

CONTEMPT OF COURT

All documents are available for free from www.courts.wa.gov/forms or www.washingtonlawhelp.org
The Pierce County Law Library also sells a packet containing all the below listed documents.

Filing Fee = There is no filing fee.

Starting Documents

- | | | |
|--------------------------|---|-------------------|
| <input type="checkbox"/> | Motion for Contempt Hearing | FL All Family 165 |
| <input type="checkbox"/> | Order to Go to Court for Contempt Hearing (Order to Show Cause) | FL All Family 166 |
| <input type="checkbox"/> | Note for Commissioner's Calendar | Not Numbered |
| <input type="checkbox"/> | Order for Court Appointed Attorney Referral and Pretrial Instructions | Not Numbered |
| <input type="checkbox"/> | Declaration of (name): _____ - Optional | FL All Family 135 |

1. Once completed, bring the original documents (**must be single sided**) to Commissioner Services (930 Tacoma Ave S, **Room 110-14 (Inside Room 110)**).
2. Take your original documents into Exparte (930 Tacoma Ave S, **Room 105**) during the hours of **9-11 am or 1:30-3:30 pm** Monday - Friday to have the Commissioner review your Orders.
3. Exparte will give you a copy of everything they sign and keep. You will need to make at least **1** additional copy for you to keep.
4. Arrange for service of a complete set of copies on the opposing party/ies. If the opposing party/ies has an attorney, the party/ies and attorney must both be served. The person performing the service of the documents must be over the age of 18 and **NOT** a party to the case. ***These documents must be hand delivered.*** The other party/ies must have at least fourteen (14) days notice from the date of service before the hearing takes place.
 - Once service is made, the person serving must complete the following form.
 - [Proof of Personal Service FL All Family 101](#)
 - This form then needs to be filed with the Clerk's Office (930 Tacoma Ave S, **Room 110**) immediately.
5. Once a hearing has been scheduled, you need to file a [Form T](#) with the Clerk's Office (930 Tacoma Ave S, **Room 110**). This form indicates what documents the Commissioner should review prior to your newly scheduled hearing. To obtain this form, or for questions about how to fill out this form, please see Commissioner Services (930 Tacoma Ave S, **Room 110-14 (Inside Room 110)**), the Clerk's Office, a Facilitator or the Law Library.

Final Orders Required for Court

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|--------------------------|--|-------------------|
| <input type="checkbox"/> | Contempt Hearing Order | FL All Family 167 |
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If you received these documents

First check to see if you have an 'Order for Court Appointed Attorney Referral and Pretrial Instructions'! Page 2 lists all income information needed for a FREE ATTORNEY. Take this income information to Pretrial Services (930 Tacoma Ave S. **Room 108) Monday- Friday between **10am-2pm**.

Whether you get an attorney or not, you will need the following documents. BEFORE FILING THEM discuss with your attorney if you qualify for one.

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|--------------------------|---|-------------------|
| <input type="checkbox"/> | Declaration of (name): _____ - Optional | FL All Family 135 |
|--------------------------|---|-------------------|

Anything you file must be served to the other party.

- | | | |
|--------------------------|---|-------------------|
| <input type="checkbox"/> | Proof of Mailing or Hand Delivery | FL All Family 112 |
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