

DOCUMENT CHART: NON-PARENT CUSTODY

*Serve this form on contesting Parties

| BEGINNING DOCUMENTS | | | |
|---|--|----------------|-------------------|
| Document or Form Name | Form Number | Agreed Actions | Contested Actions |
| Case Information Cover Sheet | Cover Sheet | ✓ | ✓ |
| Confidential Information Form | WPF DRPSCU 09.0200 | ✓ | ✓ |
| Nonparental Custody Petition | WPF CU 01.0100 | ✓ | ✓* |
| Summons for Nonparental Custody Proceeding | WPF CU 01.0200 | | ✓* |
| Residential Schedule (Proposed) | WPF CU 01.0450 | | ✓* |
| Child Support Worksheets (Proposed) (or see Facilitator or use on-line calculator) | WSCSS Schedule and WSCSS Worksheets | | ✓* |
| Request For Criminal Conviction History Record: conduct a background check for each member of petitioner(s) household using one of these methods: 1. On-line: https://fortress.wa.gov/wsp/watch/ (Request records on-line and print results or print screen that says nothing found), or 2. By mail: https://fortress.wa.gov/wsp/watch/Help?Index=forms (select "Request for Conviction Criminal History", then print the form and mail it to WSP) | | ✓ | ✓ |
| Cover Sheet for WSP Criminal History Record | WPF CU 03.0550 | ✓ | ✓ |
| Indian Child Welfare Act - Notice 25 U.S.C. § 1912(a) if Indian child – 10 days notice required <i>(if applicable)</i> | WPF CU 01.0250 | ✓ | ✓* |
| Indian Child Welfare Act - Proof of Mailing <i>(if applicable)</i> | WPF CU 01.0255 | ✓ | ✓ |
| Return of Service | WPF DRPSCU 01.0250 | | ✓ |
| ADEQUATE CAUSE HEARING (If Either Parent files a Response to Petition) | | | |
| Motion and Declaration for Determination of Adequate Cause: (or see Courthouse Facilitator) | | | ✓* |
| Notice of Hearing for Adequate Cause Determination | WPF CU 02.0300 | | ✓* |
| Order Re Adequate Cause | WPF CU 02.0400 | | ✓ |
| SETTLEMENT CONFERENCE (If Response to Petition filed AND Adequate Cause is agreed to between parties OR determined to exist per Court Order) | | | |
| Settlement Conference Forms and Instructions: http://www.kitsapgov.com/clerk/Forms/Settlement%20Conference%20Packet.pdf (or see Courthouse Facilitator) | | | |

COMPLETE AND FILE THE DSHS/CPS DOCUMENTS BELOW 15-20 DAYS BEFORE THE FINAL DOCUMENTS WILL BE PRESENTED TO THE COURT. THE COURT MUST PERFORM A JIS SEARCH AND ICWA INQUIRY BEFORE ANY ORDERS ARE ENTERED.

| Document or Form Name | Form Number | Agreed Actions | Contested Actions |
|--|----------------|------------------|-------------------|
| Authorization to Release Information to the Court (DSHS:DCFS/CPS) | DSHS 09_966 | ✓ | ✓ |
| Cover Sheet for CONSENT (for release of information from DCFS/CPS) | WPF CU 03.0540 | ✓ | ✓ |
| Order Directing DCFS/CPS to Release Information/Order Restricting Access | WPF CU 03.0500 | ✓ | ✓ |
| Cover Sheet DCFS-CPS Background Check Information (provided by DSHS) | WPF CU 03.0520 | Provided by DSHS | |

FINAL DOCUMENTS

| Document or Form Name | Form Number | Agreed Actions | Contested Actions |
|---|-------------------------------------|----------------|-------------------|
| Residential Schedule | WPF CU 01.0450 | ✓ | ✓ |
| Order of Child Support (1 for each parent) | WPF CU 01.0500 | ✓ | ✓ |
| Child Support Worksheets (1 for each parent) (or see Facilitator or use on-line calculator) | WSCSS Schedule and WSCSS Worksheets | ✓ | ✓ |
| Findings of Fact & Conclusions of Law | WPF CU 02.0100 | ✓ | ✓ |
| Nonparental Custody Decree | WPF CU 02.0200 | ✓ | ✓ |

To obtain forms on-line: www.courts.wa.gov/forms/ or www.washingtonlawhelp.org

Kitsap County Local Forms can be found on-line at: www.kitsapgov.com/sc/forms.htm

On-line child support calculator: <https://fortress.wa.gov/dshs/csips/ssgen>

(child support is calculated using actual or imputed income of both parents, NOT the petitioner(s))

| OTHER DOCUMENTS TO USE AS NEEDED | FORM NUMBER |
|--|-------------------------------------|
| TEMPORARY ORDERS | |
| Motion/Declaration for Ex Parte Restraining Order/Order to Show Cause | WPF CU 03.0150 |
| Ex Parte Restraining Order/Order to Show Cause | WPF CU 03.0170 |
| Law Enforcement Information Sheet (whenever restraints are requested) | WPF All Cases 01.0400 |
| Motion/Declaration for Temporary Nonparental Custody Order | WPF CU 03.0100 |
| Note for Motion Docket | Kitsap County Local Form Exhibit E |
| Temporary Custody Order | WPF CU 03.0200 |
| Residential Schedule (Temporary) | WPF CU 01.0450 |
| Financial Declaration (whenever financial matters are at issue) | WPF DRPSCU 01.0550 |
| Order of Child Support (Temporary) (1 for each parent) | WPF CU 01.0500 |
| Child Support Worksheets (Temporary) (1 for each parent) (or see Facilitator or use on-line calculator) | WSCSS Schedule and WSCSS Worksheets |
| Order Appointing Guardian ad Litem | WPF CU 04.0200 |
| DEFAULT (if one or more Respondents fail to respond) | |
| Motion for Default (1 for each respondent) | WPF DRPSCU 03.0100 |
| Order on Motion for Default (1 for each respondent) | WPF DRPSCU 03.0200 |
| OTHER FORMS OF SERVICE (when attempts at personal service have failed, or for unknown father) | |
| Motion and Declaration to Serve by Mail | WPF DRPSCU 01.0280 |
| Order Allowing Service by Mail | WPF DRPSCU 01.0285 |
| Summons by Mail | WPF DRPSCU 01.0290 |
| Motion and Declaration to Serve by Publication | WPF DRPSCU 01.0260 |
| Order for Service of Summons by Publication | WPF DRPSCU 01.0265 |
| Summons by Publication | WPF DRPSCU 01.0270 |