

APPLICATION FOR NON-CONTESTED DISSOLUTION PROGRAM

PLEASE READ CAREFULLY

TO: Clients Requesting **Self Help Plus** Applications for Non-Contested Dissolutions
FROM: King County Bar Association

Thank you for your interest in the King County Bar Association's Self-Help Plus Program. This program is for use by King County residents only. The application you requested is attached to this information sheet. **ALSO**, please read Information About the Program below, so that you can decide if this program is for you. The program is set to provide you a basic foundational knowledge of the legal system to help you do your own (pro-se) **non-contested divorce**.

If you are interested in participating in this program, please answer all of the questions on the application as accurately as possible. **Every question must be filled in!** The application will be used to determine your eligibility. If you do not complete the application it will not be processed. Please sign and date the application and return it to the address below.

Please allow approximately two weeks for your application to be processed. You will be NOTIFIED BY MAIL about your eligibility and class time. Please check the desired class time on the back of the application form. Classes last 2½ hours if you have children from the marriage and 1½ hours if you do not. Please arrive 15 minutes before the class is scheduled to start. Late arrivals will not be allowed to attend the class and will have to reschedule. This class is **ABSOLUTELY NECESSARY**. If we schedule you for a class you cannot attend, please reschedule by calling 206-267-7080.

The cost of the program, including the class and preparation of your paperwork, is based on your financial eligibility. You will be told the cost when you receive your class notification. Payment must be by exact cash or money order – **NO CHECKS ARE ACCEPTED**.

Please note: No visitors, spouses, or children may attend the classes or the follow-up appointment.

Any questions that you have should be directed to the *Self Help Plus Program* at 206-267-7080.

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INFORMATION ABOUT THE SELF-HELP PLUS PROGRAM

1. WHAT IS SELF HELP PLUS?

Self Help Plus is a program to help lower income King County residents do their own divorce. *Self Help Plus* is a three part program and offers:

1. A class which gives you information about divorce, your rights and responsibilities, and the court procedures to follow.
2. Preparation of all the computerized forms required for your non-contested divorce.
3. Assistants to accompany you to the courthouse for initial *ex parte* hearing and filing of case.

NOTE: *Self Help Plus does not provide on-going representation nor representation in court.*

2. WHO WILL HELP ME?

- a. The Managing Attorney advises you about your legal rights and responsibilities regarding your divorce.
- b. The *Self Help Plus* Coordinating Paralegal and law students will prepare paperwork and assist with filing and scheduling of hearings.
- c. The Managing Attorney is available, by phone, and can answer questions that may arise during your case.
- d. *Self Help Plus* provides all your paperwork for an uncontested dissolution, as well as written instructions.

3. HOW MUCH WILL IT COST?

- a. The court filing fee is **\$250.00**. If you qualify for a court waiver, you may not have to pay this fee.
- b. Cost of the Self Help Plus Program: Based on your financial eligibility. You will be notified when you receive your class assignment the amount you will be required to pay.
- c. Cost of having someone give the papers to your spouse

4. HOW LONG WILL IT TAKE?

How long it takes will vary from one person to another. It depends on the individual situation. Be prepared to spend time. If you have patience, you can do it!

You will have to wait AT LEAST 3 MONTHS after your spouse receives your filed papers before the divorce can be finalized. If your spouse contests anything you ask for, it will probably take longer, and can take up to one year.

5. DO I HAVE TO GO TO COURT? ----- **YES!**

- a. You will see the Court Commissioner in the Ex Parte Department if you ask for waiver of the filing fee and/or an order to serve by certified mail/publication or to transfer your case to Family Court Services.
- b. If you need temporary orders pending the entry of your decree, you will need to go to court.
- c. **You must also attend your final hearing.**

6. CAN I GET A RESTRAINING ORDER WITH SELF HELP PLUS? **YES!**

absolutely. You can get restraining orders, custody orders, and support orders to cover the time before your divorce is final. These orders are the subject of additional materials you must arrange for separately. **THIS ALSO INVOLVES ADDITIONAL COSTS.**

7. WHAT IF I RECEIVE TANF OR OTHER PUBLIC ASSISTANCE?

You are required by the court to follow special procedures if you receive public assistance. *Self Help Plus* assists you with this and explains what you have to do and who to contact.

8. WHAT IF I DON'T KNOW WHERE MY SPOUSE IS?

You can still get a divorce, including custody of your children. However, you may not be able to get child support as part of your divorce. (Contact the Division of Child Support at 1 (800) 526-8658.) You must make an attempt to locate your spouse, and you will have to have a **LAST KNOWN ADDRESS FOR YOUR SPOUSE**.

9. IS THERE ANYONE WHO SHOULD NOT USE SELF HELP PLUS?

Self Help Plus is NOT for everyone. You may not use Self Help Plus:

- a. If you are **NOT** a King County Resident.
- b. If you are not married, you cannot use Self Help Plus.
- c. If your income and resources are not low or moderate, you cannot use Self Help Plus.
- d. If you want to answer an out-of-state divorce action filed against you, you cannot use Self Help Plus.
- e. If your spouse is in the Military **AND** contests the dissolution, you cannot use Self Help Plus unless he/she consents to this jurisdiction, by joining in the petition.
- f. If your children are Native American Indian and there is a custody issue with a person other than your spouse.
- g. **IF THIS IS A CONTESTED DISSOLUTION.**

APPLICATION FOR THE *SELF HELP PLUS* NON-CONTESTED DISSOLUTION PROGRAM

PLEASE PRINT. FILL IN EVERY LINE. IF THE QUESTION DOESN'T APPLY TO YOU, PUT N/A IN THE BLANK. IF EVERY LINE IS NOT FILLED IN AND THE FORM SIGNED, WE WILL NOT PROCESS THE APPLICATION.

How did you find out about SELF HELP PLUS? (Specify) _____

Have you ever used SELF HELP PLUS before? () Yes () No

Do you have an attorney now? () Yes () No

Does your spouse have an attorney? () Yes () No

YOUR NAME: (Last) _____ (First) _____ (M.I.) _____

YOUR MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

HOME PHONE: _____ WORK PHONE: _____

YOUR EMPLOYER: _____ WORK HOURS: _____

YOUR SPOUSE'S NAME: (Last) _____ (First) _____ (M.I.) _____

NOTE: We will be mailing you information – the address must be a safe place to receive mail.

Is it safe to contact you at the phone numbers above? () Yes () No

FINANCIAL STATEMENT

Information about your income must be completed. This includes money received from public assistance.

1. If you are employed, what is your gross (before any deductions) pay per month? \$ _____

a. What is your net pay (after taxes, child support payments, garnishments) per month? \$ _____

b. Indicate type and amount of deduction: _____ Taxes _____ Child Support Payments
 _____ Garnishments _____ Other: _____

2. Please list other sources of income and specify type (social security, child support, public assistance, unemployment, etc.):

TYPE	AMOUNT	TYPE	AMOUNT
_____	\$ _____	_____	\$ _____

3. How many people live in your household, including yourself? Adults: _____ Children: _____

4. Do you own or partly own a home? () Yes () No

If yes, what is its present value? \$ _____ What was the purchase price? \$ _____

How much do you still owe? \$ _____ How much equity do you have in this house? \$ _____

5. I own (or am buying) a car () Yes () No Year/Make/Model _____

Market Value: \$ _____ Balance owed: \$ _____

6. Savings (total of all accounts, certificates of deposit, etc.) \$ _____

7. Other major assets not listed above (real estate, vehicles, stocks/bonds/investments, pensions, 401(k) etc.):

<u>TYPE</u>	<u>VALUE</u>	<u>\$ OWED</u>	<u>TYPE</u>	<u>VALUE</u>	<u>\$ OWED</u>
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8. Do you own a small business? () Yes () No

a. If yes, please explain:

9. How much total debt do you and your spouse have? \$ _____

10. Have you ever, or is there a possibility now, of filing for bankruptcy? () Yes () No

11. Do you have any children? If so, list their names and ages below:

NAME	AGE	RELATIONSHIP	NAME	AGE	RELATIONSHIP
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

BACKGROUND INFORMATION

1. Are you and your spouse separated? () Yes () No *If yes*, date of separation: _____

If no, what is spouse's take-home pay? _____ Do you have access to this income? () Yes () No

2. Do you know where your spouse is? () Yes () No

3. Is your spouse in the military service? () Yes () No
 4. Are any of the children listed above from this marriage? () Yes () No
 - a. If yes, list their names and ages: _____
 - b. _____
 - c. If separated, which parent has the children most of the time? _____
 5. Is the wife of this marriage pregnant? () Yes () No
 6. Have you been served with divorce papers? () Yes () No
 - a. If yes, list date served and location where served: _____
 7. Have you filed for divorce with the court? () Yes () No
 - a. If yes, list date filed and location of court: _____
 8. Do you think your spouse will disagree with you on any of the following issues?
 - a. Dividing up property and debts? () Yes () No
 - b. Spousal support? () Yes () No () Does not apply
 - c. Children's living arrangements? () Yes () No () Does not apply
 - d. Child support? () Yes () No () Does not apply
 9. Will you be requesting spousal maintenance or alimony? () Yes () No
 10. Date and location of marriage: _____
 11. Have you or your spouse put the other through higher education? () Yes () No
 12. Are you or your spouse a Native American (American Indian)? () Yes () No
 13. If you have children, are there people other than you or your spouse interested in custody?
 - () Yes () No () Does not apply
 14. Have you or your children been physically, mentally, or emotionally abused by your spouse? () Yes () No
 15. Have you and your spouse signed any agreement about children, support, or property? () Yes () No
- Please indicate any special accommodations you may need: _____

THIS PROGRAM IS *NOT* DESIGNED TO PROVIDE ON-GOING REPRESENTATION DURING YOUR DIVORCE ACTION.

I certify that the above information is true, correct, and accurate to the best of my knowledge. I request that the King County Bar Association determine my eligibility for the *Self Help Plus* Program. If I am found eligible I understand that in exchange for the program fee, *Self Help Plus* will provide me with the necessary materials, instructions, and limited assistance in the preparation of the forms to complete my own uncontested divorce. I further understand that I will remain solely responsible for the steps necessary to complete the divorce action AND that *Self Help Plus* does not represent me in my action. If my eligibility for the program was based on incorrect information provided on this application, I understand that I may no longer be eligible to complete the program.

DATE _____ SIGNATURE _____

Each of the following classes is held once per month. Please indicate your preference.

I PREFER TO ATTEND CLASS ON (please check one):

- | | |
|--|--|
| <input type="checkbox"/> Downtown Seattle at 2:00 pm | <input type="checkbox"/> Downtown Seattle at 5:30 P.M. |
| <input type="checkbox"/> Friday at the Regional Justice Center at 12:00 noon | <input type="checkbox"/> Downtown Seattle at 9:30 am |

-PLEASE MAIL TO -
KING COUNTY BAR ASSOCIATION – SELF HELP PLUS PROGRAM
1200 FIFTH AVENUE, SUITE 600
SEATTLE, WA 98101

FOR OFFICE USE ONLY

ELIGIBLE: () YES () NO	DATE: _____	INITIAL: _____	SHP 1 2
NOTIFIED DATE: _____	INITIAL: _____		
SCHEDULED CLASSES DATE: _____	DATE: _____		