

How to Respond to a Petition for a Parenting Plan (and Child Support if needed)

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: Determine your response deadline

20 days	If you were served in person in Washington state.
60 days	If you were served in person outside of Washington state or by publication.
90 days	If you were served by mail.

Note: If you agree with everything the other party has requested in the petition, you may fill out the *Agreement to Join Petition (Joinder) (FL All Family 119)* form.

Step 2: Fill out these forms, then make copies

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

Form Name	Form Number	Notes	Completed
Response to Petition for Parenting Plan, Residential schedule and/ or Child Support	FL Parentage 332		<input type="checkbox"/>
Parenting Plan	FL All Family 140		<input type="checkbox"/>
Information for Temporary Parenting Plan	FL All Family 139		<input type="checkbox"/>

How many copies do I need?

- **Original** set to file with Clerk's office.
- Copy **1** is to serve the other party
- Copy **2** you will keep for your records

Step 3: Take your original forms to the Clerk's Office and file

You can file your paperwork 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 paperwork online on the Clerk's website at:

<https://kingcounty.gov/en/dept/dja/courts-jails-legal-system/court-forms-document-filing/filing>

If you have questions about e-filing call 206-477-3000, or email eServices@kingcounty.gov.

Step 4: Have the other party served

You may deliver or mail the documents yourself (provided that no order restrains you from having contact). If the other party has an attorney, deliver, or mail the forms to the attorney instead. After you have delivered the forms to the other party or attorney, fill out the *Proof of Mailing or Hand Delivery* form. File the original with the Clerk's Office and keep a copy for your records.

You may also have someone else serve the other party or his/her attorney for you. The server must be over 18. After serving, the server fills out a *Proof of Mailing or Hand Delivery* form and returns it to you. File the original with the Clerk's Office and keep a copy for your records.

Fill out this form after the other parent is served, make a copy and file it with the Clerk's office.

Proof of Mailing or Hand Delivery	FL All Family 112	See Step 4	<input type="checkbox"/>
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You have now responded to the Petition and must take the following additional steps.

Step 5: Go to the parenting seminar

Both parents must go to a parenting class called *What About the Children*. You must complete the class by the deadline listed on your *Case Schedule* to avoid the late fee for registration after your deadline.

You may register for the Parent Seminar online at <https://kcscparentseminar.eventbrite.com>

Step 6: Review and follow your Case Schedule

If you do not have a copy of your case schedule, you may get it from the Clerk's office. You may also view your case file online [here](#). The case schedule contains deadlines each party must follow.

Step 7: Finishing your Case

There are two ways to finish your case:

Agreement

If you come to an agreement before trial, you can finish your case early by scheduling an appointment with a facilitator to review your completing the final documents listed in step 8. Facilitators will present your final documents to a judicial officer for you. For more information, look for the agreed petition for parenting plan instruction at: <https://kingcounty.gov/en/court/superior-court/courts-jails-legal-system/court-programs-children-families/divorce-custody-adoption/how-to-resources-family-law>

OR

Trial

If you and the other party cannot come to an agreement about your case, you will have a trial before a Judge. Make sure that both your email and mailing address are up to date so that the court can contact you. Instructions on preparing for trial are available at the Facilitator's office.

Informal Family Law Trial (IFLT):

Requirements to select an IFLT. All parties must state whether they wish to proceed with an IFLT or a traditional trial. All parties must agree to proceed with an IFLT. Each party shall make its selection in writing using the [Family Law Trial Selection Form](#). The Family Law Trial Selection form must be filed prior to the trial commencing. For cases in which there is a pretrial conference hearing, the selection shall be made at that hearing. If there is no pretrial conference hearing, the selection shall be made in the [Joint Confirmation of Trial Readiness](#) form. If a party does not file a selection using either form prior to the trial commencing, the case will proceed as a traditional trial. For more information on IFLT see LFLR 23

Step 8: Documents needed to finalize by agreement or at trial

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

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

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

Child Support Order	FL All Family 130		<input type="checkbox"/>
Child Support Worksheets	WSSCS- 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		

You will need these forms if you are going to trial *and* child support has been requested

Financial Declaration	FL All Family 131	<input type="checkbox"/>
Sealed Financial Source Documents	FL All Family 011	<input type="checkbox"/>
<ul style="list-style-type: none"> ▪ If your case involves financial matters you may have to provide copies of financial documents, including: <ul style="list-style-type: none"> ▪ Your W-2s and complete personal tax returns for the past 2 years ▪ Your most recent pay stubs (at least 6 months) ▪ Complete partnership/corporate tax returns for the past 2 years if you have a 5% interest or more. ▪ Statements from all your banks and financial institutions for the past 6 months ▪ <i>Note:</i> The other party can ask you for a copy of your check register. If this happens, you will have 14 days to provide it. 		