

# How to Modify Child Support by Default

Use this packet ONLY if:

- You and the other parent have a Superior Court child support order, and
- You want to change the support order.
- The other party has not filed a Response or appeared on the case

Do **not** use these instructions for help with *unpaid child support*. Talk to the Division of Child Support (DCS) or a lawyer if you have questions about unpaid 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 in Step 1 can be downloaded at:  
<https://www.kingcounty.gov/courts/clerk/forms.aspx>

Form Name	Form Number	Notes	Completed
<a href="#">Motion for Default</a>	FL All Family 161		<input type="checkbox"/>
<a href="#">Order on Motion for Default</a>	FL All Family 162		<input type="checkbox"/>
<a href="#">Final Order and Findings on Petition to Modify Child Support Order</a>	FL Modify 510		<input type="checkbox"/>
<a href="#">Child Support Order</a>	FL All Family 130		<input type="checkbox"/>
<a href="#">Child Support Worksheet</a>	WSCSS- Worksheets		<input type="checkbox"/>
<a href="#">Ex Parte via the Clerk Coversheet</a>			<input type="checkbox"/>

## Step 2: If you have ever received Public Assistance:

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 soon as possible. They must sign off on the Child Support Order before you can finalize your case.

## Step 3: Take your original forms to the Clerk's Office and pay a fee.

Ex Parte via the Clerk is a service provided by the Clerk's Office. Submit your document from Step 1 to the Clerk and pay the Ex Parte via the Clerk processing fee. The Clerk will present your documents to the Commissioner for you. After they have been signed, the Clerk will automatically file the original documents and return a copy of the final orders to you via the method you requested.

You can submit your documents to the Clerk's Office (room 2C in Kent and E-609 in Seattle),

**OR**

You may also provide your papers electronically to Ex Parte via the Clerk. Please see:  
<https://www.kingcounty.gov/~media/courts/Clerk/docs/misc/eExParteviatheClerkGuide.ashx?la=en>

There is a fee; if you cannot afford to pay the fee, apply to waive the fee. Forms and instructions are at: <https://www.kingcounty.gov/~media/courts/Clerk/forms/ifp-clerk-fee.ashx?la=en>.