

How to Change a Final Parenting Plan When Parties Agree

Use these instructions ONLY if you have a final parenting plan or custody order in place and,

- You and the other parent **agree** to change the parenting plan, and
- You and the other parent **will sign** the court papers to show that s/he agrees.

Do not use these instructions if you **only** want to change child support. Contact the facilitator for information on how to change child support.

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

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 and Case Information Cover Sheet		Family Law	☐
Confidential Information	FL All Family 001	Attachment to Confidential Information (for additional parties or children)	☐
Petition to Change a Parenting Plan, Residential Schedule or Custody Order	FL Modify 601	“Joinder” on the last page of the petition needs to be signed by the other parent that is not starting the case. Or, a separate “Joinder” form should be signed filed to indicate that there is an agreement.	☐
Important! You must attach a copy of the final Parenting Plan, Custody Order, or Judgment and Order Establishing Parentage you want to change to your petition. If the Parenting Plan, Custody Order or Judgment and Order Establishing Parentage was entered in another state or county, you need to provide a certified copy.			☐

Step 2: File your forms from Step 1

File your documents from Step 1 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.

When you file your documents, 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 3: You must complete the family law class(es)

Self-represented parties must complete the Family Law Orientation by the deadline listed on your Case Schedule. You can register online at: <https://kcscfamlaworientation.eventbrite.com>. If you have questions or need to waive the fee, email FamLawOrientation@kingcounty.gov.

All parties must also complete the parenting seminar “What About the Children,” by the deadline listed on your Case Schedule. You can register online at: <https://kcscparentseminar.eventbrite.com>. If you have questions or need to waive the fee, email Parentseminar@kingcounty.gov. If you have already taken this seminar, you can disregard this information.

Step 4: Complete your final documents

Fill out these forms: All documents must be signed by both parties.

Form Name	Form Number	Notes	Completed
Parenting Plan (Final)	FL All Family 140		☐
Order on Adequate Cause to Change a Parenting/Custody Order	FL Modify 604	Fill this out the way you would like the court to rule	☐
Final Order and Findings on Petition to Change a Parenting Plan, Residential Schedule or Custody Order	FL Modify 610	Fill this out the way you would like the court to rule	☐

If you are requesting a new agreed child support order, you will also need:

Child Support Worksheets	WSCSS-Worksheets		☐
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		
Child Support Order	FL All Family 130	Fill this out the way you would like the judicial officer to decide	☐

Important! If your child(ren) have received public assistance at some point, you must deliver copies of your agreed child support forms to the King County Prosecuting Attorney's Office, Family Support Section before Step 8. For more information about that office, visit <https://kingcounty.gov/en/dept/pao/courts-jails-legal-system/child-support-paternity-parentage>.

Step 5: How to finalize your case:

Agreement: If both parties are **self-represented** and you are ready to finalize your case, you may bring **copies of** your completed and signed documents to the facilitators to be presented to a judicial officer for approval. You may bring your final documents to either facilitator location during walk-in hours, or by emailing your documents to facilitators@kingcounty.gov or drop them in the mailroom in Room C-203 (Seattle) or 2D (Kent). If the documents are incomplete or there are other issues to fix before finalizing, you will be given instructions will need to resubmit your documents.