

**LEGAL SEPARATION - NO CHILDREN
(BOTH PARTIES AGREE AND JOIN IN THE PETITION)**

SPOKANE COUNTY FAMILY COURT FACILITATOR

Checklist of Steps to complete:

- _____ 1. Fill out the following papers completely and sign. Print clearly in black ink or type.
- Confidential Information (FL All Family 001)*
 Petition for Legal Separation (Marriage) (FL Divorce 203)
- _____ 2. Have your spouse sign on the bottom of the last page of the *Petition for Legal Separation* under the “joinder” paragraph.
- _____ 3. Make two copies (original plus two copies) of documents before going to court and staple each separate document.
- _____ 4. File the original of each document with the Spokane County Superior Court Clerk, Room 300, Cashier’s Window (to the far right when you enter). Pay the filing fee of \$314.00. Enter the case number and date stamp on the front page of each of your copies.
- _____ 4. You may finalize your legal separation when done by agreement, on the same day as you filed. Fill out the following forms in black ink or type:
- Findings and Conclusions About a Marriage (FL Divorce 231)*
 Final Divorce Order (Legal Separation) (FL Divorce 241)

Sign the original of each document where it says: “Presented by.” Your spouse may sign where it says: “Approved for Entry.”

If you finalize your legal separation by *agreement*, you and your spouse can agree to change any of the items from the *Petition for Legal Separation*. These CHANGES can be made in the final papers ONLY if both you and your spouse sign the final papers.

- _____ 5. Make two copies (original plus two copies) of each document (one for you and one for your spouse).
- _____ 6. Take the documents to the Ex Parte Courtroom 202, open Monday, Wednesday, and Friday, 9am to noon and 1:30pm to 4pm, and Tuesday and Thursday from 1:30pm to 4pm. Bring one original and two copies of the Final Divorce Order (Legal Separation) and Findings and Conclusions About a Marriage with you.

- _____7. When the Court Commissioner signs your papers, you are then legally separated. Take the copies to the Clerk's office and stamp the name of the Court Commissioner who signed your papers (on the judge/commissioner signature page) and put the date stamp on the top, front page of each document.

- _____8. Give a copy to your spouse and keep one for yourself.

NOTE: All the above-mentioned forms can be found on the Washington State Court website: www.courts.wa.gov/forms.

The Family Court Facilitator, Room 200, Family Law Center, is available to review your documents and answer procedural questions. It is recommended you have all documents reviewed before filing and presenting to the court.