

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 at <https://kingcounty.gov/courts/superior-court/family/facilitator.aspx>.
- You can obtain a list of low-cost and free legal resources. <https://kingcounty.gov/~media/courts/superior-court/docs/family/facilitator/family-law-resources.ashx?la=en>

Step 1: Fill out these forms.

All these forms can be downloaded at: <http://www.kingcounty.gov/courts/clerk/forms.aspx>

Form Name	Form Number	Notes	Completed
Case Assignment Area Designation and Case Information Cover Sheet	None		<input type="checkbox"/>
Confidential Information form		Attachment to Confidential Information form (for additional parties or children)	<input type="checkbox"/>

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

Petition to Modify Child Support Order	FL Modify 501		<input type="checkbox"/>
File a certified copy of your current child support order			

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://www.kingcounty.gov/courts/clerk/documents/efiling.aspx>

Step 2: Fill out these forms.

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

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

Step 2: Make a copy for your records and submit your original forms to the Clerk's Office and pay a fee.

Option 1:

The Clerk will ask you to pay the Ex Parte via the Clerk processing fee. Complete the ex parte cover sheet and select the method for picking up your copies of the signed orders. The Clerk will present the orders to the Commissioner for you. After the orders are signed the Clerk will automatically file the originals and return the copies of the orders to you via the method you requested.

Option 2:

Electronically through the Clerk's online eFiling Application. View the [Ex Parte via the Clerk Step-by-Step process guide](#). To access and learn more about the **eFiling application**.