

## Unmarried Parents: Custody, Parenting Time, Child Support Process for Petitioners Instructions for Packet 3A

### Notice about these instructions and forms.

*These instructions are not a complete statement of the law and do not provide legal advice regarding all issues that should be considered in each situation. These instructions cover basic procedure for establishing custody, parenting time and child support for unmarried parents. For legal information, you should talk to a lawyer, visit the Washington County Law Library and/or refer to the "Washington County Family Law Resources" at the end of these instructions.*

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### Before you begin, consider the following information:

- **Paternity** (who the father of the child is) must be established before you can use these forms. Paternity may be established if the father signs and files a Voluntary Acknowledgment of Paternity (a statement that says he is the father) with the State Registrar of Vital Statistics and his name is on the birth certificate. Paternity may also be established through the Oregon Child Support Program or through the courts. You may request that the Oregon Child Support Program establish paternity by filling out an Application for Support Enforcement Services, and sending it to the address stated on the form. You may also download the Application form from the Division of Child Support's website: <http://www.dcs.state.or.us/forms>.

- **Custody** determines which parent has the legal responsibility to make the major decisions (such as education, health care and religious training) relating to the care and upbringing of your child[ren]. If the parents do not agree to joint custody, the court will order that one parent have sole legal custody. The court cannot order joint custody if both parents do not agree to joint custody.

- **Parenting Plan.** All custody judgments must include a parenting time plan which specifies when the child[ren] will be with each parent. The parenting plan sets out the schedule and rules for each parent’s time with the child[ren]. The parenting plan may include safety provisions for the child[ren] if domestic violence, substance abuse, child abuse or other special circumstances are involved in your case.

**When filling out the forms, follow these directions:**

- You are the “petitioner” on all court forms, and the other parent is the “respondent.” Use full names (first, middle or middle initial, last) and print the names the same on all forms.
- The court clerk will give you a case number when you file your papers. Make sure to put the case number in the designated space on all copies and originals.
- Read each form carefully and review each section to make sure you have filled in all necessary information required by the form. Also, make sure to check all relevant boxes on the form.
- Do not use any kind of correction fluid or tape on documents you will be filing with the court. If you make an error, cross it out and initial it (both parties must initial the change if it is made to a stipulated document).
- Some forms have to be notarized (signed in the presence of a court clerk or a notary public). Don’t sign the forms that require that your signature be notarized, until you are in front of a court clerk or notary public. You will need your picture ID when your signature is notarized.
- Many forms say on the bottom, “I certify that this is a true copy,” and provide a place to sign. Don’t sign this line on the original form or on your own copy. You need to sign this line only on the copies that are served on the other parent (the “respondent”).
- File the original documents with the court clerk. The clerk will provide you with a copy to have served on the other parent.
- Keep the court informed of your current address so you get notice of all court dates. You are not required to use your residential address on any court form. You may use a contact address where you regularly check in. If you use a contact address, the court will assume that you will receive all notices sent to that address. If you change your contact address at any time while your case is ongoing, you need to immediately notify the court that your contact address has changed. Note: If you fear for your safety, you may be able to get an order to prevent disclosure of your contact address to the other parent or the other parent’s attorney. Consult with an attorney for instructions as well as the appropriate forms.

**STEP 1: STARTING YOUR CASE**

***1. Complete The Required Forms to Start Your Case:***

**A. Petition for Custody, Parenting Time and Child Support.**

- **Be specific regarding what you are asking the court to order at the completion of your case.** The Petition for Custody and Parenting Time is your “wish list,” and lists what you are asking the court to order in the Judgment. The Judgment is the document that finalizes your case, and will outline the rights and responsibilities of both parents. Oregon law provides that a number of issues must be addressed in the Judgment. Before you fill out the Petition, you should think about how you want to handle these issues.

If what you ask for in the Judgment is different from what you asked for in the Petition and the other party has not signed the general judgment, **the court may require you to file an amended petition and re-serve documents on the other parent** before it will enter a final judgment. This is so that the other parent knows that what is being asked for in the Judgment is different from what was in the Petition. This could delay finalization of your case.

- **Include your proposed parenting plan in the Petition.** Information about parenting plans is available from Kid’s Turn, the courthouse facilitator, or the local law library. The Oregon Judicial Department (“OJD”) and the State Family Law Advisory Committee have created a “*Basic Parenting Plan Guide for Parents*” with information about how to develop a plan, information about alternative schedules, and ages and stages of your child[ren] which should be

considered in creating a plan. A sample parenting plan form is included in the *OJD Guide*. The *Guide* may be downloaded from the OJD Family Law Website at:

<http://courts.oregon.gov/OJD/OSCA/cpsd/courtimprovement/familylaw/parentingplan.page?>. It also includes a “Safety Focused Parenting Plan Guide” and a “Medium/Long Distance Plan Guide” to help you develop a parenting plan where there are safety concerns for your child[ren] or distance between the parents. A mediator can also help parents create a parenting plan. If you and the other parent cannot agree on a parenting plan and you go to trial, a judge will order a parenting plan for you.

Oregon law (ORS 107.164) requires parents to provide addresses and contact telephone numbers to the other parent, unless the judge waives this requirement.

Oregon law (ORS 107.159) prevents either parent from moving more than 60 miles farther away from the other parent without giving the other parent and the court reasonable advance notice of the move. You may ask the judge to waive this requirement (if there is a good reason) by checking the last box in the parenting plan section of the Petition.

- **Include information that is relevant to calculating child support and cash medical support.** In most cases, the court will order child support if the parties have a child and no child support order already exists. The amount of support, if ordered, will be determined by the Oregon Child Support Guidelines (“the Guidelines”). The Guidelines have worksheets to help you figure out who should pay support and how much it should be. The Guidelines will also determine if either parent will be ordered to pay cash medical support. Cash medical support is an additional amount of support that a parent may be ordered to pay to help with the cost of health care coverage and to help with the uninsured medical expenses of the child[ren].

Child support is typically withheld from wages unless an exception is allowed for direct deposit to the other parent’s checking or savings account, or, if support enforcement services are being provided to either parent, as an “electronic payment withdrawal (EPW) or electronic funds transfer (EFT)” to a Department of Justice account. (EPW and EFT are procedures whereby funds are automatically withdrawn from a checking/savings account as authorized by the account holder.)

Information about child support, including the Guidelines and Worksheets, is on the Internet at: <http://www.oregonchildsupport.gov/laws/index.shtml>. This website also has a Child Support Calculator which may help you calculate the amount of child support which should be paid: <https://justice.oregon.gov/guidelines/>. The court facilitator can also help you calculate the amount of support. You need to know the monthly income (before taxes and other deductions) of both parents prior to calculating child support.

If you do not have enough information to calculate child support at the time that you file the Petition, you may want to check the box on the Petition requesting that child support be “determined under the Oregon child support guidelines prior to judgment.”

If a child support order already exists for any of your joint children, be sure to indicate whether or not it should remain in place or be replaced or terminated by a new order. This could prevent your having two monthly judgments in effect.

The judgment may also provide for security for the payment of child support, such as life insurance. Parents who are ordered to pay child support are often required to carry a life insurance policy to insure that parent’s obligation to provide financial support to the child[ren].

- **Oregon law requires that the judgment address the issue of health insurance for any minor child[ren] involved in your case, and for payment of uninsured medical expenses.** Because these issues must be addressed in the Judgment, you must also address these issues in the Petition. In the medical support section, you must indicate whether private or state-provided health insurance for the child[ren] is available to you and/or the other parent. You must also indicate whether you or the other parent should be ordered to cover the child[ren] with health insurance and whether or not either parent should be ordered to pay cash medical support. Regardless of health insurance availability, you must also complete the section in the Petition called “Responsibility for Uninsured Health Expenses,” such as co-pays and deductibles.

- **Any unmarried and unemancipated children at least 18 and under 21 years of age are necessary parties to your case.** Children who are not married or emancipated, and who are at least 18 years old but younger than 21 years old, are necessary parties to all family law cases involving child support. The Petition form has a line to write in the child[ren]’s name to include them in the heading. The Judgment form has a place indicating how the child has been

involved in the case, and if applicable, a place to sign underneath Petitioner and Respondent signatures agreeing to the judgment. As a party to the case, these children must be legally served with all the required documents or sign an acceptance of service. After the child is served, a child **may** sign a Waiver of Further Appearance and Consent to Entry of Judgment form found in the miscellaneous section of the family law website if the child does not choose to participate further in the case.

B. Certificate re: Pending Child Support Proceedings and/or Existing Child Support Orders/Judgments.

Oregon law requires that you submit a certificate stating whether there are any pending child support proceedings or existing child support orders involving the parties' child[ren]. To comply with this requirement, fill out and submit the form called "Certificate re: Pending Child Support Proceedings and/or Existing Child Support Orders/Judgments." You are required to attach copies of any pre-existing child support orders or judgments to this form. You can obtain copies from the records department of the court where the child support order or judgment was obtained.

C. Confidential Information Form (You must file one for each parent) and Notice of Filing of Confidential Information Form.

Certain private information for both parents and for your child[ren] must be provided to the court, but kept confidential from the public. Do not place your or your child[ren]'s social security numbers or other confidential information on your pleadings, other than to fill out the UTCR 2.130 Confidential Information Form ("CIF"). UTCR 2.130 considers the following personal information as confidential: date of birth; social security number, former legal name; employer's name, address and telephone number; driver license number; child[ren]'s date of birth and social security number. Do not include any of this personal information in your pleadings. Instead, include this information in the CIF. You are required to submit one CIF form for each party, including any children between the ages of 18 and 21. The court has no responsibility to make sure you have omitted confidential information from other forms—it is your responsibility. You are also required to fill out the Notice of Filing of Confidential Information Form, and to provide a copy of this form to the other parent.

D. Notice of Statutory Restraining Order.

Oregon law requires both Petitioner and Respondent to obey a restraining order preventing *either party* from canceling, modifying, terminating or allowing to lapse for nonpayment of premiums any policy of health insurance that one party maintains to provide coverage for the other party or a minor child of the parties, or any life insurance policy that names either of the parties or a minor child of the parties as a beneficiary; and changing beneficiaries or covered parties under any policy of health insurance that one party maintains to provide coverage for the other party or a minor child of the parties, or any life insurance policy. The order is effective immediately upon service of the summons and petition on the respondent. The provisions are in effect until a final judgment is issued, the petition is dismissed or further order of the court. You may request a hearing if you object to the terms. The notice must be attached to the summons and served on the respondent.

E. Summons.

You are required to fill out a Summons, and to serve the other parent with a true copy of the Summons at the beginning of your case. This document notifies the other parent that you have started a court proceeding, and that the other parent must file a Response within 30 days if the other parent wishes to contest the requests you are making in the Petition.

F. Certificate of Mailing To The Division Of Child Support:

If either you or the other parent is receiving certain types of public assistance (Temporary Assistance to Needy Families or the Oregon Health Plan), you are required to send a copy of the Petition to the Division of Child Support, Post Office Box 230549, Tigard, Oregon 97281. Fill out and file the Certificate of Mailing with the court after you have mailed the Petition to the Division of Child Support.

2. ***Have Your Documents Reviewed.***

You may have your documents reviewed by a lawyer or the courthouse facilitator before you file the original documents with the court. If you need help finding a lawyer, you may want to call the Oregon State Bar Lawyer Referral

Service. If you are low income, you may get your documents reviewed for a smaller fee through the Oregon State Bar’s Modest Means program, or you may call a local Legal Aid office. Contact numbers are listed in the additional resources section at the end of these instructions. If you would like to register for a workshop to have your documents reviewed by the courthouse facilitator, you may register in person or by emailing: [wsh.familylaw@ojd.state.or.us](mailto:wsh.familylaw@ojd.state.or.us).

**3. File the Forms.**

File all of the original forms listed above with the court clerk except the Summons. The court clerk will ask you for a filing fee when you file your papers. Check with the court or on the Washington County Court website to learn the amount of the filing fee.

The clerk will give you a number of handouts when you file your papers as well as copies of the documents that must be served on the other party. The handouts include a notice regarding mediation and the mandatory parent education classes (Kid’s Turn). The clerk will give you two copies of each handout: one for you and one to be served on the other parent.

**4. Mandatory Parent Education Class.**

You are required to participate in a parent education class called Kid’s Turn. You must register for the class within 14 days of filing the petition. Generally, you will not be allowed to finalize your case until both parties have completed the class and certificates of completion have been filed with the court. You must pay a fee when you register for Kid’s Turn. Registration materials are available on the Washington County Court family law website and in the courthouse facilitator’s office.

**5. Have the Other Parent Served and File the Proof of Service and the Original Summons With the Court.**

You are required to have the other parent served (have papers delivered to) with (a) copies of the handouts given to you by the clerk, and (b) certified copies of the Petition, Summons and a copy of the Notice of Filing of Confidential Information Form. You may certify the copies by signing your name where it says “I certify this is a true copy.” **It is very important to have the other parent served or accept service AFTER you file the first set of forms with the court clerk, and a case number has been assigned to your case.**

If the other parent is willing to accept service, then the other parent must fill out the Acceptance of Service form, sign it in front of a notary or court clerk, and then file it with the court. It is not necessary that the other party agree with what is in the forms, just that the other parent is willing to acknowledge receipt of forms.

If the other party will not complete the Acceptance of Service form, **YOU CANNOT SERVE THE OTHER PARENT WITH COPIES OF THE FORMS YOURSELF.** You may have service completed by the Sheriff in the county where the other parent lives or works, by a private process server, or by another individual who is a competent person 18 years or older, an Oregon resident (or of the state where service is made) and not a party to the case nor an attorney for either party. A Declaration of Service along with the original Summons attached must be filed with the court after service has been made.

The best way to serve the other party is to have the person serving the papers hand them directly to the other parent (personal service). If personal service cannot be done, there are other ways to serve the papers including “substitute service” and “office service”—see the table below.

<b>Standard Methods of Service</b>	
<b>Personal Service</b>	Delivery of papers directly to the other parent
<b>Substitute Service</b>	Delivery of papers to a person <u>living</u> at the other parent’s home who is at least 14 years old, PLUS mailing of the documents and a copy of the completed declaration of substitute service to the other parent’s home address by first class regular mail

<b>Standard Methods of Service</b>	
<b>Office Service</b>	Delivery of papers to a person who appears to be in charge at the other parent's place of employment (who has a business duty to give the documents to the other party), done during working hours, PLUS mailing of the documents and a copy of the completed declaration of office service to the home or business address of the other parent by first class regular mail

If you are not able to have the other parent served by any of the methods described above, you may ask a judge to allow you to use another service method. The judge might allow you to publish, post or mail the documents. In order to make this request, you may use the forms in the Alternative Form of Service packet.

**6. If Both Parents Already Agree.**

If you and the other parent agree on all issues, one of you can file as petitioner, the other parent can sign an acceptance of service and not file a Response (if there is no disagreement with what you requested in the Petition), and judgment will be entered based on what was stated in the Petition, or the other party may sign the Acceptance of Service, a Waiver of Further Appearance and Consent to Entry of Judgment, and the General Judgment of Custody and Parenting Time.

If the other parent does not agree with you at first and files a Response, then later agrees, the parents may sign the General Judgment of Custody and Parenting Time to avoid any court hearings or trials. The courthouse facilitator can help with this process.

**7. Serving Children Who are Necessary Parties.**

Because all unmarried, unemancipated children at least 18 and under 21 years of age are necessary parties to the case, they must also be served or sign an Acceptance of Service. Follow the same steps for serving the other parent for serving children who are parties to the case.

**STEP 2: WAITING FOR A RESPONSE; TAKING A DEFAULT**

**1. The Other Parent's Time to File a Response.**

Oregon law gives the other parent 30 days to respond to the Petition. The time starts running with day one being the day after the other party was served until 5:00 p.m. on day 30. If day 30 falls on a weekend or court holiday, the 30 days ends at 5:00 p.m. on the next court day. The other parent's Response must be written, and must be filed with the court with the required filing fee. If you and the other parent both agree on all issues and both sign the General Judgment of Custody and Parenting Time, you do not need to fill out or file the forms required to take a default against the other parent, and will skip to the instructions for Step 4.

**2. If a Parent is in the Military.**

If the other parent is in the active military service of the United States and has not responded to the Petition, you may have to go through some extra steps if you want to finalize your case while the other parent is still serving on active duty.

The court won't go further with your case until one of the following things has happened: (1) the other parent is no longer in active military service, (2) the other parent has waived his or her rights using the *Waiver of Right to Stay of Proceedings* form, or (3) the judge holds a special hearing in your case. You may get a *Waiver of Right to Stay of Proceedings* form from the court facilitator. You may need to talk to an attorney if the other parent is not willing to sign the waiver.

### **3. Check for Response.**

Unless there is a no contact or restraining order, the other parent should mail or deliver a copy of his or her Response to you when it is filed with the court. If you haven't received a copy of a Response after 30 days (from the date of service), you may check with the court clerk to see if one has been filed. If no Response has been filed, you may request a "Default Order." A default means you may ask the court to enter a Judgment giving you the items you asked for in your Petition, with no input from the other party. If a Response has been filed, you will not be allowed to take a default, and you will skip the next two sections about requesting a default and go to step 3.

### **4. Filing Out the Required Forms to Request a Default.**

To ask the court to enter a default, you must fill out the following forms:

- A. Ex Parte Motion for Order of Default and Entry of Judgment by Default (ORCP 69)
- B. Declaration in Support of Motion for Order of Default and Entry of Judgment by Default
- C. Order of Default

Before you file the declaration of default, be sure to complete section 3 telling the judge how you know the other parent is not on active military duty. Judges prefer you also attach a Defense Manpower Data Center certificate by going to this website: <https://www.dmdc.osd.mil/appj/scra/scraHome.do>. It will give you a message to not trust the security certificate, but go ahead and click on "continue to this website (not recommended)," then enter the other party's information, click on "lookup" and print page one. You will attach that page to the back of the declaration of default. If you need help with this step, the courthouse facilitator can help you.

You may file the originals with the court anytime after 30 days have passed from the date of service by taking it to the court clerk's office any morning between 8 and 8:30 a.m. and then to the judge at 8:30 to request an immediate signature or you may drop it off or mail it to the court clerk who will then forward it to your judge. The other parent has until the time the judge actually signs the default order to file a response, even if the 30 days have expired. If the other parent has asked in writing for you to give him/her 10 days notice prior to taking a default, you must give that notice before filing the default order.

### **5. Check Back.**

If you file the forms requesting a default with the court, check back with the court clerk in a week to 10 days to see if your request was granted. If the request was not granted, ask the court clerk why it was not. Sometimes, the proof that service was made on the other parent isn't complete enough for the judge to be sure that the other parent received notice of the court proceeding.

## **STEP 3: RESOLVING YOUR CASE**

### **1. Temporary Orders and Restraining Orders.**

You may ask the court to make temporary orders regarding custody, a parenting time and/or child support after the Petition is filed. Temporary orders are in effect once signed by the judge and last until changed by the judge, the expiration date written on the order, the final judgment is signed by a judge, or the case is dismissed. To make a request for temporary orders, you must file a "motion" (request) asking the court to do what you want.

You may use the Washington County Temporary Protective Order of Restraint (TPOR) packet to ask the court to order that neither parent change the child[ren]'s usual place of residence, regular routine, interfere with the other parent's usual contact with the child[ren] or take the child[ren] out of the state of Oregon without permission of the court or the other party.

In addition, all Oregon courts have restraining order forms for cases involving domestic violence. Forms are available in Washington County from the restraining order office located across the street from the courthouse at 180 East Main Street, Suite 200, in Hillsboro. A restraining order can usually be obtained the same day if a person arrives in the restraining order office no later than 10:30 a.m., if there has been abuse in the last 180 days, and there is further danger of abuse.

## **2. Working Toward Agreement.**

The court wants to help you resolve the issues that you and the other parent disagree on. You may discuss these issues with the other parent directly if it is safe for you to do so and if no court order prohibits that contact. You may also discuss them with the other parent's attorney. If you can't resolve the issues on your own, the court may provide a number of options to help you, including mediation.

## **3. Mediation.**

If you and the other parent disagree about custody of the child[ren], and/or a parenting plan, the court requires both parents to participate in mediation. A mediator is a person trained to help people resolve disagreements. You may ask that you and the other parent be in different rooms during the mediation if you are uncomfortable being in the same room. There is no fee for mediation scheduled through the Washington County Court, if you schedule the mediation after you have filed the Petition. If mediation has not yet been ordered in your case, you must file a *Request and Order for Mediation*.

## **4. Status Conference.**

If the other parent files a Response, a status conference may be scheduled by the judge approximately 120 days after the other parent was served with the Petition. At the status conference, the judge will talk to the parents (or your attorney, if you hire an attorney) about how the case is going to be resolved. The judge will also set future court dates if a trial date has not been previously scheduled. You will receive notice of any scheduled status conference from the court by mail. It is important for the court to have your current address or contact mailing address so you will receive all court notices. If you do not attend a status conference, the judge may find you in default and finalize your case without your participation. Make sure to carefully review the status conference notice to see if you are required to file any additional forms with the court prior to the status conference.

A. Uniform Support Declaration. This form is only required the parties do not agree on the amount of child support. Your completed Uniform Support Declaration must be provided to the court and the other party at least seven days prior to the status conference with the judge, and any court hearing or trial relating to child support and/or spousal support.

### **STEP 4: FINALIZING YOUR CASE**

#### **1. Forms to Finalize Your Case.**

**Regardless of whether you obtain a default, the following forms are required to finalize your case:**

A. Affidavit Supporting Judgment. If the other parent did not file a Response and the court has entered an Order Default, or if the other parent filed a Response and later filed a Waiver of Further Appearance and Consent to Entry of Judgment form, or if the other parent has signed the Judgment, you also will need to file an affidavit Supporting Judgment.

B. General Judgment of Custody, Parenting Time and Support. The Judgment finalizes your case and contains all of the issues decided in mediation, hearing, trial, or by agreement of both parents. If the parents agree on all issues, the Judgment may be prepared by either parent as long as it is reviewed and signed by both parents. If the parents don't agree on all issues, and the judge decides some or all of the issues at trial, the judge may direct one parent or one of the parent's attorneys to prepare the Judgment or prepare it himself or herself.

If the other parent did not file a Response and has not agreed and signed the Judgment, the information you fill out in the final Judgment must be the same as what you requested in the Petition. If the other parent filed a Response but now agrees, the information should be the same as was decided in mediation, hearing or through your agreement.

If there are money awards, other than simple child or spousal support, included in your case and you need assistance with the information required in the "money award" section at the end of the Judgment, you are strongly encouraged to consult an attorney.

If you are responsible for filling out and filing the Judgment, make a copy for yourself and one for the other parent (unless he or she didn't file a response), and file the original with the court. If your case includes an award of child support, file an extra copy of the proposed Judgment with the court.

**You also may need to file the following additional forms:**

A. Parenting Class Certificate of Completion. Certificates of completion of the parenting class (“Kid’s Turn”) for both parties must be filed with the court.

B. Child Support Worksheets. If child support is or could be ordered in this case, child support worksheets must be filled out and attached to the final judgment. Child support worksheets must be attached to show the court what the presumed child support amount would be under the Oregon Child Support Guidelines, even if you and the other parent agree to a different amount of child support.

C. Parenting Plan. Your parenting plan may be completely covered in the Judgment (see page two of the Judgment) or if there are additional pages, attach them to the Judgment.

D. Uniform Support Declaration. This form is only required if a Response was filed, and the parents do not agree on the amount of child support. Your completed Uniform Support Declaration must be provided to the court and the other parent prior to the status conference with the judge, and prior to any court hearing or trial relating to child support.

**WASHINGTON COUNTY FAMILY LAW RESOURCES**

BELOW IS A LIST OF SOME SERVICES THAT ARE AVAILABLE IN WASHINGTON COUNTY. THE CIRCUIT COURT DOES NOT SPECIFICALLY ENDORSE ANY OF THEM.

**Circuit Court**

Name: **Washington County Circuit Court**  
Address: 150 N First Avenue, Hillsboro, OR 97124  
Phone number: (503) 846-8888  
Website: <http://courts.oregon.gov/Washington>  
Fees: [http://courts.oregon.gov/Washington/docs/SUMMARY\\_FEE\\_SCHEDULE.pdf](http://courts.oregon.gov/Washington/docs/SUMMARY_FEE_SCHEDULE.pdf)

Name: **Family Law Assistance Program**, 8 am to 5 pm, Monday-Friday  
Address: 145 NE Second Avenue, Room 102C, Hillsboro, OR 97124  
Phone: Not available by phone.  
Website: [http://courts.oregon.gov/sites/Washington/Services/Family\\_Law/family\\_law\\_main.page](http://courts.oregon.gov/sites/Washington/Services/Family_Law/family_law_main.page)  
Email: [wsh.familylaw@ojd.state.or.us](mailto:wsh.familylaw@ojd.state.or.us)  
Fee: Services are free; forms are 25 cents per page  
Service provided: Sell and review forms for divorce, separation, unmarried parents custody, and modifications. Many forms are available on website or by email. Document reviews for starting or finishing divorce or custody cases and modifications are only by registering for a workshop by email or in person. Services are for people representing themselves in a family law court action. Court employees (facilitators) in the program are not attorneys and may not give legal advice. Spanish-speaking staff available.

**Mediation Services (court-connected custody and parenting time issues only)**

Name: **Conciliation Services**  
Address: Juvenile Services Building, 222 N First Ave., Hillsboro, OR 97124  
Contact: **Carol Swoboda**, Specialist  
Phone number: (503) 846-3428 Fax: (503) 846-3753  
Website: <http://www.co.washington.or.us/Juvenile/>  
E-mail: [webmaster@co.washington.or.us](mailto:webmaster@co.washington.or.us)  
Fee: Mediation included in domestic relations court fees  
Service provided: Mediation, conciliation, parenting time and custody studies (no child or spousal support mediation)

**Mediation Services (privately obtained)**

Name: **Oregon Mediation Association**  
Phone number: (503) 872-9775  
Website: [www.omediate.org](http://www.omediate.org)  
Service provided: Referral to private mediation services providers

## NON-PROFIT LEGAL SERVICES

**Name:** Oregon Law Center (Legal Aid)—Hillsboro Regional Office  
**Address:** 230 NE Second, Suite F, Hillsboro, OR 97124-3011  
**Phone number:** (503) 640-4115  
**Fax:** (503) 640-9634  
**Child Support helpline:** (800) 383-1222  
**Website:** <http://www.oregonlawhelp.org>  
**Fee:** Free  
**Service provided:** Legal services to low income individuals; Spanish speaking staff available.

**Name:** St. Andrew Legal Clinic—Hillsboro Office  
**Address:** 232 NE Lincoln, Suite H, Hillsboro, OR 97124  
**Phone number:** (503) 648-1600  
**Website:** <http://www.salcgroup.org>  
**Fee:** Sliding fee scale  
**Service provided:** Legal services for child custody, child support, divorce, family abuse prevention, guardianship, paternity, spousal support, step-parent adoption, visitation/parenting time.

## SERVICES PROVIDED BY THE OREGON STATE BAR

**Lawyer Referral Service** 8 am to 5 pm, Monday-Friday  
**Phone number:** (503) 684-3763 or toll-free in Oregon: (800) 452-7636  
**Website:** <http://www.osbar.org/public/ris/ris.html#referral>  
**Fee:** \$35 initial consultation  
**Service provided:** Referral to an attorney for an in-office consultation about your legal issues.

**Modest Means Program** 8 am to 5 pm, Monday-Friday  
**Phone number:** (503) 684-3763 or toll-free in Oregon: (800) 452-7636  
**Website:** <http://www.osbar.org/public/ris/ris.html#referral>  
**Fee:** Reduced rate attorney if financially qualified.  
**Service provided:** Legal assistance at a reduced rate. Assistance is offered to qualified applicants based on income and assets, type of case and availability of a participating lawyer in the county.

**Military Assistance Panel** 8 am to 5 pm, Monday-Friday  
**Phone number:** (503) 684-3763 or toll-free in Oregon: (800) 452-7636  
**Website:** [http://www.osbar.org/\\_docs/ris/militaryflier.pdf](http://www.osbar.org/_docs/ris/militaryflier.pdf)  
**Fee:** Up to 2 hours free; further representation as arranged with attorney.  
**Service provided:** The Military Assistance Panel matches Oregon active-duty **deployed** service members and their dependents with lawyers willing to provide legal advice. Lawyers have been trained to provide legal assistance relating to the Service Members Civil Relief Act and also are able to help with a wide range of legal matters.

**Problem Solvers** 8 am to 5 pm, Monday-Friday  
**Phone number:** (503) 684-3763 or toll-free in Oregon: (800) 452-7636  
**Website:** <http://www.osbar.org/public/ris/ris.html#solvers>  
**Fee:** Free 30 minute consultation.  
**Service provided:** Young people between the ages of 11 and 17 may call to request a referral to this program for a consultation with an attorney.

**Legal Topic Index:** <http://www.oregonstatebar.org/public/legalinfo.html>  
**Fee:** Free  
**Service provided:** Legal information covering a variety of general legal topics.