

# How to Adjust Child Support

Use this packet ONLY if:

- You and the other parent have a Superior Court child support order, and
- You want to change the amount of support being paid.

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: [www.courts.wa.gov/forms/](http://www.courts.wa.gov/forms/)

<a href="#">Motion to Adjust Child Support</a>	FL Modify 521	Attach a copy of the current Child Support worksheets and Child Support Order	<input type="checkbox"/>
<a href="#">Declaration of (name): _____</a>	FL All Family 135		<input type="checkbox"/>
<a href="#">Order on Motion to Adjust Child Support Order (Proposed)</a>	FL Modify 522	Fill this in the way you would like a judicial officer to sign	<input type="checkbox"/>
<a href="#">Child Support Order (Proposed)</a>	FL All Family 130	Fill this in the way you would like a judicial officer to sign	<input type="checkbox"/>
<a href="#">Child Support Worksheets</a>	WSCSS-Worksheets		<input type="checkbox"/>
<a href="#">Financial Declaration</a>	FL All Family 131		<input type="checkbox"/>
<a href="#">Sealed Financial Source Documents Coversheet</a>	FL All Family 011	This goes on top of your financial documents	<input type="checkbox"/>
<a href="#">Child Support Schedule and Instructions</a>	WSCSS-Schedule	Use these instructions to calculate the Child Support Worksheets.  Online Child Support Calculator available at: <a href="https://fortress.wa.gov/dshs/dcs/SSGen/Home">https://fortress.wa.gov/dshs/dcs/SSGen/Home</a>	
<p>When you ask for child support, you must provide copies of financial documents, including:</p> <ul style="list-style-type: none"> <li>▪ Your W-2s and complete personal tax returns for the past 2 years</li> <li>▪ Your most recent pay stubs (at least 6 months)</li> <li>▪ Complete partnership/corporate tax returns for the past 2 years if you have a 5% interest or more</li> <li>▪ Statements from all your banks and financial institutions for the past 6 months</li> </ul> <p><i>Note:</i> The other parent can ask you for a copy of your check register. If this happens, you will have 14 days to provide it.</p>			

## Step 2: How to Schedule a Court Date

### 1. Picking a Hearing Date and Time:

The motions calendar is limited to a certain number of hearings per day. You must go to <https://superiorcourt.kingcounty.gov/famlaw/scheduling/calendar> to view availability and schedule your motion with the family law department.

Please note that you must schedule each motion individually. You cannot make one reservation for multiple motions (Example- Contempt/Temporary Orders or temporary orders/Motion to Enforce). Only the motions properly scheduled will be heard.

### 2. Pick the Correct Calendar:

You will pick “Attorney Represented Motions” if there is an attorney on the other side or “Self-Represented Motions” if there are no attorneys involved. Make sure to pick the correct calendar on the calendar tool. You will want to choose an available “Motion to Adjust” slot.

You will need your case number (from your current child support order), contact information and information for the other party to complete the reservation.

**3. Filing your documents:**

Once you have reserved your spot on the calendar, the reservation system will give you the *Notice of Court Date* to file, or you can download the form at <https://kingcounty.gov/en/dept/dja/courts-jails-legal-system/court-forms-document-filing/forms>.

**\*\*You must file a *Notice of Court Date* and your motion within 3 calendar days of your reservation.**

Form Name	Form Number	Notes	Completed
Family Law Notice of Court Date (Commissioners) <a href="#">Kent</a> or <a href="#">Seattle</a>			<input type="checkbox"/>

If you make a reservation but fail to file the Motion and Notice of Court date within 3 days, your reservation may be stricken.

**IMPORTANT!** If the court determines that you are reserving space on the calendar in bad faith, you may be subject to sanctions. You should only reserve a hearing date when you intend to move forward with the motion.

**4. Cancelling or Rescheduling a Hearing:**

In the event that you need to cancel or reschedule your hearing you must immediately contact:

- [FamilyLawStaffMRJC@kingcounty.gov](mailto:FamilyLawStaffMRJC@kingcounty.gov) or 206-477-1523 for motions noted in Kent, or
- [FamilyLawStaffSeattle@kingcounty.gov](mailto:FamilyLawStaffSeattle@kingcounty.gov) or 206-477-2750 for motions noted in Seattle

**Please do not reserve more than one slot per motion. Important!** If you are rescheduling court staff will move your reserved time to the new date. If you fail to timely strike your hearing, or re-note the motion without alerting family law staff, you may be subject to sanctions.

**Step 3: Make copies**

**Which documents do I need copies of?**

- Notice of Court Date
- Motion to Adjust Child Support
- Declaration
- Financial Declaration
- Sealed Financial Source Documents
- Child Support Worksheets

**How many copies do I need?**

- Original set to file with Clerk’s office
- Copy 1 is to serve the other party
- Copy 2 you will keep for your records

## Step 4: File Your Forms with the Clerk’s Office

At least 14 days before the hearing, file the originals of all paperwork in Step 1 **except** the Proposed Order on Motion to Adjust Child Support and Proposed Child Support Order.

**DO NOT FILE** the following forms: Order on Motion to Adjust Child Support and Child Support Order. These Orders are your proposed Orders. See Step 6 for instructions on where to submit proposed orders.

You can file by either bringing your original forms to the Clerk’s Office (room 2C in Kent and E-609 in Seattle),

**OR**

E-File your completed forms with the Clerk’s Office. How to e-file into an existing case:

<https://www.kingcounty.gov/~media/courts/Clerk/docs/misc/eFileIntoExistingCaseGuide.aspx?la=en> also found here: <https://kingcounty.gov/en/dept/dja/courts-jails-legal-system/court-forms-document-filing/filing>

## Step 5: Have the other party served

### What to serve

Serve the other party with a copy of all the forms listed in Step 3 that you made copies of **AND** a copy of the Case Schedule the Clerk gave you when you filed.

### How to serve

Provided that no order restrains you from having contact with the other party, you may deliver or mail them yourself at least **14 calendar days by 12 noon** before the hearing (add 3 more days for mailing). If the other party has an attorney, deliver or mail the forms to the attorney instead.

After you have delivered or mailed the forms to the other party or attorney, fill out the *Proof of Mailing or Hand Delivery* (FL All Family 112) form. File this document with the Clerk’s Office.

<a href="#">Proof of Mailing or Hand Delivery</a>	FL All Family 112		<input type="checkbox"/>
<a href="#">Declaration: Personal Service Could not be Made in Washington</a>	FL All Family 102	Only needed if the other party is personally served outside the state.	<input type="checkbox"/>

## Step 6: Submit Proposed Orders to Family Law Department

### Proposed orders

Proposed orders (as needed): Order on Motion to Adjust Child Support Order and Child Support Order. These Orders are your proposed Orders

You can submit your proposed order online through the [Clerk’s Office eFiling System](#) <https://kingcounty.gov/en/dept/dja/courts-jails-legal-system/court-forms-document-filing/filing> via the "Proposed Orders (Family Law)" link.

**If you are not represented by an attorney**, you can submit paper copies of proposed orders to the Judge’s Mailroom in an envelope marked “Attn: Family Law Commissioner” with their full

name, case number and hearing date. Orders for cases with a “KNT” designation should be dropped off in room 2D in Kent. Orders for cases with an “SEA” designation should be dropped off in room C-203 in Seattle.

**If you are the person asking for the motion, submit your proposed order at least 14 calendar days prior to the hearing. If you are the person responding to the motion, the proposed order is due 5 court days prior to the hearing.**

## Step 7: Submission List

All documents that will be considered **must** be filed in the clerk’s office (either e-filed or physically delivered) and served on the other party. Once you have filed the documents you must file a *Working Papers Submission List*.

Find this form here: <https://kingcounty.gov/en/dept/dja/courts-jails-legal-system/court-forms-document-filing/forms>

Form Name	Completed
<a href="#">Working Paper Submission List</a>	<input type="checkbox"/>

The Working Papers Submission List accomplishes two purposes:

- 1. It confirms that you want your hearing to move forward**-The *Working Papers Submission List* is due by the reply deadline for the moving party (noon 3 court days prior) and the response deadline for the responding party (noon 5 court days prior). If you fail to file your submission list by the deadlines listed above, your hearing will not take place. It is suggested that the submission list be filed electronically to avoid processing delays.
- 2. It lets the Commissioner know what to read to prepare for the hearing.** The submission list shall list all documents that the parties want the court to consider. It must list your motion. If the submission list does not list required documents, such as the motions, your hearing may not go forward.

If you have filed multiple motions for one case, and have reserved a spot for each motion, you may file one submission list for all properly reserved motions.



**Important!** If you do not turn in a Submission List your hearing will be stricken.

## Step 8: Virtual hearing

All family law motions are being heard virtually via Zoom. Two days before your hearing:

- Go to <https://kingcounty.gov/en/court/superior-court/courts-jails-legal-system/court-calendars-locations-operations/superior-court-calendars-schedules/virtual-family-law-hearings>
- Click on the green button that says “Virtual Hearing Links- 1:00 p.m. Calendar”
- Find the name of your case. The zoom link you will use to appear for your hearing will be to the right of your case number.

If you cannot access Zoom for your hearing, you may also use the phone number provided to appear by phone. If you cannot go online to get the hearing information, at least two days before your hearing, call and leave a message at:

- 206-477-1523 for motions noted in Kent, or
- 206-477-2750 for motions noted in Seattle

Court staff will contact you back to let you know how to appear.

For more guidance on Video Hearings, please visit: <https://kingcounty.gov/en/court/superior-court/courts-jails-legal-system/court-calendars-locations-operations/virtual-hearings-trials/video-participation>

### **Important tips for your Zoom hearing:**

- 1. If you are on time for your hearing and you are not let into the meeting within 15 minutes** after your scheduled hearing time, please email
  - a. [FamilyLawStaffSeattle@KingCounty.gov](mailto:FamilyLawStaffSeattle@KingCounty.gov) for Seattle cases or,
  - b. [FamilyLawStaffMRJC@KingCounty.gov](mailto:FamilyLawStaffMRJC@KingCounty.gov) for Kent cases.

Do not leave the waiting room. If you cannot email the court, call 206-263-0635 for assistance.

### **2. Once in the meeting please:**

- a. Mute yourself and turn off your camera until you are called on.
- b. Rename yourself with your last name, first name (example: "Doe, Jane").
- c. If you get disconnected on accident you can click the link again or call the associated phone number and you will be let back into the meeting.

**3. The coordinator will perform a check-in.** Please remain muted and do not speak until your name or case number is called.

**4. After check-in, wait and remain muted with your camera off until the court is ready for your hearing.** Your hearing may start at any time between 1:00 and 4:00 pm. When called, identify yourself each time you speak and conduct yourself as you would if you were in a physical courtroom, meaning there are other people present for their hearings too.

**5. After your hearing is over you are welcome to leave the meeting.**