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| Just click reply, which will allow you to fill out the questionnaire. Once you have completed the questionnaire, send it back to us; we will then be ready to start your paperwork. If you have any problems with the questionnaire, just contact us for help or clarification. If you prefer, we can send you it in Word.  Once your paperwork is done, we will email it to you with directions. Your paperwork will be ready to date and sign, with everything else completed for you. And of course, if you are unsure of any of the directions, contact us for help or clarification. Document preparation fees do not include the filing fee owed to the clerk of the court.  If there are any errors that we made to your paperwork, let us know right away, and we will make the changes free of charge. For errors that you have made, we will correct one single document free of charge; however, we charge $25 per document beyond that. So please, make sure your answers are correct.  Fill out any of the other party’s information that you have, leave blank what you do not have.  Keep in mind; we can get your paperwork started with half the fee down! There are no refunds after the work is started. It is also understood and agreed upon that any documents or other services that we provide you, will be reviewed by your attorney at your cost before you file or use them in any way. We can refer you to an attorney that will review your documents in the event that you don’t have one of your own; the attorney fee is typically $200. | |
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| **PERSONAL INFORMATION** |  |
| **Your Information** | **Answer Below** |
| Your First Name |  |
| Your Middle Name |  |
| Your Last Name |  |
| Your Street Address |  |
| City |  |
| State |  |
| Zip Code |  |
| County |  |
| Your Phone Number |  |
| Your Birth Date |  |
| Your Social Sec Number |  |
| Your Driver's License Number (and state) |  |
| Your Race |  |
| Your Gender/sex |  |
| Your Education Level |  |
| **Your Employment Information** | **Answer Below** |
| Your Job Title |  |
| Your Employer's Name |  |
| Your Employer's Street Address |  |
| City |  |
| State |  |
| Zip Code |  |
| Work Phone Number |  |
| Your Year to Date Earnings (from Jan 1st) |  |
| When did you start work there? (month/year) |  |
| **Other Party's Information** | **Answer Below** |
| Other Party's First Name |  |
| Other Party's Middle Name |  |
| Other Party's Last Name |  |
| Other Party's Street Address |  |
| City |  |
| State |  |
| Zip Code |  |
| County |  |
| Other Party's Phone Number |  |
| Other Party's Birth Date |  |
| Other Party's Social Sec Number |  |
| Other Party's Driver's License Number (and state) |  |
| Other Party's Race |  |
| Other Party's Gender/sex |  |
| Other Party's Education Level |  |
| **Other Party's Employment Information** | **Answer Below** |
| Other Party's Job Title |  |
| Other Party's Employer's Name |  |
| Other Party's Employer's Street Address |  |
| City |  |
| State |  |
| Zip Code |  |
| Work Phone Number |  |
| Other party’s Year to Date Earnings (from Jan 1) |  |
| When did the other party start work there? (month/year) |  |

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| **JURISDICTION OF PARTIES** | **Answer Below** |
| Does the other party currently reside in this state? |  |
| Do you currently reside in this state? |  |
| Is either party a member of the armed forces stationed in this state? If so, who? Have they resided in Washington State the past 90 days? |  |

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| **YOUR Income Information** |  |
| Your income (hourly rate or monthly salary) |  |
| Interest and Dividend Income |  |
| Business Income |  |
| Maintenance Received |  |
| Other Types of Income (i.e. retirement, NOT SSI) |  |
| Do you have business income? **If yes, please provide tax returns for past 2 years that contain the information on business income for you.** |  |
| How much income verification can you provide?: i.e. last six months pay stubs (most current) is important, last two years tax returns. With stubs, provide date of most recent and date of the oldest one. Provide the years of tax returns you can provide. |  |
| Your average gross monthly income from overtime or from second jobs. |  |
| Are you voluntarily unemployed, underemployed or you don't have records of your actual earnings? |  |
| If unemployed, what were your last date you worked, your gross monthly earnings, and the reason you are unemployed? |  |
| **YOUR: Other Household Income (MONTHLY)** |  |
| Income Of Your Current Spouse (if not the other parent of this action) List MONTHLY AMOUNT and SPOUSE NAME |  |
| Income of other adults In your household (list name and monthly amount) |  |
| Income Of Children in your household (if considered extraordinary) List NAME and monthly AMOUNT |  |
| Income From Assistance Programs: List TYPE and monthly AMOUNT |  |
| Other income type: Describe and list monthly amount |  |
| **OTHER PARTY Income Information** |  |
| Other Party income (hourly rate or monthly salary) |  |
| Interest and Dividend Income |  |
| Business Income |  |
| Maintenance Received |  |
| Other Types of Income (i.e. retirement, NOT SSI) |  |
| Are they voluntarily unemployed, underemployed or you don't have records of their actual earnings. |  |
| Does the other party have business income? **If yes, please provide tax returns for past 2 years that contain the information on business income for you.** |  |
| How much income verification can they provide?: i.e. last six months pay stubs (most current) is important, last two years tax returns. With stubs, provide date of most recent and date of the oldest one. Provide the years of tax returns you can provide. |  |
| Other parties' average gross monthly income from overtime or from second jobs. |  |
| If unemployed, what were their last date they worked, their gross monthly earnings, and the reason they are unemployed? |  |
| **Other Party: Other Household Income (MONTHLY)** | **Answer Below** |
| Income Of Their Current Spouse (if not the other parent of this action) List MONTHLY AMOUNT and SPOUSE NAME |  |
| Income of other adults In their household (list name and monthly amount) |  |
| Income Of Children in their household (if considered extraordinary) List NAME and monthly AMOUNT |  |
| Income From Assistance Programs: List TYPE and monthly AMOUNT |  |
| Other income type: Describe and list monthly amount |  |
| **YOUR MISC INCOME DEDUCTIONS** |  |
| Your Mandatory Union/Professional Dues |  |
| Your Mandatory Pension Plan Payments |  |
| Your Monthly Maintenance Support Actually Paid. |  |
| **OTHER PARTY'S MISC INCOME DEDUCTIONS** |  |
| Other Party's Mandatory Union/Professional Dues |  |
| Other Party's Mandatory Pension Plan Payments |  |
| Other Party's Monthly Maintenance Support Actually Paid. |  |
| **YOUR MONTHLY EXPENSES (if shared, list actual amount you pay)** |  |
| **Question** | **Answer Below** |
| Rent or mortgage monthly payment for the residence you reside in. Any other property mortgage goes in debt section at bottom of QA. |  |
| Heat (gas & oil) |  |
| Electricity |  |
| Water, sewer, garbage |  |
| Telephone |  |
| Cable |  |
| Food: average amount for each person, not the total for all people. This is for you, not step children, roommates, or new relationship. |  |
| Supplies (paper, tobacco, pets) |  |
| Meals eaten out |  |
| Clothing for Children |  |
| Day Care and other Special Child Rearing Expenses |  |
| Long Distance Transportation Expenses paid for children |  |
| Other Special Expenses for children, i.e. after school activities and sports. |  |
| Other Ordinary Expenses for children **(describe)** i.e. Tuition, tutoring. |  |
| Vehicle insurance & license |  |
| Vehicle gas, oil, ordinary maintenance |  |
| Parking |  |
| Other transportation expenses |  |
| Monthly Health Insurance Premiums Paid for Child(ren) |  |
| Monthly Health Insurance Premiums Paid for Self |  |
| Other Health Care for children |  |
| Other Health Care for self |  |
| Clothing for yourself |  |
| Hair care/personal care expenses for them self |  |
| Clubs and recreation for them self |  |
| Education for them self |  |
| Books, newspapers, magazines, photos |  |
| Gifts |  |
| **OTHER PARTY'S MONTHLY EXPENSES This is for them, not step children, roommates, or new relationship.** |  |
| **Question** | **Answer Below** |
| Rent or mortgage monthly payment for the residence they reside in. Any other property mortgage goes in debt section at bottom of QA. |  |
| Heat (gas & oil) |  |
| Electricity |  |
| Water, sewer, garbage |  |
| Telephone |  |
| Cable |  |
| Food: average amount for each person, not the total for all people. This is for you, not step children, roommates, or new relationship. |  |
| Supplies (paper, tobacco, pets) |  |
| Meals eaten out |  |
| Clothing for Children |  |
| Day Care and other Special Child Rearing Expenses |  |
| Long Distance Transportation Expenses paid for children |  |
| Other Special Expenses for children, i.e. after school activities and sports. |  |
| Other Ordinary Expenses for children **(describe)** i.e. Tuition, tutoring. |  |
| Vehicle insurance & license |  |
| Vehicle gas, oil, ordinary maintenance |  |
| Parking |  |
| Other transportation expenses |  |
| Monthly Health Insurance Premiums Paid for Child(ren) |  |
| Monthly Health Insurance Premiums Paid for Self |  |
| Other Health Care for children |  |
| Other Health Care for self |  |
| Clothing for yourself |  |
| Hair care/personal care expenses for them self |  |
| Clubs and recreation for them self |  |
| Education for them self |  |
| Books, newspapers, magazines, photos |  |
| Gifts |  |

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| **Your Children NOT of this Marriage or Relationship** | **Answer Below** |
| Do you have children under the age of 18 that are not of this relationship? If Yes, give first name, age, and the amount of support you receive or pay. We must know whether you receive it or pay it too. |  |
| **Other Party's Children NOT of this Marriage or Relationship** | **Answer Below** |
| Does the other party have children under the age of 18 that are not of this relationship? If Yes, give first name, age, and the amount of support you receive or pay. We must know whether you receive it or pay it too. |  |
| **Your Monthly Expenses for Children NOT of This Marriage** |  |
| Day Care and other Special Child Rearing Expenses |  |
| Clothing for Children |  |
| Other Children Expenses, i.e. Tuition |  |
| Monthly Health Insurance Premiums Paid for Child(ren) |  |
| Other Health Care for children |  |
| Child Support actually received (first name and amount) |  |
| Child Support actually paid (first name and amount) |  |
| **Other Party's Monthly Expenses for Children NOT of This Marriage** |  |
| Day Care and other Special Child Rearing Expenses |  |
| Clothing for Children |  |
| Other Children Expenses, i.e. Tuition |  |
| Monthly Health Insurance Premiums Paid for Child(ren) |  |
| Other Health Care for children |  |
| Child Support actually received (first name and amount) |  |
| Child Support actually paid (first name and amount) |  |

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| ***Separate Property is Property that was acquired before the marriage or after the date of separation. All other Property is Community Property*** |  |  |
| **ASSETS** | **Give individual description with its value (i.e. 2002 Ford Ranger $2,000)** | **Who gets how much, percentage or amount** |
| Real Estate (list each separate item) |  |  |
| Investments (Stocks and Bonds, etc) (list each separate item) |  |  |
| Vehicles (list each separate item |  |  |
| Boats (list each separate item) |  |  |
| Bank Accounts (list each separate item) |  |  |
| Cash on hand (list each separate item) |  |  |
| Retirement Accounts (IRA, 401k, Pension etc) (list each separate item and whose account it is) |  |  |
| Other (describe) (list each separate item) |  |  |

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| ***Separate Debt is debts that were incurred before the marriage or after the date of separation. All other debt is community debt*** |  |  |  |  |  |  |
| **Creditor Name** | **Description of Debt (credit card, mortgage, etc)** | **Balance** | **Month of Last Payment** | **Monthly Payment Amount** | **Who will pay this debt off (you/other party/split)** | **Separate or Community Debt** |
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| **Division of Property Between the Parties (anything not designated as separate is Community Property)** |  |
| Is there a separation contract? (it would have been notarized) |  |
| What Separate Property do you have (before marriage, after you separated, or inherited)? |  |
| What Separate property does the other party have (before marriage, after you separated, or inherited)? |  |
| What property will you keep? Be specific and list all major items of value over $500. Make sure to list the vehicles you will keep. We won't look for property anywhere else than here and the assets section below. |  |
| What property will the other party keep? Be specific and list all major items of value over $500. Make sure to list the vehicles they will keep. We won't look for property anywhere else than here and the assets section below. |  |

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| **CASE INFORMATION** | **Answer Below** |
| Is this action agreed upon on all issues? YES or NO. |  |
| Date of marriage |  |
| Place of marriage (city, state) |  |
| Date of Separation; this is a date you moved out into separate residences, the parties divided their assets and liabilities, petitioner files this petition or both parties agreed is the date of separation. List all that apply. |  |
| Is the wife pregnant? (YES or NO only) |  |
| Will you be the petitioner (YES or NO) |  |
| **Name Change of Either Party** |  |
| Do you wish to change your name? Place full name. |  |
| Did the parties live in Washington during their marriage and are you currently residing in this state? (YES or NO only) |  |
| The parties may have conceived a child while within Washington? (YES or NO only) |  |
| Does the other party wish to change their name? Place full name. |  |

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| **MAINTENANCE SUPPORT** | **Answer Below** |
| If yes, how much monthly, for how long, and to which party? |  |