

# 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> and [www.courts.wa.gov/forms](http://www.courts.wa.gov/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"/>
<a href="#">Petition to Modify Child Support Order</a>	FL Modify 501	If the other party agrees with your petition, they will sign the “Joinder” on the last page of this document.	<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			

## Step 2: File your documents in the Clerk’s Office

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/)

Reminder: Both parties must sign all documents

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	Fill this out how you would like the judicial officer to sign	<input type="checkbox"/>

[Final Order and Findings on Petition to Modify Child Support Order](#)

FL Modify 510

Fill this out how you would like the judicial officer to sign



### Step 3: 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 final documents to the Facilitator's office to be presented to a judicial officer for approval. You may bring your documents to either facilitator location during walk-in hours, email them to [facilitators@kingcounty.gov](mailto: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 and will need to resubmit with your corrections.