



NORTHWEST WOMEN'S LAW CENTER
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SETTLEMENT CONFERENCE INSTRUCTIONS

FOR PARTIES REPRESENTING THEMSELVES

In some counties, the court requires that you have a settlement conference prior to having a trial. A settlement conference should not be confused with a pre-trial conference. A pre-trial conference is held in front of your assigned judge and is designed to determine the length of the trial, the number of exhibits, and other procedural issues about the trial itself. A settlement conference is an attempt to settle the case so that a trial is not needed. Your assigned trial judge is never your settlement conference judge. The settlement can be conducted by another judge or by a family law commissioner, a retired judge, or a private attorney or some other settlement service (see below about scheduling). The person running the settlement conference will give you his or her opinion of what the outcome of the case would be in the event of a trial. That person will talk with you about strengths and weaknesses in your case and do the same with the other party to help you to reach an agreement. Settlement conferences are required by these courts because a high percentage of cases that go through the settlement conference process do get resolved without the need for a trial.

RULES REGARDING SETTLEMENT CONFERENCES

In King County, there are local court rules about settlement conferences, KCLR 16(c) and KCLFLR 16, copies of which are attached as Appendix C. Other counties have different rules--see Appendix A. **The following instructions apply to King County**; if your case is not in King County, you should check your local rule and with your court clerk to see if the procedure is different in your county.

SCHEDULING THE SETTLEMENT CONFERENCE

On the King County Case Schedule, there is an entry regarding the deadline for settlement conferences and an attached explanation. Basically, you are required to have a settlement conference, mediation, or other alternative dispute resolution process conducted by a neutral third party at least 30 days prior to trial.

The court does not arrange settlement conferences. It is up to you and the opposing party to make the arrangements. A settlement conference may be arranged at any time with a volunteer judge or court commissioner who agrees to conduct the conference before or after regular court hours. A list of the judges and commissioners who have agreed to volunteer their time to hold settlement conferences is attached to this handout--see Appendix B. The letters "RJC" on this list refer to the Regional Justice Center in Kent. You should call a judge or commissioner at least five to six months before your trial date as most judges and commissioners are booked up for three months in advance. Once you have a list of dates when you and the opposing party/opposing counsel are available, call the bailiff of one of the judges (but not the judge assigned to your case) to schedule a conference. A judge who hears a settlement conference is called a "settlement conference judge" and the judge who hears your case at trial is called the "trial judge". Your settlement conference judge will not act as the trial judge in your case.

The bailiff will tell you if the judge or commissioner is available on any of your possible dates. After the parties have agreed on a judge and a date, you should send the judge a confirming letter and send a copy to the other party. Be sure to ask the bailiff where to deliver the working papers due for the conference.

If you cannot find an available judge or commissioner, you can contact the volunteer program in Seattle or Kent, depending on which courthouse your case has been assigned to. On your pleadings, at the end of the case number, there is either SEA or KNT, which means the courthouse at 3rd and James in Seattle or the new facility (Regional Justice Center) at 401 4th Avenue North in Kent. Experienced family law attorneys conduct these settlement conferences and there is no fee. To set up a conference in Seattle, call the Settlement Conference Attorney Coordinator at (206) 205-6770 **between 10:00 A.M. and**

12:00 on Thursdays only. Have ready your cause number and the name, address, and telephone number of all parties and attorneys. You need to call at least two weeks before the date that you have chosen for your settlement conference. In Kent, call Susanna at (253) 852-2345 **between 9:30 A.M. and 4:30 P.M. on weekdays.** Once the arrangements have been made, the volunteer program will send you a confirming letter about the date, time and location.

If you are unable to schedule a settlement conference with any of the above sources, you may wish to contact a private mediator or retired judge and arrange a settlement conference. There would be a fee involved, which varies by the person. You can call the Northwest Women's Law Center Information and Referral line at (206) 621-7691 for referral to mediation services.

PREPARATION FOR THE SETTLEMENT CONFERENCE

1) Judge's Instructions

Once you have a settlement conference judge, she or he will send you a notice indicating the materials you need to prepare for the settlement conference. You should pay close attention to the judge's instructions. If she asks for a two-to-three page letter setting out the facts and issues, do not write a ten-page description.

You may attach exhibits to your settlement conference letter. Be sure to carefully label the exhibits and refer to the exhibits by number in the body of your letter. Exhibits can include things like child support calculations or an appraisal of the family home.

Finally, all paperwork (including the Financial Declaration addressed below) that is submitted to the judge must also be given to the opposing attorney or *pro se* party (a *pro se* is a person who is representing herself) by the same deadlines. You will therefore need three copies: one for the judge, one for yourself, and one for the other side. Be sure to call the bailiff and find out where to deliver the judge's working papers, that is, to the Seattle courthouse or to the Kent facility.

2) Financial Declaration

Under LFLR 10 and 16 (see Appendix C), you must submit a pretrial Financial Declaration with a property description page attached. Use form WPF **DRPSCU** 01.0550 (see the bottom left-hand corner of the form). Blank copies of these forms are included with this packet. The Declaration and attachment must be submitted to the settlement judge **no later than noon, two working days prior to the conference**, unless otherwise ordered in the settlement conference judge's instructions. If you don't submit the appropriate form and attachments, the judge may impose certain sanctions (for example, monetary penalties).

Instructions for Financial Declaration Form

Heading: This section asks for the names of the Petitioner and the Respondent. The Petitioner is the person who started the case. The Respondent is the person who is responding to the case.

Put your case number after the "No." You can get that from the initial court documents. Put a checkmark to indicate whether you are the Petitioner or the Respondent.

Finally, the document asks again for your name and for your date of birth.

I. Summary of Basic Information: Fill this section out last. These instructions will discuss this section again at the end.

II. Personal Information: From this section, the court wants to know what you do for a living, how much education you have and whether you are currently working.

If you are working, **section 2.3(a)** asks the name and address of your employer and the date that you started working there.

If you are not currently working, **section 2.3(b)** asks when you last worked and how much money you earned before tax and other deductions. Include a brief explanation as to why you are not currently working, in the space provided.

III. Income Information: This section deals with your income and the income of the opposing party. If you do not know the income of the opposing party, that is OK. Filling out the opposing party's information is optional.

This section has six parts. You may not need to fill out the first two, sections 3.1 and 3.2. If you have children and there is a dispute between you and the opposing party about child support (how much to pay, whether it is necessary, etc.), you can skip the first two parts. Instead, you must fill out the Washington State Child Support Worksheets.

If there are no children or if you and the opposing party agree on child support, you still may not need to fill out sections 3.1 and 3.2. Are you and the opposing party disagreeing about maintenance, any fees (including lawyers fees), court and other costs, or debt? If there is disagreement about one of the items listed, you need to fill out sections 3.1 and 3.2. If not, you can skip them and go on to section 3.3.

Section 3.1 deals with your "gross monthly income." To figure that out, look at the before-tax figure on your pay stub.

- If you get paid every week, multiply that number by 4.3 to get your gross monthly income.
- If you get paid every two weeks, multiply your before-tax income by 2.15 to get your gross monthly income.
- If you get paid twice a month, multiply by two to get your gross monthly income.
- If you get paid once a month, you don't have to multiply anything. Just put that number on line" a."
- If you are self-employed, see Section 3.1(c).

Section 3.1 also looks at the income of the opposing party. This information is optional. You don't have to fill it out if you don't know the information.

Section 3.1(b) asks for "Interest and dividend income." This includes any money earned as interest in a bank account or certificates of deposit (CD). It also includes dividend income from stocks, bonds and mutual funds.

Section 3.1(c) looks at any income you are earning from a business. Include the total average monthly income of the business, and you can deduct costs in the next section.

Section 3.1(d) has you include any spousal maintenance that you are earning from other relationships.

Section 3.1(e) includes any income not noted in the above sections.

Add up all the income and put the total on line (f). On line (g) put the amount of money you have actually received this year, up to the date of this document.

Section 3.2 looks at the "deductions" from your gross income. This includes income tax, FICA, workers compensation, mandatory union dues payments, and payments into your pension plan. You can find all that information on your pay stub. Parts (f) and (g) take into account any spousal maintenance you are paying and normal business expenses. Include any professional license fees in this area.

Add up all of the items in section 3.2 and put them on line (h).

Section 3.3 has you figure your monthly net income. You do this by subtracting your expenses -- line 3.2(h) -- from your income -- line 3.1(f). The remaining amount is your net income. Put that on line 3.3.

In Section 3.4, include income that you may receive from other sources, including child support from other relationships -- 3.4.(a) -- and any other sources -- 3.4(b). List these out by name and include the amount you get each month on the lines provided at 3.4(b). Total the miscellaneous income and put that amount on line 3.4.(c).

Section 3.5 asks for the income of any other adults in the household. Add the total income from all other adult income-earners who live with you and enter it there.

If there is a dispute about the income of one of the parties, you can explain that in **Section 3.6**. For example, if you think the opposing party is earning extra money that is not being reported, note the amount you think the person is earning and where you think they are getting the money.

IV. Available Assets: This section looks at any money you have available to satisfy the financial obligations of the relationship.

Any money you have on hand – in your wallet, in a box under the bed, in your piggy bank – goes in **Section 4.1**.

Any money you have in checking or savings accounts in any bank would be totaled and put in **Section 4.2**.

If you have stocks, bonds, mutual funds, a life insurance policy with a cash value or any other investments that you can readily sell for cash, put that in **Section 4.3**.

Section 4.4 asks for your other liquid assets. A liquid asset is cash or anything that can easily be turned into cash. Since you already included cash, bank accounts and investments in the sections above, this section is for things like your collection of Beanie Babies – anything that is not a necessity and which can be sold and converted to cash. List those items and their value in Section 4.4.

V. Monthly Expense Information: Section 5 is for listing the expenses that you have every month. Most of the sections are fairly self-explanatory. These are expenses that you currently have or that you usually have.

Section 5.1 deals with your housing costs – rent, first mortgage, or contract payments. If you have a second mortgage, include it and any other mortgages

on the second line. This line also asks you to list the costs of any encumbrances. An encumbrance is an obligation of some sort put on the deed of your property. In this case, it might be a lien by a creditor of some kind or a lien by your spouse or ex-spouse.

If you pay taxes and insurance separate from your mortgage payment, put that in. Total everything up and put the total on the "Total Housing" line.

Section 5.2 lists your utility costs, including heat, electricity, phone and cable. Note the individual monthly costs and include those figures here. These expenses should be for the number of people you are responsible for – you and your children, not roommates. List only the portion of these expenses that you are responsible for.

Section 5.3 is for food and supplies. Supplies include cigarettes, pet food, school supplies. There are separate areas for food purchased at a grocery store and food eaten out. Food costs should be listed for you and your dependents (children) together.

Section 5.4 lists the costs of child rearing, including daycare, clothing and school expenses. Many of the school-related costs come in chunks a couple of times a year. Add up the total that you would spend over the course of the year and divide by 12 to get a fair estimate of the monthly costs.

Section 5.5 is for transportation expenses including car payments, insurance, gas and parking. You probably don't make repairs on your car every month nor do you pay vehicle licensing every month. To come up with a monthly cost for repairs, think of how much you might spend on repairs in a year and divide that amount by 12. Do that for any other one-time or occasional expenses as well. That should give a fair estimate of monthly costs.

Section 5.6 is for healthcare. You are directed to skip this section if your healthcare costs are fully covered. If you are fully covered, include the costs of miscellaneous cough medicine, aspirin, and other health-related purchases to Section 5.3 as other supplies.

If you are not fully covered, list the amount you pay for insurance and for uninsured health expenses for you and for your children. Again, these expenses may be one time or occasional. Add up the projected annual costs and divide by 12 for a monthly estimate.

Section 5.7 includes your personal expenses, not including the children (which should have gone in section 5.4). Think about how much you spend on clothing, hair and nails, clubs, movies and other recreation, school, and the like. Again, these expenses are often annual or a couple of times a year. Add up the total annual costs and divide by 12 for an estimate of your monthly costs.

Section 5.8 is for the expenses that have not been accounted for in the other sections, including life insurance. Don't include your credit card, attorneys fees, and debts here, as that goes in upcoming sections.

Add the total of all the above sections and put that in **Section 5.9**.

Section 5.10: If you have a credit card or other installment debt (where you pay off something you bought on a monthly basis), list that debt here.

Section 5.11: List any other debts and monthly expenses not covered in the other sections here. This might include student loans, boat or RV payments, etc. (Don't include your attorney's fees here, as that goes in Section 6). Add up the totals of Sections 5.10 and 5.11 and put that in the last line on page 5. Add this figure to the amount in Section 5.9 and put your total expenses in **Section 5.12**.

VI. Attorney's Fees: The last section in the financial declaration form accounts for your attorney fees.

Section 6.1 should include only the amount of attorney's fees you have paid for your case up to the date you are filling out the Financial Declaration.

Section 6.2 is where you list the source for the money paid to your lawyer. Was it from your savings? A loan from family or friends? A credit card?

Section 6.3 requires you to list the total amount due to your lawyer. This is the amount currently unpaid and outstanding.

Section 6.4 is where you briefly explain the arrangement you have with your lawyer for payment of the total you listed in Section 6.3. For example, you might write that your lawyer bills you monthly and you pay as much as you can, or that you regularly pay \$ X per month. Or you might explain that you will be paying off the amount due with your tax refund, or with your bonus from work – whatever your arrangement is, write it down. If you don't have an arrangement and can't afford to pay the amount due, you can write that down.

VII. Signing and Finishing the Form: Finally, note the city that you are in and the date and sign your name, promising that everything you put in this document is true. If you put false information in the document, you can be penalized for perjury. This could include fines and jail time.

The last paragraph of the Financial Declaration form alerts you to what you need to do next. You need to collect your tax returns for the last two years and copies of your pay stubs for the last six months. Other financial documents that may be required are listed in LFLR 10 (see Appendix C). Make copies of them and attach them to the Financial Declaration. Copies of your returns, pay stubs, and other supporting documents should be attached to the copy of the Financial Declaration that you file with the court, the copy you have delivered as working papers to the Judge, and the copy you have delivered to the opposing party.

3) Other Legal Forms

If child support is an issue, you will need to attach a child support worksheet, and if parenting is an issue, you will need to attach your proposed parenting plan.

4) Confidential Information

As of October 1, 2001, you may protect your financial documents from public access and have them sealed by the court. To do this, you must complete the Sealed Financial Source Documents form (WPF DRPSCU 09.0220); a blank form is included in this packet. If your case is filed in King County, use the blank King County form provided in this packet. Documents that may be sealed under this form include: income tax returns, W-2's, and schedules, wage stubs, credit card statements, financial institution statements, check registers and other financial information records that have been sealed by court order. The Sealed Financial Source Document form itself, however, is not a "source document" and will not be sealed.

Make three copies of the completed Sealed Financial Source Documents form. One copy must be submitted to the judge along with the Financial Declaration. Submit two copies with the Financial Declaration filed with the court clerk. Send one copy with the papers for delivery to the opposing party. **Please note:** If you do not submit this form at the same time as your financial documents, the court clerk will NOT seal your financial documents.

5) Evidence

You should remember that the settlement conference judge is meeting you for the first time. That judge will give you her or his view of the case based on the evidence that you present. Therefore, to have an effective settlement conference you want to put all the evidence before the judge that you have available. There are two ways to do this: 1) if the judge has no limit on the length of the settlement conference letter and exhibits, you may describe all of the facts and issues in those documents; 2) if the judge imposes a length on those documents, you will still have the opportunity to describe the facts and bring evidence to the settlement conference, over and above the material you provided in your conference letter.

SETTLEMENT CONFERENCE PROCEEDINGS

1) Attendance

Attendance by all parties is mandatory. Attendance can be excused only due to health reasons, absence from King County, or other good and sufficient reason which would make attendance unduly burdensome. Unexcused absence from the conference may cause the judge to impose certain sanctions, (for example, monetary penalties).

2) Privileged Proceedings

The proceedings in settlement conferences are privileged. That means that the proceedings cannot be reported or recorded and remain confidential. Neither party is bound by the settlement conference judge's opinion unless a settlement is reached. You may say things in the settlement conference that the other side cannot testify about at trial. For instance, in a settlement conference, you may agree to settle for 50% of the assets. You may choose to make this decision because there are other parts of the settlement that you like. If the settlement falls through and you cannot reach agreement on all the issues, you still reserve the right to ask for more than 50% of the assets at the time of trial. The other party cannot report to the trial judge what was discussed in the settlement conference. If the parties agree to a settlement, the judge may order that the agreement be written up and signed or put on the record by a court reporter.

3) Judge's Power

Whether the case settles or not, the settlement conference judge has the power to make certain other orders concerning the dissolution. These powers include, but are not limited to, appointing a guardian ad litem for any of the dependent children (to be paid for by the parties) and appointing a special master or expert to advise the court as to certain facts and circumstances relating to the welfare of the children, the property of the parties, and/or the physical and mental condition of the parties. The judge may well defer these decisions to the Family Law Department or the assigned I.C. judge, however.

4) Judge's Opinion

The settlement conference judge/commissioner or the volunteer attorney or mediator who hears your case will give you her or his opinion about the parenting plan and/or the division of property, child support, and any other contested issues. Both sides should listen very carefully to the opinion. While each judge is certainly different, the settlement conference judge's opinion is likely to be quite similar to a trial judge's ruling after a trial. If you are convinced that the settlement conference judge did not understand your side of the story, it may be in your interest to insist on your right to go forward with a trial.

Generally speaking, however, settling matters during or even after a settlement conference is infinitely preferable to a trial. If you reach a settlement agreement you may find that it is easier to work out future agreements that may be necessary with the opposing party. You may also save on attorney's fees if you do not have to pay an attorney to represent you in a trial. Finally, when you settle there are no surprises. You know what you are agreeing to. No judge, who is a stranger to you, is making decisions about your life. You are making the decisions.

FORMS

The following forms are included in this packet.

All forms filed in Washington State courts must have a 3" margin on the top and a 1" margin on the other three sides of the first page. The following pages of each document must have a 1" margin on all sides (see the NWLC packet "New Rules Regarding Your Family Law Court Records").

If a form that you have received with this packet does not have the correct margins (because of copier error, for example), you can get copies of these forms from the Washington Courts website:

<http://www.courts.wa.gov/forms/?fa=forms> or call the Office of the Administrator for the Courts (360-705-3628):

- Financial Declaration (WPF DRPSCU 01.1550)
- Sealed Financial Source Documents (WPF DRPSCU 09.220)

You can get a copy of this form from the King County Superior Court (www.metrokc.gov/kcscs/forms)

- Sealed Financial Source Documents (King County version)

You will have to re-type this form:

- Attachment to Financial Declaration-Property Description

Related NWLC Publications:

Community Debt memo

Retirement, Divorce, and You memo

King County Case Management self help packets

revised 04/05 by April Campbell.

SETTLEMENT CONFERENCE RULES
OUTSIDE KING COUNTY

Adams County: Local Rule 7(c) allows settlement conferences to be scheduled by the court or upon motion of the parties.

Benton County: Local Rule 94.04(c)(1) mandates a combined settlement and pretrial conference in all contested domestic relations cases. Failure to appear at the settlement conference without prior permission of the court shall constitute an act of default. The present party may then move for default pursuant to CR55.

Clallam County: Local Rule 94 (f)(1) mandates that a settlement conference be held in any contested dissolution or paternity action. It shall be a condition of any contested matter, preceding trial, that the settlement conference be conducted or waived, upon good cause shown, by a court commissioner or judge.

Clark County: Local Rule 40 (b)(6)(A) states that all cases involving dissolution of marriage or modification of prior decrees, except those meeting the requirements for accelerated setting (see Notice form), will be scheduled for a mandatory settlement conference following the filing of a Notice to Set for Trial. A Pre-Trial Domestic Relations Settlement Conference Affidavit form, available from the Superior Court Administrator, must be completed by each party, and filed and served on the opposing party one week prior to the scheduled conference. Failure to do so may result in fines from \$50-\$150. Failure to appear may result in additional sanctions.

Cowlitz County: Local Rule 90(a) states that in any petition for dissolution, legal separation, decree of invalidity or support in which parties disagree as to maintenance, support, or distribution of assets and/or liabilities, each shall serve upon the opposing party and the trial judge and file with the clerk a statement of their position and proposal. Such statements shall be filed and served not less than one court day prior to the date set for such contested matter.

Douglas County: Local Rule 16(f)(1-6) states that the court to which a case is assigned for trial may, upon its own motion after a trial date has been set, order a settlement conference in any pending case.

Ferry County: Local Rule 16 (c) states that upon the motion of a party or the court's own initiative, a private mediation or mandatory settlement conference may be ordered. The conference will be held at least 30 days before the scheduled trial date. At least five (5) days before the conference, parties shall supply a confidential position statement to the settlement judge

Franklin County: Local Rule 94.04(c)(1) mandates a combined settlement and pretrial conference in all contested domestic relations cases. Failure to appear at the settlement conference without prior permission of the court shall constitute an act of default. The present party may then move for default pursuant to CR55.

Grays Harbor: Local Rule 16(b) says that a judge may order a settlement conference when necessary.

Island County: Local Rule 16(b)(1-10) mandates mediation in the following family law cases: all family law petitions, including marriage dissolution, legal separation, and declaration of invalidity; nonparental child custody proceeding; paternity child custody proceeding; action brought by parties to non-marital personal relationships involving parenting and/or distribution of assets/liabilities; and petitions for modification of final order. Mediation shall be completed at least 60 days prior to the scheduled trial date.

Jefferson County: Rule 16.2.1 mandates a settlement conference in all domestic relations cases unless waived by the court. If a party fails to attend, the trial date will be stricken and the attending party will be able to move for an order of default and for terms

Kitsap County: Local Rule 16(c)(1) mandates settlement conferences in each dissolution, decree of invalidity, or legal separation.

Kittitas County: Local Rule 11(d) mandates settlement conferences in all domestic relations cases (except petitions to modify child support). The Court Administrator shall set the settlement conference when the matter is set for trial. The conference must be confirmed by each party before noon the day prior to the conference.

Klickitat County: Rule 6(III)(A-E) Settlement conferences are encouraged but are voluntary and may be requested by any party when requesting a trial date.

Mason County: Local Rule 40(3.2-3.3) Family Law. In any contested family law action (except child support modifications), each party shall prepare, file and deliver to the opposing party and to the State of Washington, if the State is a party to such proceedings, no later than five (5) working days prior to the settlement conference, a settlement proposal setting forth the terms upon which that party is willing to resolve the case.

Pacific County: Rule 3. Settlement conferences shall be required in all cases involving more than one day of trial time. They shall be scheduled at least two months prior to trial date. Attendance is mandatory unless waived by the court. Terms may be imposed for any violation of this rule.

Pend Oreille County: Local Rule 16 (c) states that upon the motion of a party or the court's own initiative, a private mediation or mandatory settlement conference may be ordered. The conference will be held at least 30 days before the scheduled trial date. At least five (5) days before the conference, parties shall supply a confidential position statement to the settlement judge

Pierce County: Local Rule 3 (c)(1) and Local Special Proceeding Rule 94.04 (d) mandate settlement conferences in dissolutions, paternity, post-dissolution, and related matters. The parties shall contact the Commissioner Services Department for random assignment to a judge or commissioner.

Skagit County: There is no rule for settlement conferences but SCLSPR 94.08.2 mandates mediation in domestic relations cases (except in cases where there is evidence of domestic violence or other good cause is shown).

Snohomish County: Has no rule for settlement conferences, but Local Rule 94.04 mandates attendance at parenting seminars.

Spokane County: Local Rule 94.04 (c) (1) states that settlement conferences are voluntary in any contested family law action, except child support modifications. The court may also order parties to attend a settlement conference. Local Rule 94.04(c)(2) mandates a parenting issues conference in any contested action involving parenting issues.

Stevens County: Local Rule 16 (c)states that upon the motion of a party or the court's own initiative, a private mediation or mandatory settlement conference may be ordered. The conference will be held at least 30 days before the scheduled trial date. At least five (5) days before the conference, parties shall supply a confidential position statement to the settlement judge.

Thurston County: Local Rule 94.03(f)(1-7) mandates that all contested domestic relations cases be set for settlement conference prior to assignment of a trial date unless otherwise ordered by a judge.

Wahkiakum County: Local Rule 3 says that settlement conferences shall be required in all cases involving more than one day of trial time and shall be scheduled at least two (2) months prior to the trial date. Attendance is mandatory unless waived by the court. Terms may be imposed for any violation of this rule.

Whatcom County: Local Rule WCSPR 94.08 (j-k) requires settlement conferences if, after mediation in good faith, or where mediation is not required, there remain unresolved issues in a family law case. Five days prior to the settlement conference, each party shall submit their list of unresolved issues to the settlement officer. The settlement conference shall take place no later than 2 weeks prior to trial

Yakima County: Local Rule 94.04(c)(2)(a-d) mandates settlement conferences in all contested cases, including custody modification, paternity actions in which custody is contested, non-parental custody and meretricious relationship cases. A position statement shall be filed and served when noted. The opposing party shall file and serve a position statement no later than fourteen (14) days prior to the settlement conference. If either party fails to comply the judge may impose terms.

Current as of April 2005

APPENDIX B

Settlement Conferences

Judges and Commissioners available for settlement conferences are listed below. To arrange for a settlement conference with a judge, contact the bailiff.

For cases where the order setting the case schedule and assignment to individual judge requires a settlement conference, using mediation or other alternative dispute resolution outside the court system can fulfill this requirement.

For family law cases, parties seeking a settlement conference are invited to call a Settlement Conference Coordinator, who can schedule a conference with an attorney who has indicated a willingness to conduct settlement conferences at no cost for low- and moderate-income families. Those wishing to access the program may contact (206) 205-6770 from 10:00 a.m. to noon on Thursdays at the Seattle Courthouse or Cindy Geray at (253) 852-2345 Monday through Friday (except 1:00 p.m. - 2:00 p.m.) at the Curran Mendoza firm in Kent, the law firm that administers the program for the Regional Justice Center, donating its office staff and mailing costs.

If you utilize this program, you will receive a letter confirming the date, time and magistrate. The letter will also specify the information you need to provide to the magistrate in advance of your settlement conference. If you resolve your case prior to the scheduled date, please notify the Settlement Conference Program immediately at the above telephone numbers.

Space is available at both courthouses to conduct the settlement conferences, although more than half are conducted in other locations such as attorneys' offices.

Judge	Room	Phone	Case Type
King County Courthouse Judges			
Doerty, James	Jv Ct #6	(206) 296-9250	All types
Downing, William	E-762	(206) 296-9362	All types
Erlick, John	W-1060	(206) 296-9345	Civil
Gonzalez, Steven C.	W-905	(206) 296-9145	All types
Halpert, Helen	W-450	(206) 296-9235	All types
Hilyer, Bruce	W-864	(206) 296-9096	All types
Jones, Richard A.	W-711	(206) 296-9260	All types
Kallas, Paris K.	W-739	(206) 296-9105	All types
Mertel, Charles	E-955	(206) 296-9135	All types
North, Douglas	W-764	(206) 296-9110	All types
Ramsdell, Jeffrey	W-813	(206) 296-9125	Civil
Roberts, Mary	W-711	(206)296-9240	Civil
Schapira, Carol	W-331	(206) 296-9150	All types
Yu, Mary	W-928	(206) 296-9275	All types

Regional Justice Center Judges			
Cayce, James D.	3F	(206) 296-9444	Civil
Darvas, Andrea	4C	(206) 296-9270	Civil
Heavey, Michael	3G	(206) 296-9280	All types
Mattson, George	3J	(206) 296-9215	All types
McDermott, Richard	4B	(206) 296-9115	All types
Middaugh, Laura Gene	3H	(206) 296-9225	All types
Shaffer, Catherine	3B	(206) 296-9185	All types
White, Jay V.	4J	(206) 296-9251	All types
Family Law Commissioners			
Holman, Hollis	Juv Ct #5	(206) 296-1189	Family Law
Ponomarchuk, Leonid	W-291	(206) 296-9335	Family Law
Prochnau, Kimberly	W-325	(206) 296-9098	All types
Sellers, Marilyn	Juv Ct #6	(206) 205-9725	Family Law

Last Updated: 4/19/2005

You may find an updated version of this information at:
http://www.metrokc.gov/kcsc/set_conf.htm

**King County Superior Court
LR 16. PRETRIAL AND SETTLEMENT PROCEDURES**

(a) Pretrial Procedures- Civil Cases and Family Law Cases Not Involving Children.

(1) Pre-Trial Conference: Unless otherwise specified in this rule, the judge to whom a case is assigned will decide whether the case would benefit from a pretrial conference, order the pretrial conference, and either conduct such a conference or assign the case to a judge or other judicial officer for the conference.

(2) Mandatory Joint Confirmation of Trial Readiness. Parties shall complete a Joint Confirmation of Trial Readiness form, file it with the clerk and send copies to the assigned judge by the deadline on the case schedule. Failure to complete and file the form by the deadline may result in sanctions, including possible dismissal of this case. The Joint Confirmation of Trial Readiness Report shall include, at minimum:

- (A) Type of trial and estimated trial length;
- (B) Trial week attorney conflicts;
- (C) Interpreter needs;
- (D) To what extent alternative dispute resolution has been used in the

case;

(E) Any other factors to assist the court to bring about a just, speedy, and economical resolution of the matter.

(3) Motion by Party. All requests or motions, unless otherwise provided for herein relating to family law matters, for pretrial conferences pursuant to CR 16 must be noted by the deadline on the case schedule and shall be heard by the assigned Judge or as assigned by the Presiding Judge.

(4) Exchange of Witness and Exhibit Lists. In cases governed by a Case Schedule pursuant to LR 4, the parties shall exchange, not later than 21 days before the scheduled trial date: (A) lists of the witnesses whom each party expects to call at trial; (B) lists of the exhibits that each party expects to offer at trial, except for exhibits to be used only for impeachment; and (C) copies of all documentary exhibits, except for those to be used only for illustrative purposes. In addition, non-documentary exhibits, except for those to be used only for illustrative purposes, shall be made available for inspection by all other parties no later than 14 days before trial. Any witness or exhibit not listed may not be used at trial, unless the Court orders otherwise for good cause and subject to such conditions as justice requires.

(5) Joint Statement of Evidence. In cases governed by a Case Schedule pursuant to LR 4 the parties shall file, not later than 5 court days before the scheduled trial date, a Joint Statement of Evidence, so entitled, containing (A) a list of the witnesses whom each party expects to call at trial and (B) a list of the exhibits that each party expects to offer at trial. The Joint Statement of Evidence shall contain a notation for each exhibit as to whether all parties agree as to the exhibit's authenticity or admissibility.

(6) Non-dispositive Pretrial Motions. All non-dispositive pretrial motions and supporting materials, including but not limited to motions to exclude evidence, shall be served and filed pursuant to the requirements of LR 7(b)(2)(A). Responsive documents shall also be served and filed pursuant to the requirements of LR 7(b)(2)(A). In addition, courtesy copies of

all motion documents shall be provided to the Judge who will be hearing the motion.

Official Comment

Attorneys and parties are expected to exercise good faith in complying with this rule – for example, by not listing a witness or exhibit that the attorney or party does not actually expect to use at trial.

A party wishing to present the testimony of a witness who has been listed by another party may not rely on the listing party to obtain the witness's attendance at trial. Instead, a subpoena should be served on the witness, unless the party is willing to risk the witness's failure to appear.

All witnesses must be listed, including those whom a party plans to call as a rebuttal witness. The only exception is for witnesses the need for whose testimony cannot reasonably be anticipated before trial; such witnesses obviously cannot be listed ahead of time.

(b) Pretrial Procedures in Family Law Cases Involving Children.

(1) Pretrial Conference. In dissolution cases involving families with children, non-parental custody cases, paternity cases not filed by the prosecutor, domestic relocation cases, cases to establish or disestablish paternity and set residential schedules, and in actions to establish or modify a parenting plan, the Court will schedule a pretrial conference, which shall be attended by the lead trial attorney of each party who is represented by an attorney and by each party who is unrepresented. The conference may include:

- (A) Hearing of non dispositive pretrial motions;
- (B) Filing of trial briefs;
- (C) The Court's estimate of length of trial;
- (D) Any other matters that might simplify the issues and bring about a

just, speedy and economical resolution of the matter.

(c) Alternative Dispute Resolution (ADR) – All cases.

(1) Court Order. Unless excused by an order signed by the judge to whom a case is assigned, or a family law commissioner in the case of a family law matter, the parties in every case shall participate in a settlement conference or other alternative dispute resolution process conducted by a neutral third party no later than 30 days before trial.

(2) Preparation for Conference.

(A) Attendance and Preparation Required. The attorney in charge of each party's case shall personally attend all alternative resolution proceedings and shall come prepared to discuss in detail and in good faith the following:

- (i) All liability issues.
- (ii) All items of special damages or property damage.
- (iii) The degree, nature and duration of any claimed disability.
- (iv) General damages.
- (v) Explanation of position on settlement.

(B) Family Law Cases--Requirements. See LFLR 16.

(3) Parties to Be Available.

(A) Presence in Person. The parties shall personally attend all alternative resolution processes, unless excused, in advance, by the person conducting the proceeding.

(B) Representative of Insurer. Parties whose defense is provided by a liability insurance company need not personally attend the settlement conference or other dispute resolution process, but a representative of the insurer of said parties, if such a representative is available in King County, shall attend in person with sufficient authority to bind the insurer to a settlement. If the representative is not available in King County, the representative shall be available by telephone at the parties' expense.

(4) Failure to Attend. Failure to attend the dispute resolution procedure in accordance with paragraphs (A), (B), and (C) above may result in the imposition of terms and sanctions that the trial court may deem appropriate.

(5) Judge Disqualified for Trial. A judge presiding over a settlement conference shall be disqualified from acting as the trial judge in the matter, unless all parties agree in writing that he/she should so act.

[Amended September 1, 1977; September 1, 1981; amended effective January 1, 1990, September 1, 1992; September 1, 1993; September 1, 1994; September 1, 2001; January 2, 2004; September 1, 2004]

King County Superior Court
LFLR 10. FINANCIAL PROVISIONS.

(a) When Financial Information is Required.

(1) Each party shall complete, sign, file, and serve on all parties a financial declaration for any motion, trial, or settlement conference that concerns the following issues:

(A) Payment of a child's expenses, such as tuition, costs of extracurricular activities, medical expenses, or college;

(B) Child support or spousal maintenance; or

(C) Any other financial matter, including payment of debt, attorney and expert fees, or the costs of an investigation or evaluation.

(2) A party may use a previously-prepared financial declaration if all information in that declaration remains accurate.

(3) Financial declarations need not be provided when presenting an order by agreement or default.

(b) Supporting Documents to be filed with the Financial Declaration. Parties who file a financial declaration shall also file the following supporting documents:

(1) Pay stubs for the past six months. If a party does not receive pay stubs, other documents shall be provided that show all income received from whatever source, and the deductions from earned income for these periods;

(2) Complete personal tax returns for the prior two years, including all Schedules and all W-2s;

(3) If either party owns an interest of 5% or more in a corporation, partnership or other entity that generates its own tax return, the complete tax return for each such corporation, partnership or other entity for the prior two years;

(4) All statements related to accounts in financial institutions in which the parties have or had an interest during the last six (6) months. "Financial institutions" includes banks, credit unions, mutual fund companies, and brokerages.

(5) If a party receives or has received non-taxable income or benefits (for example, from a trust, barter, gift, etc.), documents shall be provided that show receipts, the source, and any deductions for the last two (2) years.

(6) Check registers shall be supplied within fourteen (14) days if requested by the other party.

(7) If a party asks the court to order or change child support or order payment of other expenses for a child, each party shall also file completed Washington State Child Support Worksheets.

(8) For additional requirements for a Settlement Conference, see LFLR 16.

(c) Documents to be filed under Seal. Tax returns, pay stubs, bank statements, and the statements of other financial institutions should not be attached to the Financial Declaration but should be submitted to the clerk under a cover sheet with the caption "Sealed Financial Source Documents". If so designated, the Clerk will file these documents under seal so that only a party to the case or their attorney can access these documents from the court file without a separate court order.

[Adopted effective September 1, 2004]

LFRL 16. ALTERNATIVE DISPUTE RESOLUTION (ADR).

(a) Alternative Dispute Resolution Required. Except in cases involving domestic violence, the parties in every case shall participate in a settlement conference, mediation or other alternative dispute resolution process conducted by a neutral third person no later than thirty (30) days before trial.

(b) Attendance at the Alternative Dispute Resolution Proceeding. All parties and their attorneys, if any, shall personally attend and participate in all alternative resolution proceedings and shall come prepared to discuss all unresolved issues.

(c) Required materials. Proposed final orders, a financial declaration and, if parenting is at issue, a proposed parenting plan, as well as any other materials requested by the neutral third person must be provided to the neutral third person and all parties no later than two (2) working days before the day scheduled for the conference. The materials are not to be filed with the Clerk. When the division of property or debt is at issue, the parties shall provide a table listing all their property and debt substantially the following format:

<i>Description of Property</i>	<i>Community or Separate?</i>	<i>Gross and Net value</i>	<i>Amount owed/Cost of Sale</i>	<i>Award to husband or wife?</i>
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<i>Description of Debt</i>	<i>Community or Separate?</i>	<i>Amount owing</i>	<i>Post-Separation?</i>	<i>Award to husband or wife?</i>
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Totals: Property to Wife \$ _____
Property to Husband \$ _____
Debt to Wife \$ _____
Debt to Husband \$ _____

Other Requests: _____

The above property and debt distribution is proposed by: _____

Signature: _____ *Date:* _____

(d) Duty of good faith. Each party is under an obligation to act in good faith in an attempt to resolve the issues without the need for trial. Failure to act in good faith or failure to abide by the provisions of this rule may result in the imposition of sanctions by the assigned judge.

[Adopted effective September 1, 2004]

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**SUPERIOR COURT OF WASHINGTON
COUNTY OF _____**

In re:
_____,

and
_____,
Petitioner,

Respondent.

NO.
FINANCIAL DECLARATION
 PETITIONER
 RESPONDENT
(FNDCLR)

Name: _____ Date of Birth: _____

I. SUMMARY OF BASIC INFORMATION

Declarant's Total Monthly Net Income (from § 3.3 below) \$ _____
Declarant's Total Monthly Household Expenses (from § 5.9 below) \$ _____
Declarant's Total Monthly Debt Expenses (from § 5.11 below) \$ _____
Declarant's Total Monthly Expenses (from § 5.12 below) \$ _____
Estimate of the other party's gross monthly income (from § 3.1f below) \$ _____
 unknown

II. PERSONAL INFORMATION

2.1 Occupation:
2.2 The highest year of education completed:
2.3 Are you presently employed? Yes No
a. If yes: (1) Where do you work? [Employer's name and address must be listed on the Confidential Information Form]

- 1 (2) When did you start work there (month/year)? _____
- 2 b. If no: (1) When did you last work (month/year)? _____
- 3 (2) What were your gross monthly earnings? \$ _____
- 4 (3) Why are you presently unemployed?

III. INCOME INFORMATION

If child support is at issue, complete the Washington State Child Support Worksheet(s), skip Paragraphs 3.1 and 3.2. If maintenance, fees, costs or debts are at issue and child support is NOT an issue this entire section should be completed. (Estimate of other party's income information is optional.)

3.1 GROSS MONTHLY INCOME.

If you are paid on a weekly basis, multiply your weekly gross pay by 4.3 to determine your monthly wages and salaries. If you are paid every two weeks, multiply your gross pay by 2.15. If you are paid twice monthly, multiply your gross pay by 2. If you are paid once a month, list that amount below.

	<u>Petitioner</u>	<u>Respondent</u>
a. Wages and Salaries	\$ _____	\$ _____
b. Interest and Dividend Income	\$ _____	\$ _____
c. Business Income	\$ _____	\$ _____
d. Spousal Maintenance Received From	\$ _____	\$ _____
_____	\$ _____	\$ _____
e. Other Income	\$ _____	\$ _____
f. Total Gross Monthly Income (add lines 3.1a through 3.1e)	\$ _____	\$ _____
g. Actual Gross Income (Year to date)	\$ _____	\$ _____

3.2 MONTHLY DEDUCTIONS FROM GROSS INCOME.

a. Income Taxes	\$ _____	\$ _____
b. FICA/Self-employment Taxes	\$ _____	\$ _____
c. State Industrial Insurance Deductions	\$ _____	\$ _____
d. MANDATORY Union/Professional Dues	\$ _____	\$ _____
e. Pension Plan Payments	\$ _____	\$ _____
f. Spousal Maintenance Paid	\$ _____	\$ _____
g. Normal Business Expenses	\$ _____	\$ _____
h. Total Deductions from Gross Income (add lines 3.2a through 3.2g)	\$ _____	\$ _____

3.3 MONTHLY NET INCOME. (Line 3.1f minus line 3.2h or line 3 from the Child Support Worksheet(s).) \$ _____ \$ _____

3.4 MISCELLANEOUS INCOME.

a. Child support received from other relationships	\$ _____	\$ _____
b. Other miscellaneous income (list source and amounts):	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

1 c. Total Miscellaneous Income (add lines 3.4a through 3.4c) \$ _____ \$ _____

2 3.5 Income of Other Adults in Household \$ _____ \$ _____

3 3.6 If the income of either party is disputed, state monthly income you believe is correct and explain below:

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IV. AVAILABLE ASSETS

8 4.1 Cash on hand \$ _____

4.2 On deposit in banks \$ _____

4.3 Stocks and Bonds, cash value of life insurance \$ _____

9 4.4 Other liquid assets: \$ _____

10

11

V. MONTHLY EXPENSE INFORMATION

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13 Monthly expenses for myself and dependents are: (Expenses should be calculated for the future, after separation, based on the anticipated residential schedule for the children.)

14

5.1 HOUSING.
Rent, 1st mortgage or contract payments \$ _____
Installment payments for other mortgages or encumbrances \$ _____
15 Taxes & insurance (if not in monthly payment) \$ _____
Total Housing \$ _____

16

5.2 UTILITIES.
Heat (gas & oil) \$ _____
17 Electricity \$ _____
Water, sewer, garbage \$ _____
18 Telephone \$ _____
Cable \$ _____
19 Other \$ _____
Total Utilities \$ _____

20

5.3 FOOD AND SUPPLIES.
Food for _____ persons \$ _____
21 Supplies (paper, tobacco, pets) \$ _____
Meals eaten out \$ _____
22 Other \$ _____
Total Food Supplies \$ _____

23

1	5.4	CHILDREN.		
		Day Care/Babysitting	\$ _____	
2		Clothing	\$ _____	
		Tuition (if any)	\$ _____	
		Other child related expenses	\$ _____	
3		Total Expenses Children		\$ _____
4	5.5	TRANSPORTATION.		
		Vehicle payments or leases	\$ _____	
		Vehicle insurance & license	\$ _____	
5		Vehicle gas, oil, ordinary maintenance	\$ _____	
		Parking	\$ _____	
6		Other transportation expenses	\$ _____	
		Total Transportation		\$ _____
7	5.6	HEALTH CARE. (Omit if fully covered)		
		Insurance	\$ _____	
8		Uninsured dental, orthodontic, medical, eye care expenses	\$ _____	
		Other uninsured health expenses	\$ _____	
9		Total Health Care		\$ _____
10	5.7	PERSONAL EXPENSES (Not including children).		
		Clothing	\$ _____	
11		Hair care/personal care expenses	\$ _____	
		Clubs and recreation	\$ _____	
12		Education	\$ _____	
		Books, newspapers, magazines, photos	\$ _____	
		Gifts	\$ _____	
13		Other	\$ _____	
		Total Personal Expenses		\$ _____
14	5.8	MISCELLANEOUS EXPENSES.		
		Life insurance (if <u>not</u> deducted from income)	\$ _____	
15		Other _____	\$ _____	
		Other _____	\$ _____	
16		Total Miscellaneous Expenses		\$ _____
17	5.9	TOTAL HOUSEHOLD EXPENSES (The total of Paragraphs 5.1 through 5.8)		\$ _____
18	5.10	INSTALLMENT DEBTS INCLUDED IN PARAGRAPHS 5.1 THROUGH 5.8.		

	<u>Creditor</u>	<u>Description of Debt</u>	<u>Balance</u>	<u>Month of Last Payment</u>
19			\$	
20			\$	
			\$	
21			\$	
			\$	
22			\$	
			\$	
23			\$	

1 5.11 OTHER DEBTS AND MONTHLY EXPENSES NOT INCLUDED IN PARAGRAPHS 5.1
 2 THROUGH 5.8.

<u>Creditor</u>	<u>Description of Debt</u>	<u>Balance</u>	<u>Month of Last Payment</u>	<u>Amount of Monthly Payment</u>
		\$		\$
		\$		\$
		\$		\$
		\$		\$
		\$		\$
		\$		\$
		\$		\$

8
 9 5.12 Total Monthly Payments for Other Debts and Monthly Expenses \$ _____
 TOTAL EXPENSES (Add Paragraphs 5.9 and 5.11) \$ _____

10 VI. ATTORNEY FEES

11 6.1 Amount paid for attorney fees and costs to date: \$ _____

12 6.2 The source of this money was:

13 6.3 Fees and costs incurred to date: \$ _____

14 6.4 Arrangements for attorney fees and costs are:

15 6.5 Other:

16 I declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and
 17 correct.

18 Signed at _____ [City] _____ [State] on _____
 [Date].

19
 20 Signature _____

Print or Type Name _____

21 The following financial records are being provided to the other party and filed separately with the court:

22 Financial records pertaining to myself:

Individual Partnership or Corporate Income Tax returns for the years _____
 including all W-2s and schedules;

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Pay stubs for the dates of _____
 Other: _____

DO NOT ATTACH THESE FINANCIAL RECORDS TO THE FINANCIAL DECLARATION. THESE FINANCIAL RECORDS SHOULD BE SERVED ON THE OTHER PARTY AND FILED WITH THE COURT SEPARATELY USING THE SEALED FINANCIAL SOURCE DOCUMENTS COVER SHEET (WPF DRPSCU 09.0220). IF FILED SEPARATELY USING THE COVER SHEET, THE RECORDS WILL BE SEALED TO PROTECT YOUR PRIVACY (ALTHOUGH THEY WILL BE AVAILABLE TO THE OTHER PARTIES IN THE CASE, THEIR ATTORNEYS, AND CERTAIN OTHER INTERESTED PERSONS. SEE GR 22 (C)(2)).

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Description of Property	Community or Separate?	Gross Value	Net Value	Amount Owed/ Cost of Sale	Award To Husband or Wife?
		\$	\$	\$	
Totals		\$	\$	\$	\$

Description of Debt	Community or Separate?	Amount Owing	Post-Separation?	Award to Husband or Wife?
Totals				
Property to Wife		\$ _____		
Property to Husband		\$ _____		
Debt to Wife		\$ _____		
Debt to Husband		\$ _____		
Other Requests:		_____		

The above property and debt distribution is proposed by: _____

Signature: _____

Date: _____

1 **SUPERIOR COURT OF WASHINGTON**
2 **COUNTY OF**

3 In re:

4 Petitioner(s),

5 and

6 Respondent(s).

NO.

SEALING FINANCIAL SOURCE
DOCUMENTS
(SEALFN)

CLERK'S ACTION REQUIRED

7 **SEALED FINANCIAL SOURCE DOCUMENTS**

8 (List documents below and write "Sealed" at least one inch from the top of the first page of each document.)

9 Income Tax records.

10 Period Covered:

11 Bank statements.

12 Period Covered:

13 Pay Stubs.

14 Period Covered:

15 Credit Card Statements.

16 Period Covered:

17 Other:

18 Submitted by:
19 _____

20 **NOTICE: The other party will have access to these financial source documents. If you are concerned for your safety or the safety of the children, you may redact (block out or delete) information that identifies your location.**

21 *SEALED FIN. SOURCE DOC. (SEALFN) – Page 1 of 1*

22 *WPF DRPSCU 09.0220 (6/2002) – GR 22 (e) (1)*

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**SUPERIOR COURT OF WASHINGTON
COUNTY OF KING**

In re:

Child(ren),

Petitioner(s),

and

Respondent(s).

NO.

SEALED FINANCIAL SOURCE
DOCUMENTS
(SEALFN)

CLERK'S ACTION REQUIRED

SEALED FINANCIAL SOURCE DOCUMENTS

Defined as: income tax returns, W-2's and schedules, wage stubs, credit card statements, financial institution statements, and check registers. Documents not meeting the definition of "Sealed Financial Source Documents" or that otherwise meet the definition but have not been submitted in accordance with GR 22 are not automatically sealed and will be made part of the public record.

(List documents below and write "Sealed" at least one inch from the top of the first page of each document.)

- | | |
|---|--|
| <input type="checkbox"/> Income Tax records.
Period Covered: | <input type="checkbox"/> Wage Stubs.
Period Covered: |
| <input type="checkbox"/> Credit Card or other financial institution
statements.
Period Covered: | <input type="checkbox"/> Check registers.
Period covered: |
| <input type="checkbox"/> W-2's and/or schedules.
Period Covered: | |

Attached to this cover sheet are only those Confidential Financial Source Documents indicated above. No additional information or non-covered information has been attached hereto.

Dated: _____

Submitted by:

Printed Name

NOTICE: The other party will have access to these financial source documents. If you are concerned for your safety or the safety of the children, you may redact (block out or delete) information that identifies your location prior to filing with the Clerk.

Settlement Conference Instructions
Self-Help Packet

EVALUATION FORM

Please complete this form and return to: June Krumpotick, Northwest Women's Law Center, 3161 Elliott Ave., Suite 101, Seattle, WA 98121. FAX 206-682-9556. This will help us to make changes in this packet to make it more useful for people.

1. Where did you get this packet? _____

2. Did you read the instructions/information ? _____

3. Did you use the legal forms? _____

4. Did you find anything difficult to use or understand? What?

5. What happened in your case?

6. Today's date _____

7. (OPTIONAL) Your Name _____

Address _____

Phone _____

Fold and mail to address on back. THANK YOU.

**ATTN: June Krumpotick
Northwest Women's Law Center
3161 Elliott Ave., Suite 101
Seattle, WA 98121**