

CASE SCHEDULE INFORMATION FOR PARTIES

Effective September 1, 2018, Snohomish County implemented a Case Schedule that sets a deadline for completion of ADR/Mediation, and a Compliance Hearing to review ADR/Mediation Compliance. Compliance hearings are stricken ONLY after the filing of a Notice of ADR/Mediation Compliance, Notice of Settlement, Order Waiving Mediation, or entry of final orders.

For all non-compliant cases, the Compliance Hearing will be conducted based on a review of the court file and information provided by parties who appear at the hearing.

All forms related to ADR/Mediation Compliance or Waiver are on the Snohomish County Superior Court website for free download: <https://snohomishcountywa.gov/438/Superior-Court-Forms>

1. **Be aware of the Case Schedule and the deadline for ADR/mediation compliance.** If issues arise in your case, such as a late appointment of a GAL, new CPS or criminal investigations, major illness or injury of one of the parties, or any other circumstance that makes compliance impossible or impractical, parties must file a motion to continue the Case Schedule, in accordance with SCLSPR 94.04(c)(3)(F).
2. **Not all cases are subject to mandatory ADR/Mediation.** If there is a current or recent protection order between the parties, the parties should review SCLSPR 94.04(c)(3)(B) to determine if their case is exempt. If a case is exempt, parties should immediately file a notice of ADR/Mediation compliance identifying the basis for the exemption.
3. **SANCTIONS may be imposed for failure to comply.** Parties must observe the deadline for ADR/Mediation compliance at the start of the case, and plan accordingly. Parties who fail to meet timelines may be sanctioned, and those sanctions may increase at each subsequent compliance hearing. See SCLSPR 94.04 (c)(3)(D).
4. **Compliance Hearings will not be continued, except by the Court after a timely filed motion.** If the Court file does not reflect that the parties are in compliance with ADR/Mediation, have filed a Notice of Settlement, have entered final orders, or have had ADR/Mediation waived, the compliance hearing will be held, whether or not parties appear. At the hearing the Court will review the file and any working copies provided to the court via SSC-ADR.Compliance@co.snohomish.wa.us to determine what action should be taken, and will hear briefly from parties that appear. See SCLSPR 94.04(c)(3)(F).
5. **Telephonic appearances for the ADR/Mediation compliance hearing will only be granted in extraordinary circumstances.** If you believe you qualify for, and are requesting, a telephonic appearance, that request must be made in writing at least 7 days before the hearing, by e-mail to SSC-ADR.Compliance@co.snohomish.wa.us. See, generally, SCLCR 6.
6. **Each party is responsible for compliance with the Case Schedule.** If you believe that the other party, the GAL, or another professional is delaying mediation either by action or inaction, it is your responsibility to take necessary action to compel or waive mediation, compel the production of a GAL or other report, or continue the Case Schedule. SCLSPR 94.04(c)(3)(D).
7. **Court Confirmed Trials do not eliminate the need to comply with the Case Schedule.** Obtaining a court confirmed trial date does not exempt the parties from compliance with these rules. Parties that do not comply or attend their compliance hearing may have their trial stricken, case dismissed or sanctions ordered. SCLSPR 94.04(c)(3)(D).

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A list of forms necessary to complete your case are listed below. **Forms, motions, and orders are available online at www.courts.wa.gov/forms/**

If you are not represented by an attorney, you may obtain forms, **with instructions**, by purchasing the correct packet online or at Snohomish County Superior Clerk's Office. If you want further assistance you can make an appointment with the **Snohomish County Family Law Facilitator's Office** at 425-388-3795: www.snohomishcountywa.gov/471/Family-Law-Facilitator

Parties may view their case by going to Odyssey Portal at: <https://odysseyportal.courts.wa.gov/ODYPORTAL/>

These are typically the forms entered for these actions, however they can vary based upon the outcome of the case.

Divorce/Legal Separation

- Findings and Conclusions about a Marriage (Form 231)
- Final Divorce/Legal Separation order (Form 241)

Additional forms if the Marriage includes children:

- Final Parenting Plan (Form 140)
- Final Child Support Order (Form 130)
- Washington State Child Support Schedule Worksheets-if entering Child Support Order
- Residential Time Summary (Form 243)
- Approved Parenting Seminar Completion
- Background Check Coversheet

Petition for a Parenting Plan and/or Child Support

- Final Order and Findings on Petition to Change a Parenting Plan, Residential Schedule or Custody Order (Form 610)
- Final Parenting Plan or Residential Schedule. (Form 140)
- Final Child Support Order-unless handled administratively. (Form 130)
- Washington State Child Support Schedule Worksheets-if entering Child Support Order
- Approved Parenting Seminar Completion
- Background Check Coversheet

Modification

- Final Order and Findings on Petition to Change a Parenting Plan, Residential Schedule or Custody Order (Form 610)
- Final Parenting Plan or Residential Schedule –if there is a request for this to be changed (Form 140)
- Final Child Support Order-if there is a request for this to be changed (Form 130)
- Washington State Child Support Schedule Worksheets-if there is a request for child support to be changed
- Order on Adequate Cause to Change ...(Form 604)
- Approved Parenting Seminar Completion- this may have been completed in the original action
- Background Check Coversheet- if there is a request for the parenting plan to be changed

Non-Parental Custody

- Order on Adequate Cause for Non-parent Custody (Form 417)
- Findings and Conclusions about on Non-Parent Custody Action (Form 430)
- Final Non-Parent Custody Order (Form 431)
- Residential Schedule (Form 405)
- Final Child Support Order (Form 130)
- Washington State Child Support Schedule Worksheets
- Approved Parenting Seminar Completion
- Background Check Coversheet

Approved Parenting Seminars Include: *For the Kids' Sake-* <http://www.lcsnw.org/forthekidsake/index.asp>
Successful Co-Parenting- <http://www.SuccessfulCo-Parenting.com> (also available in Spanish)

Background Check Form: <http://www.snohomishcountywa.gov/1455/JIS-Background-Checks>