

WAHAKIAKUM COUNTY SUPERIOR COURT

64 Main Street P.O. Box 157 Cathlamet, WA 98612 360-795-3558

DIVORCE BY MAIL INSTRUCTIONS

If you live in Washington State, you can file, by mail, an Agreed/Uncontested divorce in Wahkiakum County and your presence will not be required when the Ex Parte fee is paid. In Washington, a divorce action is initiated when one spouse (the Petitioner) files a petition for dissolution of marriage in a Washington State Superior Court. (The other spouse is called the Respondent.)

Parties can choose one of the following methods to prepare the necessary divorce paperwork for filing:

- Contact our office to have a pre-printed packet of forms mailed to you:
 - Pre-printed packets for a Divorce Without Children are \$28.00, (which includes postage).
 - Pre-printed packets for a Divorce With Children are \$48.00, (which includes postage).
- Visit www.courts.wa.gov/forms/ to download and print the necessary forms at no charge; or www.washingtonlawhelp.org to download packets that include instructions and forms to complete also at no charge. This website now also has a new “Do-It-Yourself” Forms link that will allow you to prepare and print certain forms.
- Pay an Online Divorce Service to prepare your documents to send to you to sign/date and then mail to the court for filing. **NOTE:** If you choose to use an Online Divorce Service, the fees you pay to them are for their service alone and do not include the required court filing fees to file your divorce case in Wahkiakum County Superior Court.
- Retain an Attorney or Professional Legal Service.

Instructions:

Fees:

- **Filing Fee** **\$294.00**
- **Ex Parte Fee** **\$ 30.00** (This fee is paid for the Judge to review your divorce file in chambers, without parties having to schedule a court hearing to finalize the divorce).
- Copy Fees are required to be paid if you want copies of any of the Final Divorce Orders that are file stamped and signed by the Judge - See Copy Fee Schedule* on last page. **Note:** if you are requesting a name change you will need to pay for a certified copy of the Final Divorce Order to be able to legally change your name with DOL, Social Security, etc.
- Fees can be paid by check or money order and all fees including copy fees can be totaled together into one payment.

The following is a list of minimum requirements to start the Divorce action and begin the State-mandated 90-day waiting period.

- \$294.00 Filing Fee
- Confidential Information Form
- Petition for Divorce (Dissolution)
- Self-addressed/postage paid envelope to return the pink form indicating your court assigned case number, scheduled dissolution date, documents received and payment receipt.

Note: the 90-day waiting period cannot begin until a Joinder is signed by the other party, or you file a Proof of Personal Service showing the other party was served with the Petition for Divorce and Summons, the waiting period then begins from the date of service.

The remaining required documents and fees can be mailed in before the set dissolution date. Most clients find it is easier to send in all the necessary paperwork at the time of filing, with all the necessary fees (all fees may be paid in one check or money order).

Note: if our office has not received all the necessary documents by the scheduled dissolution date, then your file will not be presented to the Judge for review and signing on that scheduled date, but will then be presented any date after that when our office receives all required documents.

When your paperwork is received by the Wahkiakum Clerk's Office, we will complete a pink form that indicates what documents have been received and what may still be needed. The pink form will also include your assigned case number and scheduled Dissolution date, along with our copy fee schedule. This will be mailed back to the filing party in the self-addressed/postage paid envelope you provide. If an envelope is not provided, then it is mailed to the Petitioner to the address listed on the Confidential Form. Please be sure to provide current contact information!

Important things to keep in mind when filing in Wahkiakum County:

- **Only send in the Original Documents with original ink signatures**, we do not accept copies for filing. You can send copies if you want them conformed and mailed back to you when the divorce is final.
- **Do not fill in the case number on your documents**, we will write in the case number once you are assigned one in Wahkiakum County. If you have used an online divorce service, the case number they provide you with is not your court assigned divorce case number.
- **The court will only accept documents printed on one side of the paper**. Any documents printed on both sides of the paper will not be filed and they will be returned to be printed properly and re-submitted.
- **The Court does not complete any of the documents for you**, review all documents carefully before sending them and be sure every section of every document has been completed.
- **Verification of Findings of Facts** – this is the form that each party must have their signature witnessed and notarized on by a public notary per our Local Court Rules, NOTE: your signatures on all signed documents must match your witnessed and notarized signature.
- **Send 2 self-addressed/postage paid envelopes**; one to mail the pink form and payment receipt confirming the filing of your case, and a larger envelope to mail any prepaid copies back to you in when the divorce is final.

Most common forms needed for Dissolution are:

DIVORCE WITHOUT CHILDREN (UNCONTESTED)

The following forms can be found at: www.courts.wa.gov/forms **AND**
Forms, packets, and information on filing for Divorce can also be found at:
www.washingtonlawhelp.org

DOH 422-027

Certificate of Dissolution (Complete #6 thru #15)

FL ALL FAMILY 001

Confidential Information

FL DIVORCE 201

Petition for Divorce

FL DIVORCE 200

Summons (not necessary if petition joinder is signed)

FL DIVORCE 119

Agreement to Join Petition (Only needed if Joinder on last page of Petition is not signed)

FL DIVORCE 231

Findings and Conclusions about a Marriage

VERIFICATION OF FINDINGS OF FACTS

(The Notary must notarize each party's signature and the party's notarized signatures must match their signatures on all the divorce documents)

FL DIVORCE 241

Final Divorce Order

DIVORCE WITH CHILDREN (UNCONTESTED)

All the above forms are needed with the addition of the following:

FL ALL FAMILY 132

Declaration about Public Assistance

FL ALL FAMILY 140

Parenting Plan

WSCSS-Worksheets

Washington State Child Support Schedule Worksheets

FL ALL FAMILY 130

Child Support Order

We do not notify you when your divorce is final

We will mail copies of final paperwork within one business day of the divorce being finalized, if copies have been paid for in advance.

Copy fee schedule:

- Certified copies of any paperwork are \$5.00 for the 1st page and \$1.00 for ea. additional page
- Regular copies of paperwork are \$0.50 per page
- Emailed Copies are \$0.25 per page

All Copy fees must be paid in advance and a self-addressed envelope with sufficient postage attached must be included to mail copies back in.

How to Pay for Copies:

BY MAIL: Mail a check or money order to our office. Please indicate your case number and what documents you are requesting. Enclose a self-addressed/postage paid envelope to return the paid copies in. Our office does not provide the postage fee.

We now accept Credit/Debit cards: (A 2.5% or \$2.00 minimum card processing fee added to the total fee paid)

BY PHONE: Call our office at 360-795-3558

ONLINE:

- <https://client.pointandpay.net/web/WahkiakumSCC>
 - Choose Payment Type:
 - **Misc.** for Document Copy fees
- **Enter your Case Number as the Account Number** (or if you don't know your case number, type in the last name the case is filed under)
- **Amount:** Enter the amount you are paying (including postage).
- **NOTE: If you are paying for copies to be mailed, please add an additional \$2.00 postage/envelope fee.**

Complete the Cardholder and Payment information, verify the information on the next page and agree to accept the added convenience fee and submit payment.

Email your payment confirmation number along with what documents you are requesting to: superiorcourt@co.wahkiakum.wa.us