

## DOCUMENT CHART: NON-PARENT CUSTODY

\*Serve this form on contesting Parties

| <b>BEGINNING DOCUMENTS</b>  |                                     |                       |                          |
|---|-------------------------------------|-----------------------|--------------------------|
| <b>Document or Form Name</b>  | <b>Form Number</b>                  | <b>Agreed Actions</b> | <b>Contested Actions</b> |
| Case Information Cover Sheet  | Cover Sheet                         | ✓                     | ✓                        |
| Confidential Information Form   | FL All Family 001                   | ✓                     | ✓                        |
| Attachment to Confidential Information  | FL All Family 002                   | ✓                     | ✓                        |
| Non-Parent Custody Petition   | FL Non-Parent 401                   | ✓                     | ✓*                       |
| Summons: Notice about Non-Parent Custody Petition   | FL Non-Parent 400                   |                       | ✓*                       |
| Residential Schedule (Proposed)<br><i>(omit if residential provisions are listed in the Non-Parent Custody Petition)</i>  | FL Non-Parent 405                   |                       | ✓*                       |
| Child Support Worksheets (Proposed)<br><i>(or see Facilitator or use on-line calculator)</i>  | WSCSS Schedule and WSCSS Worksheets |                       | ✓*                       |
| Conduct a background check through the Washington State Patrol for each adult member of petitioner(s) household using <b>one</b> of these methods:<br>1. On-line: <a href="https://fortress.wa.gov/wsp/watch/">https://fortress.wa.gov/wsp/watch/</a><br><i>(Request records on-line and print results or print screen that says nothing found), or</i><br>2. By mail: <a href="https://fortress.wa.gov/wsp/watch/UserContent/Forms/Non-CJ/Pubform.pdf">https://fortress.wa.gov/wsp/watch/UserContent/Forms/Non-CJ/Pubform.pdf</a><br><i>(Select "Request for Conviction Criminal History", then print the form and mail it to WSP)</i> |                                     | ✓                     | ✓                        |
| Criminal History Record Cover Sheet<br><i>(for WSP background check results)</i>  | FL Non-Parent 406                   | ✓                     | ✓                        |
| Indian Child Welfare Act Notice <i>(if applicable)</i>  | FL Non-Parent 402                   | ✓                     | ✓*                       |
| Proof of Mailing Indian Child Welfare Act Notice <i>(if applicable)</i>   | FL Non-Parent 404                   | ✓                     | ✓                        |
| Proof of Personal Service   | FL All Family 101                   |                       | ✓                        |
| Declaration: Personal Service Could Not be Made in Washington <i>(if applicable)</i>  | FL All Family 102                   |                       | ✓                        |

**COMPLETE AND HAVE A JUDGE SIGN THE DSHS/CPS DOCUMENT BELOW 15-20 DAYS BEFORE THE FINAL DOCUMENTS WILL BE PRESENTED TO THE COURT.**

| <b>Document or Form Name</b>             | <b>Form Number</b> | <b>Agreed Actions</b> | <b>Contested Actions</b> |
|--|--------------------|-----------------------|--------------------------|
| Order to DSHS to Release CPS Information | FL Non-Parent 407  | ✓                     | ✓                        |

**FINAL DOCUMENTS**

| <b>Document or Form Name</b>   | <b>Form Number</b>                  | <b>Agreed Actions</b> | <b>Contested Actions</b> |
|--|-------------------------------------|-----------------------|--------------------------|
| Order on Adequate Cause for Non-Parent Custody <i>(unless this order was already signed by a Judge earlier in your case)</i> | FL Non-Parent 417                   | ✓                     | ✓                        |
| Residential Schedule (Final Order) <i>(omit if residential provisions are listed in the Final Non-Parent Custody Order)</i>  | FL Non-Parent 405                   | ✓                     | ✓                        |
| Order of Child Support <i>(1 for each parent)</i>  | FL All Family 130                   | ✓                     | ✓                        |
| Child Support Worksheets <i>(1 for each parent) (or see Facilitator or use on-line calculator)</i>                           | WSCSS Schedule and WSCSS Worksheets | ✓                     | ✓                        |
| Findings and Conclusions on Non-Parent Custody Petition  | FL Non-Parent 430                   | ✓                     | ✓                        |
| Final Non-Parent Custody Order   | FL Non-Parent 431                   | ✓                     | ✓                        |

To obtain forms on-line: [www.courts.wa.gov/forms/](http://www.courts.wa.gov/forms/) or [www.washingtonlawhelp.org](http://www.washingtonlawhelp.org)

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

On-line child support calculator: <https://fortress.wa.gov/dshs/dcs/SSGen/Home>  
*(child support is calculated using actual or imputed income of both parents, NOT the income of the petitioner(s))*

| OTHER DOCUMENTS TO USE AS NEEDED  | FORM NUMBER                         |
|---|-------------------------------------|
| <b>TEMPORARY ORDERS</b>   |                                     |
| Motion for Immediate Restraining Order (Ex Parte)   | FL Non-Parent 421                   |
| Immediate Restraining Order and Hearing Notice  | FL Non-Parent 422                   |
| Law Enforcement Information Sheet ( <i>whenever restraints are requested</i> )  | WPF All Cases 01.0400               |
| Motion for Temporary Non-Parent Custody Order   | FL Non-Parent 423                   |
| Note for Motion Docket  | Kitsap County Local Form Exhibit E  |
| Temporary Non-Parent Custody Order  | FL Non-Parent 424                   |
| Restraining Order (Temporary)   | FL All Family 150                   |
| Residential Schedule (Temporary)  | FL Non-Parent 405                   |
| Order of Child Support (Temporary) ( <i>1 for each parent</i> )   | FL All Family 130                   |
| Child Support Worksheets (Temporary) ( <i>1 for each parent</i> )<br>( <i>or see Facilitator or use on-line calculator</i> )  | WSCSS Schedule and WSCSS Worksheets |
| Order Appointing Guardian ad Litem for a Child  | FL All Family 146                   |
| <b>DEFAULT (if one or more Respondents fail to respond)</b>   |                                     |
| Motion for Default ( <i>1 for each respondent that failed to respond</i> )  | FL All Family 161                   |
| Order on Motion for Default ( <i>1 for each respondent that failed to respond</i> )   | FL All Family 162                   |
| <b>ADEQUATE CAUSE HEARING (If either parent files a Response to Petition)</b>   |                                     |
| Motion for Adequate Cause Decision  | FL Non-Parent 416                   |
| Note for Motion Docket  | Kitsap County Local Form Exhibit E  |
| Order on Adequate Cause for Non-Parent Custody  | FL Non-Parent 417                   |
| <b>SETTLEMENT CONFERENCE (If a Response is filed AND the parties agree that Adequate Cause exists OR the Court enters an order granting Adequate Cause)</b>   |                                     |
| Settlement Conference Forms and Instructions: <a href="http://www.kitsapgov.com/clerk/Forms/Settlement%20Conference%20Packet.pdf">http://www.kitsapgov.com/clerk/Forms/Settlement%20Conference%20Packet.pdf</a><br>( <i>or see Courthouse Facilitator</i> ) |                                     |