

# 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 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 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
<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	Fill this out how you would like the judicial officer to sign	<input type="checkbox"/>
<a href="#">Final Order and Findings on Petition to Modify Child Support Order</a>	FL Modify 510	Fill this out how you would like the judicial officer to sign	<input type="checkbox"/>
<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"/>
<a href="#">Child Support Worksheet</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"/>

## Step 2: Determine the other party's response deadline

You must wait:

20 days	If the other party was served in person in Washington state.
60 days	If the other party was served in person outside of Washington state, or by publication (because of a court order).
90 days	If the other party was served by mail because of a court order.

## Step 3: If you have ever received Public Assistance:

If the child(ren) have ever received public assistance, 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 4: How to finalize your case by default.

If the other party has not responded within the timeline, you may bring **copies** of all your completed and signed final documents, listed in Step 1, to the facilitator's office to be processed and presented to a judicial officer for approval. You may drop them off at 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 them.