

How to Ask for Child Support

Use this packet ONLY if:

- You are not married to the other parent, and
- You and the other parent have never had a **Superior Court** child support order, and
- An Acknowledgment of Paternity form was filed with the Washington Center for Health Statistics or with a similar agency in the state the child was born
- If you have DCS Order and now want to ask for Post-Secondary Education

Do **not** use these instructions for help with **back support**. For back support problems, talk to the Child Support Division or ask a lawyer for help.

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 and a list of low-cost and free legal resources at <https://kingcounty.gov/en/court/superior-court/courts-jails-legal-system/court-programs-children-families/divorce-custody-adoption/family-law-facilitators>

Step 1: Fill out these forms

All these forms can be downloaded at: <https://kingcounty.gov/en/dept/dja/courts-jails-legal-system/court-forms-document-filing/forms> and www.courts.wa.gov/forms/

Form Name	Form Number	Notes	Completed
Case Assignment Area Form & Case Index Cover Sheets			☐
Confidential Information Form		Attachment to Confidential Information (for additional parties or children)	☐
Summons: Notice about Petition for Parenting Plan, Residential Schedule, and/ or Child Support	FL Parentage 330	Make sure to add the court's address to this form.	☐
Petition for a Parenting Plan, Residential Schedule and/ or Child Support	FL Parentage 331	If the other parent agrees, they will sign on the last page of this document	☐
Sealed Birth Certificate or Paternity Document	FL Parentage 329	Attach a certified copy of Paternity Acknowledgment /Denial/Birth Certificate	☐
Certified Copy of Acknowledgment/Denial of Paternity/Birth Certificate		Contact WA Center of Health Statistics, or similar agency in the state where Acknowledgment or Denial was filed.	
Notice to Military Dependent	FL All Family 103		☐
Child Support Worksheets	WSCSS-Worksheets		☐
Child Support Schedule & Instruction		This is information to use to calculate Child Support Worksheets. Online Child Support Calculation software is available at https://fortress.wa.gov/dshs/dcs/SSGen/Home	

Financial Declaration	FL All Family 131		☐
Sealed Financial Source Documents	FL All Family 011	This form goes on the front of the financial documents you file	☐
When you ask for child support, you must provide copies of financial documents, including: ▪ 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			☐

Step 2: Make Copies

Which documents do I need copies of?

- The Case Schedule that the Clerk gave you when you filed
- Summons

- Petition for Child Support
- Notice re Military Dependent
- Child Support Worksheets
- Financial Declaration
- Sealed Financial Source Documents

How many copies do I need?

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

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://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: 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:

<https://kingcounty.gov/en/dept/dja/courts-jails-legal-system/courts-financial/fees-payments/fee-waiver>

Step 5: Have the other parent served.

You must have the other parent served with copies of:

- The Case Schedule that the Clerk gave you when you filed
- Summons
- Petition for Child Support
- Notice re Military Dependent
- Child Support Worksheets
- Financial Declaration
- Sealed Financial Source Documents

How to Serve

Someone over the age of 18 – **not you** - must serve (give) the other parent copies of your court papers. After serving, the server fills out the *Proof of Personal Service (FL All Family 101)* form and returns it to you.

Note: If the other parent is personally served outside Washington State:

- the signature of the server must be notarized or sworn before a court clerk on the *Proof of Personal Service Form (FL All Family 101)*, and
- You must fill out and file the *Declaration: Personal Service Could Not be Made in Washington, (FL All Family 102)*.

File the original Proof of Personal Service form (and/or the Declaration: Personal Service Could Not Be Made in Washington) with the Clerk's office.

If you have questions about serving, please visit walawhelp.org and type "How to Serve" in the search bar.

Fill out these forms after the other parent is served and file them with the Clerk's Office.

Proof of Personal Service	FL All Family 101	Form is signed by the server.	☐
Declaration: Personal Service Could not be Made in Washington	FL All Family 102	Only use if the other parent is served personally out-of-state	☐

REMINDER: As you move through your case, any additional documents you file must be served to the other party.

Step 6: Wait for a Response

The next step is to wait to see if the other parent files and serves a *Response* by the deadline.

You must wait:

20 days	If the other parent was served in person in Washington state.
60 days	If the other parent was served in person outside of Washington state or by publication (pursuant to a court order).
90 days	If the other parent was served by mail (pursuant to a court order).

If you want to ask for a **temporary** child support order now, visit: <https://kingcounty.gov/en/court/superior-court/courts-jails-legal-system/court-programs-children-families/divorce-custody-adoption/how-to-resources-family-law> for more information on temporary orders.

If the other parent files a response, follow your Case Schedule. Your trial will be in about 11 months.

Step 7: Finishing your Case

There are three ways to finish your case:

Default

If the other party does not file a Response to the Petition by the deadline, you may be able to finalize your case by default. There are instructions called “How to Ask for an Order of Default” under the “Motions and Orders” section here: <https://kingcounty.gov/en/court/superior-court/courts-jails-legal-system/court-programs-children-families/divorce-custody-adoption/how-to-resources-family-law>

Agreement

If you come to an agreement before trial, you can finish your case by completing and both parties signing the documents listed in Step 8. You may drop off the documents at the facilitator’s office during walk-in hours, email them to facilitators@kingcounty.gov or drop them off in the mailroom in Room C-203 (Seattle) or 2D (Kent). Facilitators will review your documents if they are complete and present them to a judicial officer for you.

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 Facilitators 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: Prepare Final Orders

Fill out these forms when you are ready to finalize

Child Support Order	FL All Family 130	Fill this in how you would like the judicial officer to sign.	☐
Child Support Worksheets	WSCSS-Worksheets		☐
Final Order and Findings for a Parenting Plan, Residential Schedule and/or Child Support	FL Parentage 333	Fill this in how you would like the judicial officer to sign.	☐

If you are finalizing by default, you will also need these forms

Motion for Default	FL All Family 161		☐
Order on Motion for Default	FL All Family 162		☐

Please note: If the child(ren) have ever received public assistance, your final documents must be signed by the Prosecuting Attorney, Family Support Division before you can finalize