
How to Finalize Your Non-Parental Custody Case by Agreement or Default

In order to complete or finalize your case, the Court must receive, approve, and sign the final documents for your particular case. Because of new procedures related to the COVID-19 pandemic, your case may be finalized based on written pleadings, without the need to come to the courthouse. Before filing a motion or attempting to finalize your case, please review the Superior Court's website for information regarding changes in operations:

<https://www.snohomishcountywa.gov/197/Superior-Court>

Below you will find a list of documents that you will need in order to proceed. Please note that all of these documents need to be fully completed, the court does not complete the documents for you.

1) Non-Parental Custody – Documents Should be Signed by All Parties if Agreed

Non-Parental Custody Finalization Coversheet

Order on Adequate Cause Decision [FL Non-Parent 417]

Findings and Conclusions on Non-Parent Custody Petition [FL Non-Parent 430]

Final Non-Parent Custody Order [FL Non-Parent 431]

Residential Schedule (Non-Parent Custody) [FL Non-Parent 405]

Child Support Order [FL All Family 130]

Please note: If any child receives State medical or other benefits, an attorney from the Snohomish County Prosecuting Attorney – Family Support Division must approve and sign the Order.

Child Support Worksheets [WSCSS – Worksheets]

JIS Background Check Coversheet

If the respondent was served and has failed to file a response, you will also need the following:

Motion for Default [FL All Family 161]

Order on Motion for Default [FL All Family 162]

Motion for Adequate Cause Decision [FL Non-Parent 416]

Where do I obtain these documents?

All of the documents listed above can be found at www.courts.wa.gov with the exception of the **JIS Background Check** which can be found here:

<https://www.snohomishcountywa.gov/1455/JIS-Background-Checks>. **SUBMIT THE JIS BACKGROUND CHECK WITH YOUR FINAL ORDERS. DO NOT SEND IT BY E-MAIL.**

Please note: Even if one or more of the respondents has joined your petition, it is always best to have all parties sign all the final orders being submitted.

How do I submit these documents to the court?

Once all of your proposed final orders are completely filled out and signed by all parties, they may be delivered to room C-123 on the first floor of the courthouse or mailed or messengered to the attention of Superior Court Administration at 3000 Rockefeller M/S 502 Everett, WA 98201 (**DO NOT FILE THE PROPOSED ORDERS IN THE CLERK'S OFFICE ROOM M-206**).

How do I know what happened?

If the court signs your orders, they will be filed, and copies will be available for purchase from the clerk in approximately 7 days. If the court declines to sign your orders they will be returned to you with an explanation for the denial.

What if I have additional questions?

You can call the Courthouse Facilitator's office at 425-388-3795 if you have questions regarding this procedure.