

APPLICATION FOR KCBA SELF HELP PLUS:
NON-CONTESTED PETITION FOR PARENTING PLAN / RESIDENTIAL
SCHEDULE AND CHILD SUPPORT PROGRAM

PLEASE READ CAREFULLY. KEEP THIS PAGE AND THE NEXT PAGE.

Thank you for your interest in the King County Bar Association's Self-Help Plus Program. This program is for King County residents only. The application you requested is attached to this information sheet. **ALSO**, please read information about the program on the next page, so that you can decide if this program is for you.

TO APPLY FOR THE SELF HELP PLUS PROGRAM:

- Fill out the Application completely. 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.
- Sign and date the application.
- Attach to this application a copy of your affidavit of paternity or paternity court order. If you do not, your application will **not** be processed. Please note that you will need at least one (1) certified copy of the Acknowledgment of Paternity. If you do not have a copy of your Paternity Affidavit, you may request one from the Department of Health for a fee. See the Northwest Justice Project publication *How Do I Request a Copy of My Washington State Paternity Affidavit?* It is available at www.washingtonlawhelp.org. If you have a paternity court order that is not from King County, you will need to get a certified copy of the court order by contacting the clerk's office of the court where your order was entered.

Please allow about 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 about 2 ½ hours. 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. **YOU MUST ATTEND A CLASS** to be in the Self Help Plus Program. If we schedule you for a class and you cannot attend, you should let us know before the class time if at all possible, and reschedule your class by calling **206-267-7080**. If you do not show up for class and do not call us in advance, we may terminate you from the program with no refund.

If you need an interpreter, and are working with a caseworker or other professional who can provide interpreter services for you, we encourage you to bring that person to class and to appointments. If you do not have access to an interpreter, we may be able to provide one for you.

If you need accommodation of a disability, please let us know the type of accommodation you will need.

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**.

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

Any questions that you have should be directed to the King County Bar Association's *Self Help Plus Program* at **206-267-7080**.

**INFORMATION ABOUT THE *SELF HELP PLUS*
PETITION FOR PARENTING PLAN/RESIDENTIAL SCHEDULE AND CHILD SUPPORT PROGRAM**

WHAT IS SELF HELP PLUS?

Self Help Plus is a program to help lower income King County residents file their own *Petition to Establish a Parenting Plan or Residential Schedule and Child Support* when paternity of their children has already been established. You must have a Paternity Acknowledgement/Affidavit of Paternity or a court order establishing paternity to use this program. *Self Help Plus* is a three part program and offers:

1. A class that gives you information about a petition to establish a parenting plan/residential schedule and child support case, your rights and responsibilities, and the court procedures to follow.
2. Preparation of the computerized forms required for your non-contested case.
3. Advice and, if necessary, assistance with the procedures for filing your case.

Self Help Plus does not provide you with an attorney to represent you in court.

WHO WILL HELP ME?

1. The Self Help Plus Program Manager and law students, under the supervision of a Managing Attorney, will teach your class, meet with you, prepare paperwork and assist with filing and scheduling of hearings.
2. The Self Help Plus Program prepares your paperwork for an uncontested Petition to Establish a Parenting Plan/Residential Schedule and Child Support, as well as written instructions.
3. The Managing Attorney reviews your paperwork before you file it and provides legal advice when appropriate.
4. Self Help Plus staff are available, by phone, and can answer questions that may arise during your case.

HOW MUCH WILL IT COST?

1. The Self Help Plus Program costs vary based on your financial eligibility, but basic services are usually between \$** and \$**. You will be notified when you receive your class assignment the amount you will be charged. You may be charged additional fees for extra photocopies or for service by mail or publication.
2. You will need to have at least one certified copy of the Acknowledgment of Paternity. Each copy is about **\$32** and you must get it from the Department of Health.
3. The court filing fee is **\$250.00**. The court may waive the fee in cases where a party cannot afford to pay it.
4. You will need to serve the papers to the other party. You may need to pay a process server, or pay for certified mail or publication fees, depending upon your case. We will provide you will more information about this in the class.
5. You will need to pay a fee for a Parenting Seminar, which the court requires everyone with a family law case involving children to attend.

HOW LONG WILL IT TAKE?

How long your case will take varies depending upon your individual situation. **You will have to wait at least 35 days** after the other parent receives your filed papers before the residential schedule and/or child support order can be finished. If the other party contests any part of what you ask for, it will take much longer – often one year or more.

DO I HAVE TO GO TO COURT? YES!

1. You will be representing yourself in court – *Self Help Plus* does not provide an attorney to represent you.
2. If you ask for waiver of the court filing fee and/or an order to serve by certified mail or publication, you will go to see a Court Commissioner (who is like a judge) in the Ex Parte Department at the courthouse.
3. If you need temporary orders before your case is finished, you will go to see a Court Commissioner in Family Law Motions.
4. **You must go to court to finish your case.** To get final orders by default or by joinder (agreement), you will go to see a Court Commissioner in the Ex Parte Department. If you go to trial, you will have trial in front of a Judge.

CAN I ASK FOR A RESTRAINING ORDER WITH SELF HELP PLUS?

Yes. You can ask for restraining orders or an order for protection as part of the final orders in your case. However, if you need temporary orders or an immediately order for protection, *Self Help Plus* may not be able to assist you with those.

WHAT IF I RECEIVE TANF OR OTHER PUBLIC ASSISTANCE?

You may be required to serve the State of Washington, through the Prosecuting Attorney's office, if you or the children have received public assistance. *Self Help Plus* assists you with these procedures.

WHAT IF I DON'T KNOW WHERE THE OTHER PARTY IS?

You may still be able to establish a parenting plan or residential schedule. However, you may not be able to establish child support as part of your case (you should contact the Division of Child Support at 1-800-526-8658). You will need to show the

court that you tried hard to find the other party, and it is best if you have the other party's LAST KNOWN ADDRESS. *Self Help Plus* will give you more information about this in the class.

IS THERE ANYONE WHO SHOULD NOT USE SELF HELP PLUS?

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

1. You are NOT a King County Resident.
2. You do not have either:
 - a. An Affidavit of Paternity/ Paternity Acknowledgement that has been signed AND filed with the Washington State Department of Health; OR
 - b. A court order establishing paternity.
3. The Affidavit of Paternity was signed and filed before July 27, 1997.
4. The Affidavit of Paternity was signed and filed less than 60 days before today's date.
5. A proceeding to determine the parentage of the child is pending.
6. A paternity court order has already granted one parent custody and/or has already established a residential schedule, parenting plan, or custody/visitation schedule.
7. You are or were married to the other parent of the child.
8. Your income and resources are NOT low or moderate.
9. *Self Help Plus* determines that your case is not appropriate for our program.
10. **THIS IS A CONTESTED PETITION FOR ESTABLISHMENT OF A RESIDENTIAL SCHEDULE AND CHILD SUPPORT ORDER.**

APPLICATION FOR THE *SELF HELP PLUS* NON-CONTESTED PETITION TO ESTABLISH A PARENTING PLAN AND CHILD SUPPORT 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 the other party 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: _____

THE OTHER PARTY'S NAME (Last) _____ (First) _____ (M.I.) _____

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

May we contact you and leave detailed messages 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. Do you own (or are 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.):

TYPE
OWED

VALUE \$ OWED

TYPE VALUE \$

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. List names and ages of your children below:

NAME	AGE	LIVE WITH	NAME	AGE	LIVE WITH
------	-----	-----------	------	-----	-----------

_____			_____		
_____			_____		
_____			_____		

_____			_____		
_____			_____		
_____			_____		

BACKGROUND INFORMATION

1. Do you have an Affidavit of Paternity for the child for whom you want a parenting plan? () Yes () No

If yes, what county and state is the affidavit from? _____

When was the Affidavit of Paternity filed with the Dept. of Health? (Date) _____

NOTE: YOU WILL NEED TO HAVE AT LEAST ONE CERTIFIED COPY OF THE AFFIDAVIT OF PATERNITY.

If you don't have one, see *How Do I Get a Copy of My Affidavit of Paternity?* at www.washingtonlawhelp.org.

2. Is the man who is named as the acknowledged father in the Affidavit actually the father of the child? () Yes () No

3. Is there any type of court case involving the child pending in court now? () Yes () No

If yes, list type of case, court, state, case number: _____

4. Has there ever been a court order about paternity of the child? () Yes () No

If yes, did the court enter any type of order about custody of the child? () Yes () No

NOTE: YOU WILL NEED TO OBTAIN COPIES OF ANY COURT ORDERS. THEY WILL NEED TO BE CERTIFIED IF THE ORDERS ARE NOT FROM KING COUNTY.

5. Has any other man claimed parentage over the child? () Yes () No

6. Was the child's mother married, to someone other than the man named in the Affidavit as the father of the child, at the time the child was conceived? () Yes () No

If yes, did the husband sign the Affidavit of Paternity, declaring that he was not the child's father? () Yes () No

7. Does the other parent live in Washington? () Yes () No

8. Do you know where the other parent is? () Yes () No

9. Do you think the other parent will disagree with you on any of the following issues?

a. Children's living arrangements? () Yes () No

b. Child Support? () Yes () No

10. Are there any people other than you or your spouse interested in custody of the children? () Yes () No

11. Have you or your children been physically, mentally or emotionally abused by the other parent? () Yes () No

12. Are you or the other party a Native American (American Indian)? () Yes () No

13. Is any party engaged in military service or the dependent (spouse) of someone in military service? () Yes () No

Please indicate any special accommodations you may need: _____

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

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 petition for establishing a parenting plan and/or child support. I further understand that I will remain solely responsible for the steps necessary to complete this legal 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: _____

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

- Downtown Seattle at 2:00 p.m. Downtown Seattle at 5:30 p.m.
 Kent Regional Justice Center at 12:00 noon Downtown Seattle at 9:30 a.m.

- 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: _____ DATE: _____