

## INSTRUCTIONS: DIVORCE WITHOUT CHILDREN WHEN THE PARTIES CANNOT AGREE

1. Obtain the forms listed in this outline. The Skagit County Superior Court Clerk sells a packet for ***Divorce without Children*** which includes the required state and local forms. You may also download the forms for free at [www.courts.wa.gov/forms](http://www.courts.wa.gov/forms) . **Skagit County Local Court Rules** and local forms are available for purchase at the Clerk's Office or can be downloaded at [www.skagitcounty.net](http://www.skagitcounty.net) (see links to Superior Court).
2. If you need assistance with forms or procedures, the Court Facilitator can review forms you have prepared yourself, answer questions, or help you with procedures. You may need more than one appointment to complete your case. The Facilitator cannot give legal advice and does not represent you. The Facilitator may also assist your spouse. There is a \$20 fee per 30 minute appointment. Make an appointment by calling (360) 416-1290.
3. Fill out:
  - **Petition for Divorce (FL Divorce 201);**
  - **Summons: Notice About a Marriage or Domestic Partnership (FL Divorce 200);**
  - **Confidential Information (FL All Family 001); and**
  - **Certificate of Dissolution.**

Make two copies of the **Petition** and the **Summons**. One set of copies is to be served on your spouse and the other set is for you to keep for your records.

4. Documents must be filed with the Clerk's Office along with any required statutory filing fee. View [Fee Schedule](#); If you qualify, the court may waive the filing fee. A fee waiver packet outlining the process is available in the clerk's office.
5. At the time of filing, an **Automatic Temporary Restraining Order (TMRO)** is entered by the Court. This Court Order limits what both parties can do financially while the case is pending. Review the **TMRO** carefully. ***This is not a restraining order that prohibits the parties from contacting each other.***
6. Have your spouse served with copies of your **Petition, Summons** and **TMRO**. Someone, who is over 18 years old, must personally hand your spouse copies of the documents. ***You cannot give the documents to your spouse.*** The person serving the documents must fill out and sign a **Proof of Personal Service (FL All Family 101)**. Make sure that all the documents that were served are listed on the **Proof of Personal Service** and that the date, time and place of service are filled in because that is your proof that your spouse was properly served. File the **Proof of Personal Service** at the Clerk's Office. Your spouse has 20 days (if served within the state of Washington) in which to file a **Response to Petition About a Marriage (FL Divorce 211)**.

7. If your spouse does not file a **Response** to your **Petition** within the allowed time, and has not made an appearance in your case, then you may appear on the Ex Parte Calendar with a **Motion for Default (FL All Family 161)**, and an **Order on Motion for Default (FL All Family 162)**. Fill out and hand the documents to the Clerk anytime between 8:30am and 12:00pm and return that same day at 1:15pm to see the Judge for the default. Note that even if you obtain an **Order on Motion for Default** you still cannot finish your case sooner than 91 days from the date that your spouse was served.
8. **Local Court Rules require that the Family Law Facilitator review your final divorce orders.** If you obtained a default, or if you and your spouse have reached an agreement, then make an appointment with the Facilitator. Fill out and bring all the documents listed below with you to the appointment. If you are finishing your case by default, then make sure all your final orders are filled out **exactly the same** as the documents that your spouse was served with. If you and your spouse agree on the final documents, then both parties must sign the final documents.
  - **Final Divorce Order (FL Divorce 241); and**
  - **Findings and Conclusions About a Marriage (FL Divorce 231);**
9. If your spouse responded to your case and you cannot work out an agreement, then you must schedule mediation. **Mediation is required by Local Court Rule.** A list of approved mediators can be found at [www.skagitcounty.net](http://www.skagitcounty.net) (follow the links to Superior Court). If you and your spouse reach an agreement, either through mediation or on your own, then follow step #8 listed above to finalize your divorce.
10. If you do not reach an agreement after mediation, then fill out and file a **Note for Trial Assignment** (local court form). You must write in a Monday date on the line that states “Trial Assignment Date (any Monday no personal appearance required)”. The Monday you pick for the Trial Assignment Date must be at least 2 weeks away from the day the **Note for Trial Assignment** is mailed to the other party. The party who fills out the **Note for Trial Assignment** must sign the certification of mailing at the bottom of the **Note for Trial Assignment** certifying that they sent a copy of the **Note for Trial Assignment** to the other party. On the date of the Trial Assignment, the court file is transferred to the Court Administrator who then picks a trial date for you. If there are dates that you know you will not be available for a trial, then you must also file a “**Notice of Conflict Dates**” (local court form.) The Court Administrator will consider your conflicts when setting the trial date.
11. Once the Court Administrator picks a trial date, both parties will receive a letter stating the date and time of the trial. **Local Court Rules require that either you or your spouse confirm your trial with the Court Administrator by noon five court days before the scheduled trial. This will most likely be done at the pre-trial conference scheduled a week prior to your trial date.** Call (360) 416-1200 to confirm your trial.
12. Prepare the documents listed in #8 above and a **Remote Proceeding Pre-Trial Conference Summary** (local court form). **Local Court Rules require that you meet with the Facilitator to review your orders prior to trial.**
13. Appear at your trial via zoom unless you are granted permission to appear in person. Provide all the documents listed in #8 above in addition to any evidence that you want to the court to consider and any witnesses that you want to testify on your behalf to Court Administrator by 12:00 p.m. on the court day before trial. Please review the **Local Court Rules for Skagit County Superior Court** for

more information. *This outline does not cover trial preparation. You may want to seek legal advice from an attorney.*

**This list of instructions is not a substitute for legal advice. Before starting any legal action, it is always wise to consult an attorney regarding your rights and responsibilities. Many attorneys offer consultations. Your specific situation may require additional forms and procedures which may not be listed on this outline. The Family Law Facilitator and the Clerk's Office cannot give legal advice. Only an attorney can give legal advice.**

### **Helpful Phone Numbers and Websites:**

Skagit County Superior Court Clerk's Office (360) 416-1800  
Skagit County Superior Court Administration (360) 416-1200  
Skagit County Law Library (360) 416-1290  
Volunteer Lawyer Program of Skagit County (360) 416-7585  
CLEAR line for a referral to the VLP (888) 201-1014

[www.courts.wa.gov/forms](http://www.courts.wa.gov/forms) to download standard family law forms  
[www.washingtonlawhelp.org](http://www.washingtonlawhelp.org) for general information on a variety of legal topics  
[www.nwjustice.org](http://www.nwjustice.org) for general information and resources  
[www.skagitcounty.net](http://www.skagitcounty.net) county website (follow links to Superior Court).