

# How to Change Child Support by Agreement

Use this packet ONLY if:

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

Do **not** use these instructions if you have an Administrative Order from DSHS or wish to address *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 these forms 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                |
|---|-------------|--|--------------------------|
| <a href="#">Case Assignment Area Designation and Case Information Cover Sheet</a> | None        |  | <input type="checkbox"/> |
| <a href="#">Confidential Information form</a>                                     |             | <a href="#">Attachment to Confidential Information form (for additional parties or children)</a> | <input type="checkbox"/> |

This form can be downloaded at: [www.courts.wa.gov/forms](http://www.courts.wa.gov/forms)

|  |               |  |                          |
|--|---------------|--|--------------------------|
| <a href="#">Petition to Modify Child Support Order</a>   | FL Modify 501 |  | <input type="checkbox"/> |
| If your current child support order is from a different county, you must file a <b>certified</b> copy of your current child support order with this petition to modify |               |  |                          |

**When you go to file the forms at the Clerk’s office, the Clerk will ask you to pay a filing fee.** If you cannot afford to pay the fee, ask for an application to let you file for free. This application is called a *Motion and Declaration for Waiver of Civil Filing Fees and Surcharges* ([Seattle](#) or [Kent](#)).

You may also e-file your documents. For more information and step by step e-filing instructions, please visit the Clerk’s Office website: <https://kingcounty.gov/en/dept/dja/courts-jails-legal-system/court-forms-document-filing/filing>

## Step 2: Fill out these forms to finalize your case.

All these forms can be downloaded at: [www.courts.wa.gov/forms](http://www.courts.wa.gov/forms)

| Form Name  | Form Number                                      | Notes   | Completed                |
|--|--|---|--------------------------|
| <a href="#">Child Support Worksheets</a>   | WSCSS-Worksheets                                 | Online Child Support Calculation software is available at <a href="https://fortress.wa.gov/dshs/dcs/SSGen/Home">https://fortress.wa.gov/dshs/dcs/SSGen/Home</a> | <input type="checkbox"/> |
| <a href="#">Child Support Schedule &amp; Instructions</a>                          | Use this information to complete the Worksheets. |   |                          |
| <a href="#">Child Support Order</a>  | FL All Family 130                                |   | <input type="checkbox"/> |
| <a href="#">Final Order and Findings on Petition to Modify Child Support Order</a> | FL Modify 510                                    |   | <input type="checkbox"/> |

## Step 3: How to finalize your case.

If both parties are **self-represented** and you are ready to finalize your case, you **must** schedule an appointment with the facilitators.

To schedule an appointment, go to:

<https://kingcounty.gov/en/court/superior-court/courts-jails-legal-system/court-programs-children-families/divorce-custody-adoption/family-law-facilitators>.

At the appointment, the facilitators will review your final documents.

- If all documents are complete and ready to finalize the facilitators will process the documents and present them to a judicial officer for approval.
- If the documents are incomplete or there are other issues to fix before finalizing, you will be given instructions and scheduled for a return appointment.