

SPR 94.08.1.  
FILINGS IN FAMILY LAW CASES

(a) Application of Rule. This rule shall apply to all of the following types of cases:

- (1) Family law petitions seeking dissolution of marriage, legal separation, or declaration of invalidity;
- (2) Actions brought by parties to non-marital relationships involving parenting or distribution of assets/liabilities;
- (3) Petitions for non-parental custody;
- (4) Petitioner for relative visitation; and
- (5) Petitions or motions for modification of any final documents in matters set forth above.

(b) Court's Automatic Temporary Order. Upon the filing of a Summons and Petition in any of the actions specified above, the court shall automatically issue a Temporary Order using the form set forth in Appendix A. The Petitioner is subject to this order from the time of filing the Petition. The Petitioner shall serve a copy of this order on the Respondent and file a declaration of service in the court file. The Respondent is subject to this order from the time that the order is served.

(c) Filing of Parties' Financial Declarations and Verified Statement of Assets and Liabilities. At least sixty (60) days prior to trial, each party shall serve on the opposing party:

- (1) A Financial Declaration, using (WFF DR 01.1550), in all cases involving a request for child support, maintenance or attorney's fees. The Declaration shall also be filed with the court;
- (2) A Verified Statement of Assets and Liabilities, including both marital and separate assets and liabilities of any kind, in the form set forth in Appendix B; in any case involving the division of assets and/or debts. The Verified Statement of Assets and Liabilities shall not be filed with the court; and
- (3) Each party shall then file with the court a Declaration of Mailing, attesting that the Financial Declaration and Verified Statement of Assets and Liabilities has been provided to the other party. All parties have a duty to supplement the financial information when additional information becomes available.

(d) Self-Represented Parties - Review of Parenting Plans and Child Support Orders. In any action, including modification proceedings, in which the residential care or child support of a minor child or children is at issue and in which none of the parties are represented by counsel, any proposed parenting plan or residential schedule and any proposed child support documents, including the child support schedule worksheet, shall first be reviewed, approved as to form and initialed by the court facilitator or by an attorney acting as a third-party neutral in accordance with RPC 2.4. Provided, however, this requirement shall not apply to a proposed temporary parenting plan or residential schedule in cases where there has been a recent and substantial change in circumstances that has resulted in a serious and imminent threat to the health, safety or welfare of the child(ren).

(e) Judicial Information System Background Checks. Prior to presenting a permanent parenting plan or residential schedule to the court for approval, the party or parties shall comply with RCW 26.09.182 by submitting a completed Judicial Information System (JIS) Background Check form to the San Juan County Clerk. Such request shall include the names and dates of birth of all persons residing in each residence and must be submitted no fewer than 5 days prior to the date of presentation of the final parenting plan. Upon receipt of a completed JIS Background Check form, the Clerk shall complete a search of the Judicial Information System for the existence of any information and proceedings relevant to the placement of the child. This search shall be performed no more than 10 days prior to the proposed date of presentation of the permanent parenting plan. The results of such search shall be available to the judicial officer presiding over the entry of the permanent parenting plan at least 2 court days prior to the proposed presentation date. Per Chapter 2.2B RCW (as amended by SB 1617, Laws of 2015), if the Court relies upon information in the results of the search in rendering a decision, a copy of the results and the JIS Background Check form must be filed as a confidential document, within the court file, with any confidential contact information such as addresses, phone numbers, or other information that might disclose the location or whereabouts of any person redacted from the document or documents. In the event the Court does not rely upon information in the results of the search, the JIS Background Check form and the results of the search shall be destroyed. JIS Background Check form is attached as Appendix I.

(f) BACKGROUND INFORMATION. Before entering any order regarding custody of a child in a non-parental action for child custody the Petitioner(s) shall comply with the requirements of RCW 26.10.135(2)

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