

How to Ask for a Parenting Plan (and Child Support if needed) when parents *agree*

You can use this packet ONLY if:

- You were never married to the other parent of your child,
- You want a parenting plan and maybe a child support order for that child,
- An *Acknowledgment of Paternity* was filed at the Washington Center for Health Statistics (or similar state agency if the child was born in another state), and
- The *Acknowledgment of Paternity* was filed at least 60 days before you file your request for a parenting plan.

Do NOT use this packet if:

- You are married to the other parent of this child or
- There is already a custody or parenting plan order for this child, or
- You want to challenge paternity or ask the court to order blood tests.

Talk to a lawyer if you can

These instructions have been developed by the King County Superior Court Family Law Information Center. They provide *legal information* only and **are not intended** to be a substitute for legal advice.

Facilitators cannot provide legal advice or complete your forms for you. It's a good idea to talk to a lawyer before you file any forms.

- You can get information about their services at <https://kingcounty.gov/courts/superior-court/family/facilitator.aspx>.
- You can obtain a list of low-cost and free legal resources. <https://kingcounty.gov/~media/courts/superior-court/docs/family/facilitator/family-law-resources.ashx?la=en>

Step 1: Fill out these forms

All these forms in Step 1 can be downloaded at: <http://www.kingcounty.gov/courts/clerk/forms.aspx>

Form Name	Form Number	Notes	Completed
Case Assignment Area Form & Case Index Cover Sheets			<input type="checkbox"/>
Confidential Information Form		Attachment to Confidential Information (additional parties or children)	<input type="checkbox"/>

Step 2: Fill out these forms and attachments, then make copies

All these forms in Step 2 can be downloaded at: www.courts.wa.gov/forms

Petition for a Parenting Plan, Residential Schedule and/or Child Support	FL Parentage 331		<input type="checkbox"/>
Sealed Birth Certificate or Paternity Document (Cover Sheet)	FL Parentage 329	Attach a certified copy of Paternity Acknowledgment /Denial/Birth Certificate	<input type="checkbox"/>
Certified copy of Acknowledgment, Denial of Paternity or Birth Certificate	Contact WA Center of Health Statistics, or similar agency in the state where Acknowledgment or Denial was filed.		
Parenting Plan (Proposed)	FL All Family 140		<input type="checkbox"/>
Declaration about Public Assistance	FL All Family 132		<input type="checkbox"/>

How many copies do I need?

- **Original** set to file with the Clerk's office.
- Copy **1** is for your records.
- Make a **2nd** copy if you have a child(ren) who has received public assistance. You must deliver copies of your filed forms to the King County Prosecuting Attorney's Office, Family Support Section.

Step 3: Start (file) your case

You can start (file), your case by either bringing your original forms to the Clerk's Office (room 2C in Kent and E-609 in Seattle),

OR

You can file your case online on the Clerk's website at: <https://www.kingcounty.gov/courts/clerk/documents/efiling.aspx>. If you have questions about e-filing call 206-477-3000, or email eServices@kingcounty.gov.

Step 4: Pay the fee

While starting the case, the Clerk will ask you to pay a filing fee. If you cannot afford to pay the fee, apply to waive the fee. This application is available here:

- For **Kent**: <http://www.kingcounty.gov/~media/courts/Clerk/forms/waive-ff-inst-kent.ashx?la=en>
- For **Seattle**: <http://www.kingcounty.gov/~media/courts/Clerk/forms/waive-ff-inst-sea.ashx?la=en>

There are instructions about how to get a fee waiver approved during COVID-19 here: <https://www.kingcounty.gov/~media/courts/Clerk/docs/misc/Updated-Instructions-for-Ex-Parte-via-the-Clerk-Fee-Waiver.ashx?la=en>

Step 5: Attend “What About the Children” seminar

Both parents must attend the “What About the Children” seminar within 60 days after the case is filed. You cannot finish your case without going to this class.

You may register for the Parent Seminar online at <https://kingcounty.gov/courts/superior-court/family/parent-seminar.aspx>.

Step 6: Finalize your Case

Fill out these forms when you are ready to finalize

Final Order and Findings for a Parenting Plan, Residential Schedule and/or Child Support Parenting Plan (Final)	FL Parentage 333		<input type="checkbox"/>
	FL All Family 140		<input type="checkbox"/>

You will also need these forms to finalize if child support is requested

Child Support Order	FL All Family 130		<input type="checkbox"/>
Child Support Worksheets	WSCSS-Worksheets		<input type="checkbox"/>
Child Support Schedule & Instructions	Use this information to calculate Child Support Worksheets. Online Child Support Calculation software is available at https://fortress.wa.gov/dshs/dcs/SSGen/Home		

Step 7: How to finalize your case

If both parties are **self-represented** and you are ready to finalize your case, you **must** schedule an appointment with the facilitators.

To schedule an appointment, go to:

<https://kingcounty.gov/courts/superior-court/family/facilitators.aspx>

At the appointment, the facilitators will review your final documents.

- If all documents are complete and ready to finalize the facilitators will process the documents and present them to a judicial officer for approval.
- If the documents are incomplete or there are other issues to fix before finalizing, you will be given instructions and scheduled for a return appointment.

How to prepare for your appointment:

All final documents must be filled out. Your final documents are different than the documents you filed to start your case. See step 6 for the list of final documents.

Documents must be signed by both parties: Both parties must sign all final documents.