

# **File a motion to vacate**

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In certain situations, you can ask a judge to cancel (vacate) a previous court order. Use these forms and instructions to vacate an order in a family law or other non-criminal (civil) case.

We have separate forms and instructions to:

- [Vacate a default eviction judgment and stop a writ of restitution](#)
- [Vacate a criminal conviction](#)

## **1. Fast facts**

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**What is a motion to vacate?**

This written request asks a judge to withdraw or take back (to vacate) a previous order it issued in your case.

We use the word “order” here to refer to an order or a judgment.

Generally, a judge will approve your Motion to Vacate if you can convince them that you didn't have a fair chance to present your case before the order was issued. If you did have that chance, **don't** file a Motion to Vacate. This is **not** an appeal. An appeal asks a higher court to change a lower court's decision. A Motion to Vacate asks the same court to take back its own decision.

If you want to change an order issued **within the last 10 days**, you might want to file a motion for revision or reconsideration, instead of a vacate.

**Judges rarely approve a Motion to Vacate.** Before filing this motion, make sure you have solid legal grounds for it. Otherwise, a judge could decide against you and order you to pay the other side's costs, including attorney's fees. Try to talk to a lawyer before you file.

## Deadline

You usually must file this kind of motion within a reasonable time. In many cases you must file the motion **within 1 year** after the judge issued the order you want vacated. A lawyer can help you figure out if your motion is timely before you file.

## 2. Reasons to vacate

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You must file your Motion to Vacate based on a reason listed in Superior Court Civil Rule 60

(<https://www.courts.wa.gov/courtrules/superiorCourtCivilRules.cfm?Rule=Relief%20From%20Judgment>)

(<https://www.courts.wa.gov/courtrules/superiorCourtCivilRules.cfm?Rule=Relief%20From%20Judgment>)

. The most common reason is if you didn't get proper notice of the hearing or trial where the judge issued the order.

The judge can vacate an order if you prove any of these:

- **Mistake, inadvertence, surprise, excusable neglect or irregularity** in getting the order.

Use this reason if you didn't get proper notice of the hearing or if you reasonably misunderstood the notice.

- **Unavoidable casualty or misfortune** preventing you from taking part in the case.

Use this reason if something happened, outside of your control, that stopped you from responding on time or going to the hearing.

- **Clerical mistakes** in the order, or other parts of the court record.

Use this reason if you just need to correct a typo or other mistake in the order.

- **Newly discovered evidence** which you couldn't have discovered by reasonable effort (due diligence) in time to move for a new trial under Civil Rule 59(b)

(<https://www.courts.wa.gov/courtrules/superiorCourtCivilRules.cfm?Rule=New%20Trial,%20Newly%20Discovered%20Evidence>)

. Use this reason if you found out about important information that could affect the judge's decision **more than 10 days after** the order was issued. But **only** use this if you couldn't have found that same information earlier with reasonable efforts.

If you find out important new information **within 10 days** of when the order is issued, you must file a Motion for Reconsideration instead of a vacate.

- **Fraud, misrepresentation or other misconduct** of the other party.  
Use this reason if you can prove that the other party lied, broke rules, or used fraud to get the order.
- **You were served by publication and it's been less than 1 year** since the judge issued the order.

These reasons are less common, but a judge also vacate an order if you prove one of these:

- One of the parties **died** before the order was issued.
- The judgment has been **satisfied**, released, or discharged, or a prior judgment upon which it's based has been reversed or otherwise vacated, or it's no longer fair (equitable) that the judgment should apply going forward.
- The judgment or order is **void**.  
Usually this means the judge didn't have authority to issue the order in the first place. This is a complicated legal question. Talk to a lawyer if you think this applies.
- The order relied on a poor decision by someone **under age 18** who's asking to vacate the order before they turn **19**.
- The order was issued against someone **under age 18 or** who didn't have the mental capacity to understand it (a person of **unsound mind**).  
**Don't** use this reason if the person had a Guardian ad Litem (GAL) in the case. This is only a reason to vacate if the court record shows the judge

didn't know about the age or mental condition of the person when they issued the order.

- **Any other reason justifying relief.**

Use this if you have other good reasons that don't fit any other category. It's rarely successful on its own. It's most useful when you have one of the reasons listed above and you also want to explain how the order is deeply unfair or causes great hardship.

### 3. Improper notice

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The most common reason a judge will vacate an order is for improper notice. You can file a Motion to Vacate if you didn't get advance notice that someone filed a court case against you or that a hearing was scheduled in the case. You have a right to be notified of court proceedings against you.

When someone sues you (starts a lawsuit against you in court), they must have someone else over age 18 deliver a copy of the court papers to you, usually in person (personally served on you). This gives you notice that the case is happening.

If you were served and you responded, you should then get notice of everything that happens in the case. Those later notices could come by mail or hand delivery.

Sometimes the person who starts (who files) a court case against you doesn't serve you at all, or they fail to serve you with papers later in the case after you respond.

**Call or go to the court clerk's office** to ask if the person who sued you filed a **proof of service** with the court. This form should explain how and when they had you served.

There are several names for a Proof of Service form. It can also be called a Return, Certificate, Affidavit, or Declaration of Service. For papers later in the case, it could be a Proof of Mailing or Hand Delivery.

If there is proof of service in your court file, see what it says. If it isn't accurate, think about how to prove it's wrong.

**Example:** The proof of service says you were handed papers at a time you were working. Ask your boss or coworker to write and sign a statement (declaration) under penalty of perjury to prove you were working and didn't get served.

If there's **no** form showing that the other party claimed to serve you, that's also helpful for your argument that you were never served.

**You can lose your right to notice if you fail to respond by your deadline after being properly served** (even if the case hasn't been filed yet). If you fail to respond, the other party can ask a judge to default you and sign orders without further notice to you. If that's your situation, you probably **can't** vacate the order based

on improper notice. Consider if any other possible reasons to vacate are true for you. Try to talk to a lawyer.

## 4. Step-by-step

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To file a Motion to Vacate, follow these steps:

1. **Fill out the forms** (except for the Proof of Personal Service).
2. **Haga copias.** Haga copias. Debe tener una copia de cada formulario que haya completado para usted, una para el juez y una para cada parte involucrada en su caso.

Organice las copias en juegos de documentos, de manera que tenga un juego para cada persona que los necesite. No es necesario que proporcione a la otra parte una copia del comprobante de envío por correo o de la notificación personal. Coloque cada juego de documentos en un sobre dirigido a cada una de las partes, con su dirección como remitente. Estos juegos de documentos serán utilizados para la notificación oficial.

Si un fiscal de manutención de menores (a menudo llamado "el estado") está involucrado en su caso, tiene que hacerle entrega de una copia de todo lo que usted presente en el juzgado. Haga una copia extra para entregárselas.

3. **File your original papers and schedule a hearing.** Go to the court clerk's office:

Tell the clerk you're filing a **Motion to Vacate**. Give the clerk the originals of all your forms to file. Ask the clerk how to have a judge review and sign your proposed **Order to Go to Court for Vacate Hearing (Show Cause)**. This is called getting an "ex parte" order.

Many courts have an "Ex Parte" department for a judge to hear certain motions in person the same day you file, or the next day if you file later in the day. If you need to appear remotely, call the clerk's office to ask the clerk if it's possible.

Follow the clerk's instructions to have a judge review your motion and to schedule the hearing. When choosing a hearing date, leave yourself enough time to have the other party served.

Ask the clerk to stamp your copies to show the date you filed the originals. Take the stamped copies back from the clerk. The clerk keeps the originals.



Write the hearing details from the original Order to Go to Court onto your copies, and/or pay for copies of the signed Order from the clerk. The copies don't need to be "certified."

4. **Entregue o envíe por correo 'copias de cortesía' al juez** si las reglas locales lo requieren. Pregúntele al funcionario en secretaría dónde entregar las copias de cortesía para el juez. *(Omita este paso si las reglas locales no lo requieren).*
5. **Have the other party personally served** with copies of everything you filed, and any proposed orders. Most counties require service **at least 14 days before a hearing**. Ask the clerk if your county's deadline is different.

Follow the same rules for personal service as if you were starting a new case. Someone age 18 or older must hand deliver the papers to the other party. You can get a friend to do this, or you can pay a professional process server or the county sheriff's office to do it. You can't do it yourself.

6. **Have the server fill out and sign the Proof of Personal Service form. Make 2 copies.** File the original with the Superior Court Clerk. Bring your copy to the hearing.
7. **Lea cualquier respuesta que reciba. Responda si es necesario y está permitido en su condado.** La otra parte tiene que darle una copia de cualquier respuesta que presente en el juzgado. Usted no tiene

obligación de responder, pero tal vez sea bueno hacerlo si la otra parte menciona problemas nuevos o dice cosas que no son ciertas.

Pregunte en la oficina de la secretaría judicial o al facilitador ([https://www.courts.wa.gov/court\\_dir/?fa=court\\_dir.facils](https://www.courts.wa.gov/court_dir/?fa=court_dir.facils)), si su condado tiene uno, si las respuestas están permitidas en su condado y, si es así, para cuándo deben recibirse. Si está permitido, puede presentar una declaración suya o de otras personas respondiendo a la respuesta de la otra parte. Limite su respuesta a las cuestiones planteadas en la respuesta de la otra parte. Notifique una copia de su respuesta a la otra parte dentro del plazo. Entregue copias de cortesía al juez si es necesario en su condado.

8. **Confirme su audiencia, si es necesario.** En algunos condados, tiene que ponerse en contacto con la oficina de la secretaría para confirmar que quiere que su audiencia tenga lugar el día en que está programada. Pida instrucciones en la secretaría del juzgado o al facilitador ([https://www.courts.wa.gov/court\\_dir/?fa=court\\_dir.facils](https://www.courts.wa.gov/court_dir/?fa=court_dir.facils)).
9. **Go to your hearing.** Read chapter 5 for how to get ready for and what to expect at your hearing.
10. **Dígale al secretario del juez que desea una copia de la orden.** Siga las instrucciones del secretario sobre cómo obtener copias.
11. **Si no está de acuerdo con la decisión del juez, trate de hablar con un abogado de inmediato**

Tal vez quiera presentar una petición de modificación o reconsideración. Estas peticiones tienen que presentarse dentro del **plazo de 10 días** desde que se dictó la orden que desea cambiar.

## 5. Hearing

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### Prepárese para la audiencia

Intente ir al juzgado antes del día de su audiencia o consulte la página web de la secretaría judicial para ver si puede ver una audiencia por Internet. Observe cómo el juez realiza las audiencias. Trate de preparar algunos apuntes sobre los puntos principales que va a querer presentar en su audiencia.

**Organice su documentación.** Planee llevar su juego de documentos judiciales y sus copias de cualquier papel que las otras partes le hayan dado en respuesta. Lleve copias adicionales de cualquier orden propuesta que quiera que firme el juez.

**Llegue temprano a su audiencia.** Intente planificar antes del día de la audiencia cómo va a ir y cuánto tardará. Dese tiempo para pasar por seguridad y llegar a la sala correcta. Si no llega a tiempo, el juez podría cancelar la audiencia o la otra parte podría ganar.

**Lleve** su documentación, un bloc de papel y una pluma de tinta oscura para tomar apuntes. Trate de no llevar a sus niños si puede hacer otros arreglos para ellos. Por lo general, los jueces no permiten que niños se sienten en la sala del juzgado.

**Cuando llegue a la sala del juzgado**, diga a la persona a cargo (al secretario del juez o al alguacil) su nombre y el nombre y número de su caso. Tome asiento. Cuando el juez entre a la sala, póngase de pie.

Si su audiencia es en línea, siga estos consejos para las audiencias por teléfono y por video.

Su caso será uno de varios programados para la misma hora. Escuche al juez y espere a que diga su nombre. Cuando digan su nombre, diga que está presente. Permanezca en la sala hasta que llamen su caso para la audiencia.

## Cuando llamen a su caso

En la mayoría de los casos, el juez habrá leído sus papeles antes de la audiencia. El juez tomará una decisión basándose en la documentación presentada con antelación por ambas partes.

Normalmente no podrá testificar, hacer que testifiquen testigos ni aportar pruebas de alguna otra manera en la audiencia. Usted solo tendrá la oportunidad de decirle al juez brevemente lo que quiere y por qué. Esto significa que debe prepararse de antemano y apuntar los puntos principales que quiere decirle al juez.

**Si la otra parte obtiene un abogado.** Si el abogado de la otra parte se pone en contacto con usted o se presenta a una audiencia, puede ser que usted decida obtener uno propio. Si es

así, díglele al abogado y al juez que usted necesita posponer (aplazar) la audiencia. Que no le entre el pánico. Puede que el abogado le pida que firme algunos documentos. **No firme nada que no entienda.** Si el juez aplaza la audiencia, puede pedir una orden provisional con vigencia hasta la nueva fecha de audiencia.

Si la otra parte se presenta a la audiencia, cada uno podrá presentar su lado del caso. Póngase de pie mientras habla. Díglele al juez brevemente lo que quiere y por qué. Trate de que su argumento sea breve. Solo resuma sus puntos principales. Puede que tenga tan solo 5 minutos para hablar. No repita todo lo que esté en sus documentos. Si lleva órdenes propuestas, pida permiso para entregárselas al juez.

Si el juez le hace una pregunta, trate de contestarla de manera directa. **No interrumpa al juez.**

**Si la otra parte no se presenta**, el juez puede pedirle su comprobante de notificación. Lleve una copia para mostrársela al juez. Pida al juez que firme sus órdenes propuestas.

Si no pudo notificar a la otra parte a tiempo, o no tiene comprobante de la notificación, pídale al juez que re programe su audiencia.

## Escuchando la decisión del juez

Una vez que el juez ha escuchado a ambas partes, el juez decide sobre lo que se pide. Escuche atentamente. Tome apuntes. Normalmente, el juez dicta su decisión en voz alta, y luego debe ponerse por escrito en una orden judicial.

Lo mejor es llevar **órdenes propuestas** para que el juez pueda firmarlas en su audiencia. Si nadie lleva órdenes propuestas, el juez podría decirle a usted, a la otra parte o al abogado de la otra parte que escriban las órdenes y que regresen después para que el juez las firme. El juez podría programar otra audiencia en una o dos semanas solo para firmar las órdenes.

Si la otra parte preparó las órdenes, léalas cuidadosamente. Asegúrese de que dicen lo que dijo el juez. Si no está seguro, **no firme las órdenes**. Pida regresar ante el juez para asegurarse de que la orden dice lo que el juez dijo.

**Si la otra parte no se presentó a la audiencia**, envíele copias de las órdenes judiciales. Siga las reglas para hacer la notificación procesal de documentos después de iniciado el caso.

## 6. Forms

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Form attached:

**Motion for Hearing to Vacate Order/s** (NJP General 061)

Form attached:

**Order to Go to Court for Vacate Hearing (Show Cause)** (NJP General 062)

Form attached:

**Order on Motion to Vacate** (NJP General 063)

Form attached:

**Proof of Personal Service (general civil)** (NJP General 001)

## **Tips for filling out the Motion for Hearing to Vacate Order/s (NJP General 061)**

Llene el formulario de la **Petición** para explicar lo que quiere que haga el juez y por qué debería hacerlo.

**Form section 4. Legal Authority.** You must identify one of the reasons to vacate from Civil Rule 60 that are listed on the form.

## **Tips for filling out the Order to Go to Court for Vacate Hearing (Show Cause) (NJP General 062)**

Use this form to ask the judge to order a hearing date when you file your motion.

Follow the clerk's instructions to have a judge review your motion and to schedule the hearing. When choosing a hearing date, leave yourself enough time to have the other party served.

## **Tips for filling out the Order on Motion to Vacate (NJP General 063)**

Llene el formulario de la **orden** de la manera que usted quiere que el juez la firme. Esta es una **orden propuesta** que usted le pedirá al juez que firme en la audiencia. Si no está seguro sobre algo en la Orden, déjelo en blanco para

que el juez lo complete.

## **Tips for filling out the Proof of Personal Service (NJP General 001)**

Have your server fill out this form after they've served the other party. Follow the rules for personal service.

Check to be sure your server filled out the date of service, who the papers were delivered to, and how they were delivered. Also be sure the form lists all documents that were served. If your server leaves out a form, you won't have proof it was served

**WashingtonLawHelp.org** gives general information. It is not legal advice. Find organizations that provide free legal help on our [Get legal help](#) page.



_____ Court of Washington, County of _____	
Petitioner / Plaintiff:  _____	No. _____
And Respondent / Defendant:  _____	Motion for Hearing to Vacate Order/s (No mandatory form)

## Motion for Hearing to Vacate Order/s

**Use this form** with the Order to Go to Court for Vacate Hearing (NJP General 062) and the Order on Motion to Vacate (NJP General 063)

### To both parties:

**Deadline!** Your papers must be filed and served by the deadline in your county's Local Court Rules, or by the State Court Rules if there is no local rule. Court Rules and forms are online at [www.courts.wa.gov](http://www.courts.wa.gov).

If you want the court to consider your side, you **must**:

- File your original documents with the Superior Court Clerk; AND
- Give the Judge/Commissioner a copy of your papers (if required by your county's Local Court Rules); AND
- Have a copy of your papers served on all other parties or their lawyers; AND
- Go to the hearing.

The court may not allow you to testify at the motion hearing. Read your county's Local Court Rules, if any.

Bring proposed orders to the hearing.

### To the person filing this motion:

To schedule a hearing on this motion, you must ask the court to sign the **Order to Go to Court for Vacate Hearing** (Show Cause) (NJP General 062). This Order may be signed "ex parte" (without the other party there). Contact the Superior Court Clerk's office for the procedure in your county. You must have this Motion and the Order to Go to Court personally served (by someone else) on the other party.

### To the person receiving this motion:

If you do not agree with the requests in this motion, file a statement explaining why the court should not approve those requests. You may file other written proof supporting your side.

1. **My name is** \_\_\_\_\_.

I am the (*check one*) ☐ Petitioner/Plaintiff ☐ Respondent/Defendant in this case.

2. **Request for Hearing (Show Cause)**

I ask the court to order the other party (*name*) \_\_\_\_\_ to go to court for a hearing and show why the court should not approve my motion to vacate.

3. **Motion to Vacate**

I ask the court to vacate the following order/s or parts of order/s  
(*Name the order/s, if asking to vacate only part of an order, specify which part*):

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This court entered these orders on (*date*) \_\_\_\_\_.

4. **Legal Authority**

My motion to vacate is based on one or more of these Civil Rules (CR) or other authority (*check all that apply*):

☐ **Clerical mistake/s** in the judgment, order, or other parts of the record. CR 60(a).

☐ **Mistake, inadvertence, surprise, excusable neglect or irregularity** in obtaining the judgment or order. CR 60(b)(1).

☐ Erroneous proceedings against a minor or person of **unsound mind** and the condition of the defendant/respondent did not appear in the record nor was the error discovered during proceedings. CR 60(b)(2).

☐ **Newly discovered evidence** which by due diligence could not have been discovered in time to move for a new trial under CR 59(b). CR 60(b)(3).

☐ **Fraud, misrepresentation or other misconduct** of an adverse party. CR 60(b)(4).

☐ The judgment or order is **void**. CR 60(b)(5).

☐ The judgment has been **satisfied**, released, or discharged, or a prior judgment upon which it is based has been reversed or otherwise vacated, or it is no longer equitable that the judgment should have prospective application. CR 60(b)(6).

☐ If the defendant was served by **publication**, relief may be granted as prescribed in RCW 4.28.200. CR 60(b)(7).

☐ **Death** of one of the parties before the judgment in the action. CR 60(b)(8).

☐ **Unavoidable casualty or misfortune** preventing the party from prosecuting or defending. CR 60(b)(9).

☐ **Error in judgment shown by a minor**, within 12 months after arriving at full age. CR 60(b)(10).

☐ Any other reason justifying relief from the operation of the judgment. CR 60(b)(11).

☐ Any other relevant legal authority (*specify*):

**5. Reasons for request**

The court should vacate these orders because (*explain how your request fits the legal authority you selected in section 4*):

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**6. Evidence relied upon**

In addition to my statements on this form, the following evidence supports my motion (*check all that apply, if any*):

☐ Documents that have already been filed (*list the name of each document you are relying on and the date it was filed*):

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☐ New supporting evidence (*list any new declarations or other documents you are filing now or that will be attached to this motion*):

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**Person making this motion fills out below:**

I declare under penalty of perjury under the laws of the state of Washington that the facts I have provided on this form are true.

Signed at (*city and state*): \_\_\_\_\_ Date: \_\_\_\_\_



\_\_\_\_\_  
*Person making this motion signs here*

\_\_\_\_\_  
*Print name here*

I agree to accept legal papers for this case at (*check all that apply*):

☐ the following address (*this does **not** have to be your home address*):

\_\_\_\_\_  
*Street or mailing address*

\_\_\_\_\_  
*city*

\_\_\_\_\_  
*state*

\_\_\_\_\_  
*zip*

☐ Email: \_\_\_\_\_

_____ Court of Washington, County of _____	
Petitioner / Plaintiff: _____	No. _____ Order to Go to Court for Vacate Hearing (Show Cause) (No mandatory form) Clerk's action required: 2 [ ] Need interpreter (language) _____
And Respondent / Defendant: _____	

## Order to Go to Court for Vacate Hearing (Show Cause)

### 1. Findings

The court has reviewed the **Motion for Hearing to Vacate Order/s** filed by the  
(check one): [ ] petitioner/plaintiff [ ] respondent/defendant.

The court finds there is reason to approve this order.

### 2. The court orders (name): \_\_\_\_\_ to:



**Go to court on:** \_\_\_\_\_ at: \_\_\_\_\_ [ ] a.m. [ ] p.m.  
date time

at: \_\_\_\_\_ in \_\_\_\_\_  
court's address room or department

\_\_\_\_\_  
docket / calendar or judge / commissioner's name

[ ] Online or phone: \_\_\_\_\_

At the hearing, you must show why the court should **not** approve the requests made by the other party.

**Warning!** If you do not go to the hearing, the court may approve the other party's requests without hearing your side.

3. Other orders (if any)

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Ordered.

\_\_\_\_\_  
Date

▶ \_\_\_\_\_  
Judge or Commissioner

Presented by (check one): [ ☐ ] Petitioner/Plaintiff [ ☐ ] Respondent/Defendant

▶ \_\_\_\_\_  
Sign here

\_\_\_\_\_  
Print name

**To both parties:**

**Deadline!** Your papers must be filed and served by the deadline in your county's Local Court Rules, or by the State Court Rules if there is no local rule. Court Rules and forms are online at [www.courts.wa.gov](http://www.courts.wa.gov).

If you want the court to consider your side, you **must**:

- File your original documents with the Superior Court Clerk; AND
- Give the Judge/Commissioner a copy of your papers (if required by your county's Local Court Rules); AND
- Have a copy of your papers served on all other parties or their lawyers; AND
- Go to the hearing.

The court may not allow you to testify at the motion hearing. Read your county's Local Court Rules, if any.

**To the person filing this motion:**

You must have this order, and the paperwork you filed with the court to get this order, personally served on the other party by someone 18 or older who is not a party to this case.

Bring a proposed order to the hearing: **Order on Motion to Vacate** (NJP General 063)

**To the person receiving this motion:**

If you do not agree with the requests in this motion, file a statement explaining why the court should not approve those requests. You may file other written proof supporting your side.

_____ <b>Court of Washington, County of</b> _____	
Petitioner / Plaintiff: _____	No. _____ Order on Motion to Vacate (No mandatory form)
And Respondent / Defendant: _____	

## Order on Motion to Vacate

### 1. Basis

The court has considered the **Motion for Hearing to Vacate Order/s** and supporting documents filed by (*name*): \_\_\_\_\_, any response from the other party, other documents from the court record identified by the court, if any, and any testimony or argument.

A show cause hearing was held on (*date*) \_\_\_\_\_.

### 2. Findings

The finds good cause to approve this order.

Other findings (if any): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 3. Order

The motion to vacate is granted.

The order/s or parts of order/s entered for this case on (*date*) \_\_\_\_\_ shall be vacated as follows:



_____ Court of Washington, County of _____	
In re:	
Petitioner/s or Plaintiff/s:	No. _____
_____	Proof of Personal Service
	(No mandatory form)
And Respondent/s or Defendant/s:	
_____	

## Proof of Personal Service

Server declares:

- 1. My name is:** \_\_\_\_\_. I am **not** a party to this case.  
I am 18 or older.
- 2. Personal Service.** I served court documents for this case to (*name of person served*): \_\_\_\_\_ by (*check one*):  
☐ Giving the documents directly to the person being served.  
☐ Giving the documents to (*name*): \_\_\_\_\_, a person of suitable age and discretion who lives at the same address as the person being served.
- 3. Date, time, and place of service**  
Date: \_\_\_\_\_ Time: \_\_\_\_\_ (*check one*) ☐ a.m. ☐ p.m.  
Place:

\_\_\_\_\_  
*Street address* *city* *state* *zip*



**4. List all documents you served (check all that apply)**

*(The most common documents are listed below. Check only those documents that were served. Use the "Other" box to write in the title of each document you served that is not already listed.)*

☐ Petition to/for \_\_\_\_\_

☐ Summons (*attach a copy*)

☐ Notice of Hearing (*for date*) \_\_\_\_\_

☐ Motion for \_\_\_\_\_

☐ Declaration of \_\_\_\_\_

☐ Subpoena   ☐ Duces Tecum

☐ Order on/for: \_\_\_\_\_

☐ Other:

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**5. Fees charged for service**

☐ None

☐ Fees: \$ \_\_\_\_\_ + Mileage \$ \_\_\_\_\_ = Total: \$ \_\_\_\_\_

**6. Other information (if any)**

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I declare under penalty of perjury under the laws of the state of Washington that the statements on this form are true.

Signed at (*city and state*): \_\_\_\_\_ Date: \_\_\_\_\_



\_\_\_\_\_  
*Server signs here*

\_\_\_\_\_  
*Print name*