



*PEACEFUL SEPARATIONS*

**WORKSHEET for DIVORCE or LEGAL SEPARATION**

(this is NOT a legal document)

	WIFE	HUSBAND
<b>FULL Legal Name (not initials): First/Middle/Last (Jr.? Sr.? III?)</b>		
<b>Physical street address and apt. number (No PO Boxes) City/State/Zip Code</b>		
<b>County (not 'country')</b>		
<b>Contact phone number</b>		
<b>Mailing Address (if different) City/State/Zip Code (PO box okay here)</b>		
<b>Contact email</b>		
<b>Social Security Number</b>		
<b>Birthdate</b>		
<b>Birthplace (State)</b>		
<b>Employer Name</b>		
<b>Employer Physical Address (location where you go to for work) Employer City/State/Zip</b>		
<b>Employer Phone</b>		
<b>Birth Name</b>		
<b>Changing your name? If yes, to what (first/middle/last)?</b>		
<b>Driver's License (ID) Number</b>		

**This case is going to be a** (circle one) **Divorce** **Legal Separation**

**Who will be listed as the "Petitioner"?** (circle one) **Husband** **Wife**

**Date of marriage (mm/dd/yy):** \_\_\_\_\_

**Where married (City/County/State):** \_\_\_\_\_

**Date one of you moved out (mm/dd/yy):** \_\_\_\_\_ **<OR>**

**Date you decided to separate if still living in the same household (mm/dd/yy):** \_\_\_\_\_

**Number of children born alive of this marriage:** \_\_\_\_\_ **Is the wife pregnant?** (circle one) **Yes No**

**Have your children lived in Washington for the last six months?** (circle one) **Yes No**

**Have you both lived in Washington during the time you were married?** (circle one) **Yes No**

Is there a prenuptial agreement involved in this case? (Circle one) Yes No (If yes, include a copy)  
 Will there be spousal maintenance (alimony)? (Circle one) Yes No If yes, \_\_\_\_\_ pays to  
 \_\_\_\_\_ what amount per month? \_\_\_\_\_ Start Date \_\_\_\_\_ End Date \_\_\_\_\_

List all Retirement Plans for each party Full Name (Ex: AT&T Fidelity)	Type of Plan (Ex: 401k, pension, 403b, IRA, Roth IRA)	Petitioner or Respondent's Plan?	Keeping or splitting? If splitting, how much to other party? (\$ amount or % split)

**REAL ESTATE** (Regardless of joint or separately owned, list ALL real estate)

**\*For each Quit Claim needed (WA only) add \$100**

Address of Property (Number/street City/State)	Tax I.D. or parcel number	Mortgage Lender	Amount remaining on mortgage	Being kept by (name)	Being sold? List by date	\$ amount or % of proceeds to each	*Quit claim deed needed?

Other details regarding real estate ownership/sale you want us to know - \_\_\_\_\_

**VEHICLES** (Cars, Boats, Trailers, etc.) (Regardless of joint or separately owned, even if paid off).

Year	Make	Model	Name of Loan Lender	Amount remaining on loan	Being kept by (name)

(Write on back of page if you need more space).



## CHILDREN'S INFORMATION

(this is NOT a legal document)

Full legal name of all minor children of either party (first/middle/last)	Sex	Date of Birth	Is the child from a <u>previous</u> relationship? (If yes, is it the petitioner or respondent's child?)	Social Security Number	Primary Parent is Mom, Dad, or 50/50?

Who will claim the child(ren) as a tax credit? \_\_\_\_\_

Do you have a **current** support order through the Division of Child Support?    Yes    No

Have the children ever been involved in any other legal proceedings such as adoption or third party custody? If yes, please give **case number, court name and date final**. \_\_\_\_\_

Have the children lived anywhere other than Washington or with anyone other than you or your spouse in the past five years? If yes, tell us city and state where you lived and the date you moved to Washington. \_\_\_\_\_

What is the school year visitation schedule for the non-custodial parent? (check one)

\_\_\_ From Friday at \_\_\_\_\_ am/pm until Sunday at \_\_\_\_\_ am/pm every other week with a mid-week visit from \_\_\_\_\_ pm until \_\_\_\_\_ pm every Wednesday (you may substitute another day here).

\_\_\_ **(50/50 plan)** From Sunday at \_\_\_\_\_ am/pm until the following Sunday at the same time of day, alternating between parents every other week.

\_\_\_ From Thursday after school until Monday before school every other week with an overnight visit on the opposite week from after school Thursday until before school on Friday.

\_\_\_ Other: **(MUST BE SPECIFIC)** \_\_\_\_\_

How should the winter school break visitation be divided? (check one)

\_\_\_ With mother for the first half of the break and with father for the last half of the break in even years. (Opposite in odd-years).

\_\_\_ With mother for the first half of the break and with father for the last half of the break in odd years. (Opposite in even-years).

\_\_\_ With mother for the whole break in even years and with father for the whole break in odd years.

\_\_\_ With father for the whole break in even years and with mother for the whole break in odd years.

\_\_\_ Other: **(MUST BE SPECIFIC)** \_\_\_\_\_

How should the mid-winter school break visitation be divided? (check one)

- With mother for the first half of the break and with father for the last half of the break in even years. (Opposite in odd-years).
  - With mother for the first half of the break and with father for the last half of the break in odd years. (Opposite in even-years).
  - With mother for the whole break in even years and with father for the whole break in odd years.
  - With father for the whole break in even years and with mother for the whole break in odd years.
  - Other: **(MUST BE SPECIFIC)**
- 

How should the spring school break visitation be divided? (check one)

- With mother for the first half of the break and with father for the last half of the break in even years. (Opposite in odd-years).
  - With mother for the first half of the break and with father for the last half of the break in odd years. (Opposite in even-years).
  - With mother for the whole break in even years and with father for the whole break in odd years.
  - With father for the whole break in even years and with mother for the whole break in odd years.
  - Other: **(MUST BE SPECIFIC)**
- 

How should the summer visitation schedule be managed? (check one)

- With mother for the first two weeks of the months June, July and August, and with father for the last two weeks of each month.
  - With father for the first two weeks of the months June, July and August, and with the mother for the last two weeks of each month.
  - Same as the school year visitation schedule with each parent having a two week visitation, the date of which would be negotiable between the parents each year.
  - All of June and the first two weeks of July with the mother, the last two weeks of July and all of August with the father.
  - All of June and the first two weeks of July with the father, the last two weeks of July and all of August with the mother.
  - Other: **(MUST BE SPECIFIC)**
- 
- 
- 

Put a check next to the holidays the mother should have in even years and the father should have in odd years (those left blank will be the reverse, mother will have in odd years, father in even years):

- Martin Luther King's Birthday     President's Day     Memorial Day     Independence Day
- Labor Day     Thanksgiving     Christmas Eve     Christmas Day     New Year's Eve/Day
- the child(ren)'s birthday(s)

**MOTHER'S FINANCIAL DECLARATION**

**Both parties** in a legal action with minor children must complete and submit a financial declaration.

This questionnaire is designed to provide all the information to comply with this rule. Please fill it out **completely**.

Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Are you presently employed? \_\_\_ yes \_\_\_ no Where do you work? \_\_\_\_\_

If you are currently employed, what is your current income **before taxes** from the following sources:

Wages and Salaries: \_\_\_\_\_ (check one) Yearly? \_\_\_ Monthly? \_\_\_ Hourly? \_\_\_

Net Business Income (business owners only): \_\_\_\_\_

Spousal Maintenance received from other relationships: \_\_\_\_\_

Income from second job: \_\_\_\_\_ Interest and Dividends: \_\_\_\_\_

Other Income: \_\_\_\_\_ Source of Other Income: \_\_\_\_\_

What pre-tax deductions do you have monthly from your income and how much is deducted for each?

State Industrial (**NOT** L&I): \_\_\_\_\_ Mandatory Union Dues: \_\_\_\_\_

Pension/401k/IRA monthly contributions: \_\_\_\_\_

Spousal Maintenance Paid (to other relationships): \_\_\_\_\_

Do you have insurance coverage for your children? \_\_\_ yes \_\_\_ no

Do **you** pay for the insurance coverage for your children? \_\_\_ yes \_\_\_ no, the other parent pays \_\_\_ it's free

If yes, how much is the cost to cover **ONLY** the children's portion? \_\_\_\_\_

(Do not include the cost for yourself or a spouse. Ex: If the cost to cover yourself is \$100 and the cost to cover you and your children together is \$150, then the cost for the children's portion would be \$50).

Does this coverage come from Washington's Apple Health Program? \_\_\_ yes \_\_\_ no

Does your employer/union pay all health insurance premiums? \_\_\_ yes \_\_\_ no

If you are **NOT** employed, when did you last work? \_\_\_\_\_

If you are **NOT** employed, what were your previous monthly earnings **before taxes**? \_\_\_\_\_

**FATHER'S FINANCIAL DECLARATION**

**Both parties** in a legal action with minor children must complete and submit a financial declaration.

This questionnaire is designed to provide all the information to comply with this rule. Please fill it out **completely**.

Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Are you presently employed? \_\_\_ yes \_\_\_ no Where do you work? \_\_\_\_\_

If you are currently employed, what is your current income **before taxes** from the following sources:

Wages and Salaries: \_\_\_\_\_ (check one) Yearly? \_\_\_ Monthly? \_\_\_ Hourly? \_\_\_

Net Business Income (business owners only): \_\_\_\_\_

Spousal Maintenance received from other relationships: \_\_\_\_\_

Income from second job: \_\_\_\_\_ Interest and Dividends: \_\_\_\_\_

Other Income: \_\_\_\_\_ Source of Other Income: \_\_\_\_\_

What pre-tax deductions do you have monthly from your income and how much is deducted for each?

State Industrial (**NOT** L&I): \_\_\_\_\_ Mandatory Union Dues: \_\_\_\_\_

Pension/401k/IRA monthly contributions: \_\_\_\_\_

Spousal Maintenance Paid (to other relationships): \_\_\_\_\_

Do you have insurance coverage for your children? \_\_\_ yes \_\_\_ no

Do **you** pay for the insurance coverage for your children? \_\_\_ yes \_\_\_ no, the other parent pays \_\_\_ it's free

If yes, how much is the cost to cover **ONLY** the children's portion? \_\_\_\_\_



(Do not include the cost for yourself or a spouse. Ex: If the cost to cover yourself is \$100 and the cost to cover you and your children together is \$150, then the cost for the children's portion would be \$50).

Does this coverage come from Washington's Apple Health Program? \_\_\_ yes \_\_\_ no

Does your employer/union pay all health insurance premiums? \_\_\_ yes \_\_\_ no

If you are **NOT** employed, when did you last work? \_\_\_\_\_

If you are **NOT** employed, what were your previous monthly earnings **before taxes**? \_\_\_\_\_

 Peaceful Separations Service Agreement 

At this point in time my case is uncontested and the worksheets have been filled out as accurately as possible. All worksheets been reviewed and approved by the petitioner and the respondent in this case. If my case becomes contested in the future, I realize that I may need to retain an attorney to reach an agreement on any contested issues, and I may have to transfer my case to a local county. I understand any additional court costs and attorney fees incurred because of a contested situation or because paperwork has to be re-submitted would be separate from the preparation fee of Peaceful Separations.

I am including \$\_\_\_\_\_ (No Personal Checks) for Peaceful Separations to prepare the following documents needed in my case based on the information I have provided in these worksheets:

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Summons                                   | <input checked="" type="checkbox"/> Petition for Dissolution or Legal Separation |
| <input checked="" type="checkbox"/> CIF                                       | <input checked="" type="checkbox"/> Findings of Fact and Conclusions of Law      |
| <input checked="" type="checkbox"/> Proposed Parenting Plan                   | <input checked="" type="checkbox"/> Final Parenting Plan                         |
| <input checked="" type="checkbox"/> Order of Child Support                    | <input checked="" type="checkbox"/> Child Support Worksheets                     |
| <input checked="" type="checkbox"/> Acceptance of Service                     | <input checked="" type="checkbox"/> Decree of Dissolution or Legal Separation    |
| <input type="checkbox"/> Quit Claim Deed and Real Estate Excise Tax Affidavit |  |

\_\_\_\_\_(initial) I understand that fees are not refundable once work has begun on my case, and that any further revisions of my documents will result in a charge of \$10 per document. I realize that there will be a separate court fee of \$344 payable to the court for the filing of my documents (**due at a later date**).

\_\_\_\_\_(initial) I understand that the average wait time for a case to be finalized is approximately four months from date of filing.

\_\_\_\_\_(initial) I understand I am responsible for recording any real estate documents (quit claim deed and real estate excise tax affidavit) with the county after my case has been finalized with the court.

\_\_\_\_\_(initial) I understand I am responsible for submitting certified copies to the appropriate authority in order to change my name or receive payment from a retirement plan.

**I confirm under penalty of perjury by signing below both parties to this action have reviewed these worksheets.**

\_\_\_\_\_  
Petitioner's Signature

\_\_\_\_\_  
Petitioner's Name Printed

\_\_\_\_\_  
Date

\_\_\_\_\_, Supervising Attorney for Peaceful Separations  
Jody Studdard, WSBA #26574

**Please return this page with your worksheets. You will receive a copy of this agreement.**