

How to Change Child Support

Use this packet ONLY if:

- You and the other parent have a Superior Court child support order now, and
- You want to change the support order.

Do **not** use these instructions for help with *back support*. Talk to the Division of Child Support (DCS) or a lawyer if you have questions about back 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.

All of these forms in Step 1 can be downloaded at: <https://kingcounty.gov/en/dept/dja/courts-jails-legal-system/court-forms-document-filing/forms>

Form Name	Form Number	Notes	Completed
Case Assignment Area Form & Case Index Cover Sheets			<input type="checkbox"/>
Confidential Information	FL All Family 001 and 002	Attachment to Confidential Information (Additional Parties or Children)	<input type="checkbox"/>

Step 2: Fill out these forms and attachments. Then make **3** copies.

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

Summons: Notice about Petition to Modify Child Support Order	FL Modify 500		<input type="checkbox"/>
Petition to Modify Child Support Order	FL Modify 501	Attach a copy of the current Child Support Order	<input type="checkbox"/>
Notice to Military Dependent	FL All Family 103		<input type="checkbox"/>
Child Support Schedule and Instructions (do not make copies of this form)	WSCSS-Schedule	Use these instructions to calculate the Child Support Worksheets. Online Child Support Calculator available at: https://fortress.wa.gov/dshs/dcs/SSGen/Home	<input type="checkbox"/>
Child Support Worksheets	WSCSS-Worksheets		<input type="checkbox"/>
Financial Declaration	FL All Family 131		<input type="checkbox"/>
Sealed Financial Source Documents Coversheet	FL All Family 011	This form goes on the front of the financial documents you file	<input type="checkbox"/>
<p>When you ask for child support, you must provide copies of financial documents, including:</p> <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 of your banks and financial institutions for the past 6 months <p><i>Note:</i> The other parent can ask you for a copy of your check register. If this happens, you will have 14 days to provide it.</p>			

Print these, but do not fill them out yet. You will need them later.

Form Name	Form Number	Notes	Completed
Proof of Personal Service	FL All Family 101	Use this form if the other party will be personally served	<input type="checkbox"/>
Proof of Service by Mail	FL All Family 107	Use this form if the other party will be served by mail.	<input type="checkbox"/>
Declaration: Personal Service Could not be Made in WA	FL All Family 102		<input type="checkbox"/>

How many copies do I need?

- **Original** set to file with Clerk’s office.
- Copy **1** is to serve the other parent
- Copy **2** will go to the Commissioner in your case
- Copy **3** you will keep for your records
- Make a **4th** copy if the child(ren) in this case has ever received public assistance. Deliver copies of your filed forms to the King County Prosecuting Attorney’s Office, Family Support Section.

Step 3: Start (file) your case and pay a fee

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.

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 4: 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, **and**
- All of the forms you filed with the clerk, except the *Case Assignment Area Form & Case Index Cover Sheets and the Confidential Information Form*.

How to Serve

- Someone over 18 – **not you** - must serve (give or mail with return receipt) the other parent copies of your court papers.
- After serving, the server fills out the *Proof of Personal Service* or *Proof of Service by Mail* form and gives it to you. (If the other parent is personally served outside Washington State, fill out and file a *Declaration: Personal Service Could Not be Made in Washington*.)
- File the original *Proof of Personal Service* form with the Clerk. Keep a copy for your own records.

Step 5: Wait.

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

You must wait:

20 days	If the other parent was served (by mail or in person) in Washington state.
60 days	If the other parent was served in person outside of Washington state.

If the other parent **does not** respond by the deadline, you can ask the Court for a *Default Order*. Ask the facilitator for information on how to file for an order of default. If the other parent **does** respond by the deadline, follow your *Case Schedule* and steps 6 through 9 of these instructions.

Step 6: Complete your Trial Memorandum, respond (if necessary) and make 3 copies.

File your Trial Memorandum by the date on your case schedule using this form:

Declaration	FL All Family 135	Use it to explain why you are asking to change your support order. You may include information on your income and expenses as well as those of the other parent.	<input type="checkbox"/>
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Copies:

- File the Original in the Clerk's Office
- Deliver copy 1 to the other parent
- Deliver copy 2 to the Assigned Judge (see Step 8)
- Keep copy 3 for your records
- Deliver copy 4 to the Prosecuting Attorney (if applicable)

The other parent also has a deadline to file a Trial Memorandum on the case schedule. You can reply to it if you chose. Use the same declaration form above and follow the same process listed above for filing the original and delivering copies.

Step 7: Prepare Final Orders

The next step is to fill out, and sign the forms listed below.

Write the word “proposed” in the upper right-hand corner of each copy of the forms.

The deadline to deliver these forms is listed on your case schedule.

Final Order and Findings on Petition to Modify Child Support Order	FL Modify 510	<input type="checkbox"/>
Child Support Order	FL All Family 130	<input type="checkbox"/>
Child Support Worksheets	WSCSS-Worksheets	<input type="checkbox"/>

Copies:

- Keep the Originals for yourself (do not file them, bring them with you to your trial)
- Deliver copy 1 to the other parent
- Deliver copy 2 to the Assigned Judge (see Step 8)
- Deliver 3 copy to the Prosecuting Attorney (if applicable)

Step 8: Prepare your TBA Binder and Deliver to the Assigned Judge

Now it's time to deliver Copy 2 of **all of the forms listed below to the Assigned Judge:**

- Summons: Notice about Petition to Modify Child Support Order Petition for Support Modification
- Petition to Modify Child Support Order
- Financial Declaration
- Sealed Financial Source Documents
- Declaration
- Child Support Order (proposed)
- Final Order and Findings on Petition to Modify Child Support Order (proposed)
- Child Support Worksheets (proposed)

All **Working papers** shall be provided in a three-ring binder with a plastic cover. The moving party must provide the binder to the court by the deadline for their reply and it must include their opening and reply information. The responding party must provide the binder by the deadline for their response. Please list your name, phone number, email address, trial date and cause number on the front of the binder cover using [this document](#) (Trial by Affidavit Coversheet). All other deadlines on the case schedule must be followed.

If you need a binder, some may be available on a first come first serve basis in front of room W-291 in Seattle and 2D in Kent.

Deliver them to the Judges' Mailroom by noon on the deadline listed on your case schedule. Delivering these copies will confirm your trial date.



Warning! If you are late delivering your copies to the Assigned Judge, the Court may dismiss your case, and you will have to start again.

Step 9: Your Virtual Trial

All family law hearings are being heard virtually via Zoom. Contact your Assigned Judge's bailiff to ask for the Zoom hearing information at least two days prior to your hearing.

For more guidance on Video Hearings, please visit: <https://kingcounty.gov/en/court/superior-court/courts-jails-legal-system/court-calendars-locations-operations/virtual-hearings-trials/video-participation>

Important tips for your Zoom hearing:

1. **If you are on time for your hearing and you are not let into the meeting within 15 minutes** after your scheduled hearing time, please email your assigned judge. Do not leave the waiting room.
2. **Once in the meeting please:**
 - a. Mute yourself and turn off your camera until you are called on.
 - b. Rename yourself with your last name, first name (example: "Doe, Jane").
 - c. If you get disconnected on accident you can click the link again or call the associated phone number and you will be let back into the meeting.
3. **The bailiff will perform a check-in.** Please remain muted and do not speak until your name or case number is called.
4. **After check-in, wait and remain muted with your camera off until the court is ready for your hearing.** When called, identify yourself each time you speak and conduct yourself as you would if you were in a physical courtroom, meaning there are other people present for their hearings too.
5. **After your hearing is over you are welcome to leave the meeting.**