

INSTRUCTIONS FOR SERVING PAPERS ON THE STATE

When should I use this packet?

When you set or change child support, you must notify the State if you, the other parent, or the children receive public assistance. This applies both to parents who filed the petition and to parents who disagree with the amount proposed in the petition who are responding with a different proposed amount. Public assistance includes Temporary Assistance for Needy Families (TANF), General Assistance for Unemployable Persons (GAU), Medicaid, or subsidized daycare. If you, the other parent, or the child do current receive or have, in the past, received public assistance, you must serve the State in any family law case where child support is an issue. This includes a dissolution (divorce), parentage (paternity), nonparental (third party) custody, or any type of family law modification. You must serve the State because it has a right to know about court proceedings when the court will order child support that may affect a person receiving assistance.

What is in this packet?

This packet includes the forms and instructions for the following:

- Declaration of Service on the State Attorney General, or the County Prosecuting Attorney's Office
- List of offices to serve for the State of Washington

When and how do I serve the State?

You must serve a copy of the following documents on the State at least twenty days before your final hearing to finalize any order of Child Support:

- Summons and Petition or Response
- Sealed financial source document sheet, with attachments
- Confidential Information Form
- Financial Declaration
- Child Support Worksheets
- Proposed Parenting Plan
- Note for Motion Docket or Notice of Trial
- Order of Child Support (not yet signed by the judge)

If you request temporary orders, you must also serve a copy of the following documents on the State office approximately two weeks before any temporary hearing regarding child support. The exact number of days' notice you must give is the same notice you must give the opposing party, and this varies from county to county. Contact your local court clerk's office or the Local

Rules for the court in your county to determine how much notice opposing parties (including the State) must have for a hearing for temporary orders:

- Summons and Petition or Response
- Sealed financial source document sheet, with attachments
- Confidential Information Form
- Financial Declaration
- Any supporting witness Declarations
- Motion for Temporary Order
- Temporary Parenting Plan
- Child Support Worksheets
- Order of Child Support (for temporary amount)
- Note for Motion Docket

You must serve a copy of these papers either by having them hand delivered to the office listed for your county at the back of this packet or by mailing a copy to that office by certified mail, return receipt requested. You do not need a special order to serve the State by certified mail. You cannot serve or mail the papers yourself; have a friend or family member over 18 take the papers to the listed office. The person could bring along your copy of the papers so the office can put a received stamp on them.

After the papers have been served on the State, you will need to fill out a **Declaration of Service on the State Attorney General's Office or County Prosecutor's Office**. See the instructions below for filling out this form. When you go to your final hearing, bring the Declaration of Service with you to show to the judge or court commissioner.

Filling out the Declaration of Service

Fill out the CAPTION as shown in the GENERAL INSTRUCTIONS of your Petition or Response packet. The rest of this form will be filled out by the person serving or mailing the papers. Be sure that person fills out the form completely.

Include the address of the office you will be sending the papers to. A list of the offices and the areas they serve is found at the end of this packet. Be sure to check the box for each form you have served. Write in any other forms you have served.

If the State agrees with your proposal, an attorney from the Office where you served your papers can sign the Order of Child Support and the final order for your type of action (for example, your Decree of Dissolution or your Order re: Modification of Custody Decree/Parenting Plan). You can bring these signed papers to your final hearing or trial. If the State does not sign your orders, the attorney representing the State will come to the hearing or trial to argue for the amount he or she thinks is correct. If you do not get the State's signature, be sure you can prove at the final hearing or trial that you served a Note for Motion Docket or Notice of Trial on the correct office at least two weeks (again, depending on your county's requirements). Your completed Declaration of Service on the Attorney General should be enough to prove this, but you should also bring the certified mail receipt if you used the mail.

If you do not serve the State with your papers according to the instructions above, you will need to make an appointment to have the attorney representing the State review your final order for your action (for example your Decree of Dissolution or your Order re: Modification of Custody Decree/Parenting Plan), as well as your Order of Child Support. The State's attorney will have to sign the orders before the judge will sign your orders and finalize your action. Contact the office listed for your area to make an appointment. You will need to bring your papers when you have this appointment.

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**This publication provides general information concerning your rights and responsibilities. It is not intended as a substitute for specific legal advice.
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SAMPLE FORM - DO NOT FILE

SUPERIOR COURT OF WASHINGTON
COUNTY OF EVERGREEN

In re the Marriage of

No. 01-3-45678-9

JANE DOE,

Petitioner,

DECLARATION OF SERVICE ON THE
STATE ATTORNEY GENERAL'S OFFICE
OR COUNTY PROSECUTOR'S OFFICE

and

JOE DOE,

Respondent

My name is Mary Crawford. At the time of service I was 18 years of age and a citizen of the United States. I am not a party to the action and am competent to be a witness herein. On this 12th day of August, 2001, I served a copy of:

- Summons
- Petition for Dissolution
(fill in type of action, such as "Dissolution of Marriage" or "Nonparental Custody")
- Findings of Fact and Conclusions of Law
- Financial Declaration
- Confidential financial information cover sheet
- Sealed financial source document sheet, with attachments
- Confidential Information Form
- Child Support Worksheets
- Order of Child Support
- Decree of Dissolution
(fill in type of action, such as "Dissolution of Marriage" or "Nonparental Custody")
- Proposed Parenting Plan
- Motion and Declaration for Default Entry of Decree
- Note for Motion Docket
- Other (please list): _____

on the State of Washington Attorney General's Office or the County Prosecutor's Office

personally by certified mail, return receipt requested at the following address:
117 N. 3rd Street, #203, Yakima, Washington, 98902.

I declare under penalty of perjury under the laws of the State of Washington that the foregoing is true.

Dated: August 22, 2001 Place: Yakima, WA

Mary Crawford
Signature of person mailing or delivering
the papers

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SUPERIOR COURT OF WASHINGTON
COUNTY OF _____

In re _____:

No. _____

DECLARATION OF SERVICE ON THE
STATE ATTORNEY GENERAL'S OFFICE
OR COUNTY PROSECUTOR'S OFFICE

Petitioner,

(No Mandatory Form Developed)

and

Respondent

My name is _____. At the time of service I was 18 years of age
and a citizen of the United States. I am not a party to the action and am competent to be a witness herein.

On this _____ day of _____, 20____, I served a copy of:

- Summons
- Petition for _____
(fill in type of action, such as "Dissolution" or "Nonparental Custody")
- Findings of Fact and Conclusions of Law
- Financial Declaration
- Confidential financial information cover sheet
- Child Support Worksheets
- Order of Child Support
- Sealed financial source document sheet, with attachments
- Confidential Information Form
- Decree of _____
(fill in type of action, such as "Dissolution" or "Nonparental Custody")
- Proposed Parenting Plan
- Motion and Declaration for Default Entry of Decree

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Note for Motion Docket
 Other (please list): _____

on the State of Washington Attorney General's Office or the County Prosecutor's Office
 personally by certified mail, return receipt requested at the following address:
_____, Washington, _____.

I declare under penalty of perjury under the laws of the State of Washington that the foregoing is true.

Dated: _____ Place: _____

Signature of person mailing or delivering
the papers

STATE OFFICES

Where to Serve Your Papers

ADAMS COUNTY

ADDRESS: 2069 W. Highway 26, Suite B
Othello, WA 99344

PHONE: (509) 488-2064 FAX: (509) 488-6588

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ASOTIN COUNTY

ADDRESS: 101 - 2nd Street
Asotin, WA 99402

MAILING: P.O. Box 864
Asotin, WA 99402

PHONE: (509) 243-2065 FAX: (509) 243-4917

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BENTON COUNTY

ADDRESS: 7320 West Quinault
Kennewick, WA 99336

PHONE: (509) 735-7316 FAX: (509) 736-3066

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CHELAN COUNTY

ADDRESS: Support Enforcement
200 N. Chelan Street

MAILING: P.O. Box 654
Wenatchee, WA 98807

PHONE: (509) 667-6200 FAX: (509) 665-0445

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CLALLAM COUNTY

ADDRESS: 618 S. Peabody, Suite G
Port Angeles, WA 98362-6244

PHONE: (360) 417-2500 FAX: (360) 417-2503

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CLARK COUNTY

ADDRESS: 300 West 15th Street
Vancouver, WA 98660

MAILING: P.O. Box 5000
Vancouver, WA 98660

PHONE: (360) 397-2265 FAX: (360) 397-6064

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COLUMBIA COUNTY

ADDRESS: 116 North 3rd
Dayton, WA 99328

MAILING: P.O. Box 270
Dayton, WA 99328

PHONE: (509) 382-1197 FAX: (509) 382-1191

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COWLITZ COUNTY

ADDRESS: 871 11th Avenue, Suite 2
Longview, WA 98632

PHONE: (360) 577-3074 FAX: (360) 636-1938

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DOUGLAS COUNTY

SEE CHELAN COUNTY

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FERRY COUNTY

ADDRESS: 350 East Delaware Ave, #11
Republic, WA 99166

PHONE: (509) 775-5206 FAX: (509) 775-5212

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FRANKLIN COUNTY

ADDRESS: 1016 North 4th Ave, 3rd Floor
Pasco, WA 99301

PHONE: (509) 545-3561 FAX: (509) 545-2135

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GARFIELD COUNTY

SEE ASOTIN COUNTY

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GRANT/YAKIMA COUNTY

ADDRESS: 428 1st Avenue NW
Ephrata, WA 98823

PHONE: (509) 754-2695 FAX: (509) 754-2805

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GRAYS HARBOR COUNTY

ADDRESS: 108 West Marcy
Montesano, WA 98563

PHONE: (360) 249-4075 FAX: (360) 249-6514

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ISLAND COUNTY

ADDRESS: Island County Courthouse
101 NE Sixth Street, Suite 200
Coupeville, WA 98239

MAILING: P.O. Box 5000
Coupeville, WA 98239-5000

PHONE: (360) 678-5111 FAX: (360) 679-7393

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JEFFERSON COUNTY

ADDRESS: Jefferson County Courthouse
P.O. Box 1220
Port Townsend, WA 98368

PHONE: (360) 385-9359 FAX: (360) 385-0073

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KING COUNTY

SEATTLE ADDRESS: King County Prosecutor
Family Support Unit
400 King County Courthouse
516 Third Avenue
Seattle, WA 98104

PHONE: (206) 296-9020 FAX: (206) 296-9581

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KENT ADDRESS: Kent Professional Center
King County Family Support Division
610 Meeker Street Ste 203
Kent, WA 98032-5726

PHONE: (206) 296-9595 FAX: (206) 296-8501

KITSAP COUNTY

ADDRESS 730 Prospect
Port Orchard, WA 98366

MAILING: 614 Division Street, M.S. 35
Port Orchard, WA 98366

PHONE: (360) 337-7020 FAX: (360)337-5733

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KITTITAS COUNTY

ADDRESS: 505 North Pine, Suite C
Ellensburg, WA 98926

PHONE: (509) 962-7521 FAX: (509) 962-7016

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KLICKITAT COUNTY

ADDRESS: 205 South Columbus Avenue, MS: CH-18
Goldendale, WA 98620

PHONE: (509) 773-5838 FAX: (509) 773-6696
Supp Enforcement - Phone: (509) 773-3821

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LEWIS COUNTY

ADDRESS: 360 NW North Street, MS: PR001
Chehalis, WA 98532

PHONE: (360) 740-1230 FAX: (360) 740-1497

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LINCOLN COUNTY

ADDRESS: 450 Logan
P.O. Box 874
Davenport, WA 99122

PHONE: (509) 725-4040 FAX: (509) 725-3478

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MASON COUNTY

ADDRESS: 521 North 4th
P.O. Box 639
Shelton, WA 98584

PHONE: (360) 427-9670 Ext. 418 FAX: (360) 427-7754

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OKANOGAN COUNTY

ADDRESS: 237 N. 4th Ave., 1st Floor
P.O. Box 831
Okanogan, WA 98840

PHONE: (509) 422-7287 FAX: (509) 422-7291

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PACIFIC COUNTY

ADDRESS: 210 Pacific Highway North
P.O. Box 1302
Long Beach, WA 98631

PHONE: (360) 642-8848 FAX: (360) 642-8839

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PEND OREILLE COUNTY

ADDRESS: Pend Oreille County Prosecutor's Office
229 S. Garden Avenue

MAILING: P.O. Box 5070
Newport, WA 99156-5070

PHONE: (509) 447-4414 1-800-949-1496 FAX: (509) 447-0235

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PIERCE COUNTY

ADDRESS: 949 Court "E"
Tacoma, WA 98402

PHONE: (253) 798-7444 or 1-800-248-5130 FAX: (253) 798-4157

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SAN JUAN COUNTY

ADDRESS: San Juan County
Child Support Division
350 Court Street

MAILING: P.O. Box 760
Friday Harbor, WA 98250

PHONE: (360) 378-4101 FAX: (360) 378-3180

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SKAGIT COUNTY

ADDRESS: 1204 Cleveland Street
Mount Vernon, WA 98274

Mailing: PO Box 1226
Mount Vernon, WA 98273

PHONE: (360) 336-9461 FAX: (360) 336-9393

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SKAMANIA COUNTY

ADDRESS: Room 30, Skamania County Courthouse
240 Vancouver Ave.

MAILING: P.O. Box 790
Stevenson, WA 98648

PHONE: (509) 427-9476 FAX: (509) 427-4165

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SNOHOMISH COUNTY

ADDRESS: 2722 Colby Avenue, Suite 525
Everett, WA 98201

PHONE: (425) 388-7280 FAX: (425) 388-7295

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SPOKANE COUNTY

ADDRESS: 1124 W. Riverside, LL2
Spokane, WA 99201

PHONE: (509) 477-2486 FAX: (509) 477-3410

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STEVENS COUNTY

ADDRESS: Town Center Building
298 S. Main, Suite 204
Colville, WA 99114

PHONE: (509) 684-7501 FAX: (509) 684-7581

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THURSTON COUNTY

ADDRESS: 2404 Chandler Court SW, Suite 270
Olympia, WA 98502

PHONE: (360) 786-5536 FAX: (360) 786-5551

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WAHIAKUM COUNTY

ADDRESS: Wahkiakum County Courthouse
64 Main Street

MAILING: P.O. Box 397
Cathlamet, WA 98612

PHONE: (360) 795-3652 FAX: (360) 795-6506

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WALLA WALLA COUNTY

ADDRESS: 240 West Alder, Suite 201
Walla Walla, WA 99362

PHONE: (509) 527-3232 FAX: (509) 529-6720

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WHATCOM COUNTY

ADDRESS: 311 Grand Avenue, Suite 201
Bellingham, WA 98225

PHONE: (360) 676-6784 or (360) 676-6707- dial extension

FAX: (360) 738-2532

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WHITMAN COUNTY

ADDRESS: Whitman County Courthouse
402 North Main Street

MAILING: P.O. Box 30
Colfax, WA 99111-0030

PHONE: (509) 397-6250 FAX: (509) 397-5590

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YAKIMA COUNTY

ADDRESS: Noel Building, Suite 203
117 North 3rd
Yakima, WA 98901

PHONE: (509) 574-1300 FAX: (509) 574-1301

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