is an agreement of the parties
- is presented by me
- may be signed by the court without notice to me



Petitioner signs here or lawyer signs here + WSBA No.



Respondent signs here or lawyer signs here + WSBA No.

Print Name

Date

Print Name

Date

JOINT MOTION STATUS SHEET
FAMILY LAW / PATERNITY

FILL OUT ENTIRE FORM OR YOUR CASE WILL NOT BE SET ON THE DOCKET

MOTION HEARING DATE: _____ ASSIGNED COMMISSIONER: _____

Court File No: _____ / Name of Case: _____ v. _____

Motion(s) filed on _____ Dkt. # _____

****THE MOTION(S) SET FOR HEARING IS/ARE (check all that apply):**

Temporary Orders (New Case): Parenting Plan/Residential Schedule
 Financial Issues
 Other: _____

Contempt of Court Re: Parenting Plan/Residential Schedule
 Financial Issues
 Other: _____

Adequate Cause for custody modification Change of placement is requested

Relocation Temporary Relocation is requested

Modification of Temporary Order(s) Re: Parenting Plan/Residential Schedule
 Financial Issues
 Other: _____

Other Issues: _____

Objections to late filed declarations (If available, identify the docket number of the document):

DOCUMENTS TO BE READ BY COURT: *See Local Special Proceedings Rule (LSPR) 94.04(h)*
 (Continue on separate page if needed).

Docket # ¹	Date filed	Name of Document	# of Pages

Failure of the parties to confer and participate in the completion of this motion status sheet in good faith may result in the hearing being continued/stricken and/or the imposition of sanctions.

 Petitioner/Attorney for petitioner

 Respondent/Attorney for respondent

 Guardian ad Litem

¹ Docket numbers may be found on the Spokane County Court Viewer:
<https://cp.spokanecounty.org/courtdocumentviewer/> or at the Clerk's Office – Room 300.

GR 34
(WAIVER OF CIVIL FILING FEE AND SURCHARGES)
SPOKANE COUNTY FAMILY COURT FACILITATOR

Checklist of Steps to Complete:

_____ 1. If you are on a low or fixed income and feel you may qualify to have all or part of the filing fee waived, pick up in Clerk's Office, Room 300, between the hours of 8:30 a.m. – 12:00 noon and 1:00 p.m. – 4:00 p.m., Monday through Friday, Cashier's Window and fill out the **GR 34 Motion and Declaration for Waiver of Civil Filing Fees and Surcharges** (fee waiver form) completely and sign. Print clearly in black ink or type.

Current filing fees are as follows:

- \$314 for divorce, legal separation or invalidity action;
- \$260 for paternity action;
- \$260 for minor guardianship action;
- \$56 modification of child support or parenting plan/custody decree action;
- \$260 for modification of out of county or out of state order

_____ 2. Make one copy of the original form for your records.

_____ 3. Take all original documents you intend to file and the **GR 34 Motion and Declaration for Waiver of Civil Filing Fees and Surcharges** (on top) to Superior Court Courtroom 202 (Ex Parte Court) between the hours of 9:00 a.m. - 12:00 p.m. and 1:30 p.m. - 4:00 p.m, Mondays, Wednesdays or Fridays **OR** 1:30 p.m. – 4:00 p.m., on Tuesdays or Thursdays. Give these documents to the Clerk and take a seat in the courtroom. The Commissioner will review your documents. If there are any questions from the court, answer respectfully.

_____ 4. If your Waiver is signed by the Court Commissioner, take all documents to the Spokane County Superior Court Clerk, Room 300, between the hours of 8:30 a.m. – 4:00 p.m., Monday through Friday, Cashier's Window (to the far right when you enter). The Court Clerk will file all documents to start the action. Enter the case number and date stamp on the front page of each of your copies.