

How to Respond to a Petition asking to Modify a Parenting Plan/Custody Decree

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: Determine your response deadline

20 days	If you were served in person in Washington state or signed an <i>Acceptance of Service</i> .
60 days	If you were served in person outside of Washington state or by publication.
90 days	If you were served by mail.

Step 2: Fill out this form

This form can be downloaded at: www.courts.wa.gov/forms/

Form Name	Form Number	Notes	Completed
Response to Petition to Change a Parenting Plan, Residential Schedule, or Custody Order	FL Modify 602		☐

IMPORTANT: If the other party **has** scheduled an Adequate Cause hearing, ask the facilitator for information on how to respond to adequate cause. Adequate Cause is for the court to decide whether the case meets the legal criteria for a modification and should proceed to trial or be dismissed.

If the other party **has not** scheduled an Adequate Cause hearing, you can schedule your own Adequate Cause hearing.

Step 3: Make Copies

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 completed form to the Clerk's office and file it

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 documents yourself. If the other party has an attorney, deliver or mail the forms to the attorney instead. After you have delivered/mailed the forms to the other party or attorney, fill out the *Proof of Mailing or Hand Delivery* form. Then, file this document with the Clerk's Office.

Proof of Mailing or Hand Delivery	FL All Family 112		☐
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You have now responded to the Petition and must take the following additional steps.

Step 5: Go to the family law classes

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 6: Follow your Case Schedule

If you do not have a copy of your case schedule, you may get it from the Clerk's office. 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. You may bring your completed and signed final documents to the facilitator's office to be reviewed and presented to a judicial officer for approval. You may bring your final documents to the facilitator's office in either location during walk-in hours, email them to facilitators@kingcounty.gov or drop them in the mailroom in Room C-203 (Seattle) or 2D (Kent).

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/

Important: Both parties need to sign all documents

Form Name	Form Number	Note	Completed
Parenting Plan (Final)	FL All Family 140		☐
Final Order and Findings on Petition to Change a Parenting Plan	FL Modify 610	Fill this out how you would like the judicial officer to sign.	☐

You also need these forms if child support is requested:

Child Support Worksheets	WSCSS - Worksheets	Online Child Support Calculation software is available at https://fortress.wa.gov/dshs/dcs/SSGen/Home	☐
Child Support Order	FL All Family 130		☐
Child Support Schedule & Instructions	Use this information to complete the Worksheets.		

If you have ever received public assistance on behalf of the minor children, you must contact the King County Prosecuting Attorney's Family Support Section as early in your case as possible. They must sign off on the Child Support Order before you can finalize your case.

If child support is requested and you are going to trial, you will also need:

Financial Declaration	FL All Family 131		☐
Sealed Financial Source Documents (Coversheet)	FL All Family 011	This form goes on the front of the financial documents you file	☐

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
- *Note:* The other party can ask you for a copy of your check register. If this happens, you will have 14 days to provide it.