

How to Respond to a Motion for Child Support Adjustment

If you choose to respond, you must do so in writing **by noon 5 court days** (do not count weekends or holidays) prior to your hearing.

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: www.courts.wa.gov/forms/

Form Name	Form Number	Notes	Completed
Declaration of (name): _____	FL All Family 135	Tell the Court your side of the story	☐
Financial Declaration of (name): _____	FL All Family 131		☐
Child Support Worksheets	WSCSS Worksheets	Child Support Schedule and Instructions (do not make copies of this form) Use these instructions to calculate the Child Support Worksheets. Online Child Support Calculator available at: https://fortress.wa.gov/dshs/dcs/SSGen/Home	☐
Child Support Order (proposed)	FL All Family 130	Fill this out the way you want the Commissioner to decide	☐
Order on Motion to Adjust Child Support Order (proposed)	FL Modify 522	Fill this out the way you want the Commissioner to decide	☐
Sealed Financial Source Documents Coversheet	All Family 011	This goes on top of your financial documents.	☐
Gather the necessary financial documents, including: ▪ Your W-2s and complete personal tax returns for the past 2 years ▪ Your most recent pay stubs (at least 6 months) ▪ Complete partnership/corporate tax returns for the past 2 years if you have a 5% interest or more ▪ Statements from all your banks and financial institutions for the past 6 months <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.			

Step 2: Make Copies

Which documents do I need copies of?

- Declaration
- Financial Declaration
- Financial Source Documents
- Child Support Worksheets (proposed)

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 3: File your completed forms with the Clerk's Office

At least 5 days before the hearing file the originals of all paperwork from step 1 **except** the Child Support Order and Order on Motion to Adjust Child Support Order, also known as Proposed Orders.

E-filing instructions can be found on the Clerk's Office website:

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

Step 4: Have the other party served

Proof of Mailing or Hand Delivery	FL All Family 112	Use this if the other party was served by mail.	☐
Proof of Personal Service	FL All Family 101	Use this if the other party is served in person.	☐

Serve the other party with a copy of all forms listed in Step 2.

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 **5 court 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* form. File this document with the Clerk's Office.

If you had someone else deliver the papers to the other party or attorney, then the server would fill out the *Proof of Personal Service* form. If someone else mails them for you then the server would fill out the *Proof of Mailing or Hand Delivery*.

Step 5: Submit Proposed Orders to Family Law Department

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

You can submit your proposed order online through the **Clerk's Office eFiling System**

<https://dja-efsp.kingcounty.gov/EFiling/Logon/Logon.aspx?ReturnUrl=%2fEFiling%2fdefault.aspx> 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.

****NOTE:** If any of the children have ever been on public assistance, you must also deliver a set of copies to the King County Prosecuting Attorney Family Support Section.

Step 6: Submission List

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

Form Name		Completed
Working Paper Submission List		☐

The Submission List is a list of the filed documents you want the court to review for your hearing. This list also tells the Court how to directly contact you for the hearing. It should be filed at least **5 court days by 12 noon** before your hearing. You must include the phone number and email address you want the court to use on the Submission List.

Step 7: 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 for Seattle cases or,
 - b. 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 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.



IMPORTANT! If you do not turn in a submission list, or you do not appear for your hearing on-time, the hearing may be conducted without you or stricken.