

**PREPARING FOR COURT
FAMILY LAW MOTION FILING INFORMATION**

✓ Requirements/Deadlines:

Type of Document Needed	Filing and Service Deadline
Motion which states what you are asking the Court to do and all supporting materials/documentation.	By <u>5:00 pm</u> SIX COURT DAYS before the hearing: 1) File original at Clerk’s Office and 2) Provide a copy to the other party or the other party’s attorney 3) Provide a Judge’s/Commissioner’s copy of all documents filed to Court Administration
Response to the other party’s motion with your supporting materials/documentation.	By <u>12:00 pm</u> THREE COURT DAYS before the hearing: 1) File original at Clerk’s Office and 2) Provide a copy to the other party or the other party’s attorney 3) Provide a Judge’s/Commissioner’s copy of all documents filed to Court Administration
Reply from the party filing the original motion, replying ONLY to NEW information or allegations in the Response along with any additional supporting materials/documentation.	By <u>12:00 pm</u> TWO COURT DAYS before the hearing: 1) File original at Clerk’s Office and 2) Provide a copy to the other party or the other party’s attorney 3) Provide a Judge’s/Commissioner’s copy of all documents filed to Court Administration

✓ Certification of Written Statements (Declarations):

All statements submitted to the Court from you or witnesses **must** be made under penalty of perjury and be signed, dated, and indicate the city and state where the document was signed. An example of a statement satisfying these requirements to be included at the end of the document is as follows:

I declare under penalty of perjury under the laws of the State of Washington that the information contained in this declaration is true and correct.

Signed at (city) Olympia, (state) WA on (date) January 1, 2010.

SAMPLE

Signature