

MISCELLANEOUS CHECKLIST

All documents are available for free from www.courts.wa.gov/forms or www.washingtonlawhelp.org

The Pierce County Law Library also sells the below listed documents.

Contempt

- | | |
|--|----------------------|
| <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 | Electronically Filed |
| <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 |
| <input type="checkbox"/> Proof of Personal Service | FL All Family 101 |
| <input type="checkbox"/> Contempt Hearing Order | FL All Family 167 |

- A hearing must be set on the Commissioner's Show Cause calendar either in the Clerk's Office or via LINX (attorneys required to set hearing via LINX)
- The court date you set will be included on page 1 of your Order to Go to Court for Contempt Hearing
- Your Motion, Order to Go to Court and any additional documents must be presented to the ex-parte Commissioner's court either in person or via LINX (attorneys required to submit via LINX)
- Once your Order to Go to Court for Contempt Hearing is signed by the court, that document plus any additional documents must be personally served to the other party
- File your Proof of Personal Service with the Clerk's Office

Default

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|---|---|
| <input type="checkbox"/> Motion for Default | FL All Family 161 |
| <input type="checkbox"/> Department of Defense Printout | https://scra.dmdc.osd.mil/scra/#/single-record |
| <input type="checkbox"/> Order on Motion for Default | FL All Family 162 |

- The other party has 20 days, if served in the state of WA, or 60 days, if served outside of the state of WA, to respond. If there is no response filed or served, then the above documents may be needed

Service by Mail

- | | |
|---|-------------------|
| <input type="checkbox"/> Motion to Serve by Mail | FL All Family 104 |
| <input type="checkbox"/> Order to Allow Service by Mail | FL All Family 105 |
| <input type="checkbox"/> Summons Served by Mail | FL All Family 106 |
| <input type="checkbox"/> Proof of Service by Mail | FL All Family 107 |

- Once your Order to Allow Service by Mail has been signed by the court, you will need a person over the age of 18 other than yourself to mail 2 copies (1 regular first class mail and 1 certified mail) of your court documents to the address listed in your order
- File your Proof of Service by Mail along with your certified mail receipt with the Clerk's Office
- The other party will have 90 days from the date of mailing to respond. If no response is filed or received, default documents can be presented (see Default list above)

Service by Publication

- | | |
|---|-------------------|
| <input type="checkbox"/> Motion to Serve by Publication | FL All Family 108 |
| <input type="checkbox"/> Order to Allow Service by Mail | FL All Family 109 |
| <input type="checkbox"/> Summons Served by Publication | FL All Family 110 |
| <input type="checkbox"/> Proof of Publication | FL All Family 111 |

- Once your Order to Allow Service by Publication has been signed by the court, you will need to publish in a newspaper in Pierce County and run the publication for 6 consecutive weeks
- File your Proof of Publication with the Clerk's Office after the publication runs for 6 weeks
- The other party will have 60 days from the date of the first week of publication to respond. If no response is filed or received, default documents can be presented (see Default list above)