

# NOTICE OF INTENDED RELOCATION

- You want to give notice of your intended move with the child(ren)
- You are the custodial parent

## SPOKANE COUNTY FAMILY COURT FACILITATOR

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If you are the custodial parent under the parenting plan or custody order and you want to move with your child outside of the school district you currently live in, you must give notice of your intent to relocate to the noncustodial parent and to every other person entitled to visitation with the child. Generally, you must give notice at least 60 days before the date of your intended move in one of the following ways:

- through personal service (by a third party who completes a *Proof of Personal Service* for indicating that s/he delivered the notice to the other parent) OR
- by any form of mail that requires a return receipt (certified, return receipt)

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### Checklist of Steps to Complete:

\_\_\_\_\_ 1. Fill out the following papers completely and sign. Print clearly in black ink or type.

- ( ) *Notice of Intent to Move with Children (Relocation)* (FL Relocate 701)
- ( ) *Parenting Plan* (FL All Family 140)
- ( ) *Proof of Personal Service* (FL All Family 101)

\_\_\_\_\_ 2. Make two copies (original plus two copies) of the documents.

\_\_\_\_\_ 3. **File the original documents** with the Spokane County Superior Court Clerk, Room 300, between the hours of 8:30 a.m. – 12:00 p.m. and 1:00 p.m. – 4:00 p.m., Monday through Friday. There is no filing fee for this. Enter the case number and date stamp on the front page of each of your copies.

\_\_\_\_\_ 4. After the other party has been served, file the *Proof of Personal Service* form with the Superior Court Clerk, room 300. Put the date stamp on your copy.

NOTE: All of the above mentioned forms can be found on the Washington State Court website: [www.courts.wa.gov/forms](http://www.courts.wa.gov/forms).

The Family Court Facilitator, Room 200, Family Law Center, is available to review your documents and answer procedural questions. It is recommended you have all documents reviewed before filing and presenting to the court.