

# **MODIFICATION OF CHILD SUPPORT**

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

Following these procedures does not guarantee that a judge will approve your request. Each case is evaluated on its own merit. See RCW 26.09.060(4).

## **1. GET STARTED - DOCUMENTS REQUIRED**

- Petition for Support Modification **WPF DRPSCU 06.0100**
- Summons for Support Modification **WPF DRPSCU 06.0200**
- Child Support Worksheets
- Confidential Information Form (INFO) **WPF DRPSCU 09.0200**
- Addendum to Confidential Information Form **WPF DRPSCU 09.0210**
- Financial Declaration **WPF DRPSCU 01.1550**
- Sealed Financial Source Documents **WPF DRPSCU 09.0220** (2 yrs W-2/tax returns/6 mo. pay stubs)

If the other parent is in agreement with your request to modify child support, they may sign the joinder and therefore not have to be served.

- Joinder **WPF DRPSCU 01.0330**

## **2. FILE THE ORIGINAL FORMS**

Make two copies of the completed forms above and file the originals with the Superior Court Clerk's office. At the time of filing you must pay a \$56 filing fee (No Personal Checks). Keep one copy for your records and serve one copy on the other party.

## **3. SERVE THE OTHER PERSON**

You then need to properly serve (deliver) copies of the documents to the other person. Someone over 18 not a party to the case can do that for you, they must complete the:

- Return of Service **WPF DRPSCU 01.0250**

After service is complete, make a copy of the Return of Service form for yourself and bring the original to the court clerk's office to be placed in your file. If the children receive public assistance, you must also serve a copy on the Prosecuting Attorneys Office, 800 Franklin, #100, Vancouver WA 98660. 360-397-2265

The other party has 20 days if served in Washington, and 60 days if served outside Washington, to file a response to your petition.

## **4. IF THE OTHER PARTY DOES NOT FILE A RESPONSE**

After the response period has passed, if the other person has not filed a written response, you may schedule a hearing to have the other parent found in default, and ask the judge to approve the orders finalizing your modification. Use these forms to schedule a hearing (get a date from the facilitator):

- Motion for Default – support modification **WPF DRPSCU 06.0400**
- Order of Default – support modification **WPF DRPSCU 06.0450**
- Findings/Conclusions on Petition for Modification of Child Support **WPF DRPSCU 06.0600**
- Order on Modification of Child Support **WPF DRPSCU 06.0700**
- Order of Child Support **WPF DR 01.0500** or **WPF PS 15.0700**
- Child Support Worksheets
- Citation-free at facilitator apt or at the law library (15¢) or from the court clerk (50¢)
- Response to Petition **WPF DRPSCU 06.0300**