

# How to Change a Final Parenting Plan

You want to ask the court to change the custody or residential placement of your children

Your visitation schedule needs to be changed

Some of the terms in your current Parenting Plan no longer meet your needs

When parties **DO NOT** agree

You must file your Modification in the court where your most recent Parenting Plan was entered or in the County where the children reside.

Forms may be downloaded for free at [www.courts.wa.gov/forms](http://www.courts.wa.gov/forms) or you may purchase them at the Clerk's Office

## Step 1: Fill out these forms and make copies

Completed	Form Name	Form #	Notes
	Case Assignment	Facilitator or Clerk's Office will provide	
	Confidential Information Form	FL All Family 001	
	Summons: Notice about Petition to Change a Parenting Plan, Residential Schedule or Custody Order	FL Modify 600	
	Petition to Change a Parenting Plan, Residential Schedule or Custody Order	FL Modify 601	You must attach a copy of the final Parenting Plan, Custody Order you want to change to your petition. If the Parenting Plan or Custody was entered in another state or county, you need to provide a certified copy
	Parenting Plan	FL All Family 140	
	Notice of Hearing	FL All Family 185	

	Declaration	FL All Family 135	
	Motion for Adequate Cause Decision	FL Modify 603	
	Motion for Temporary Family Law Order	FL Parentage 323	Fill this our if you are requesting orders at your hearing

## Step 2: Copies needed

File your original forms with the clerk’s office

- 1 copy for your records
- 1 copy to be served on the other party
- 1 copy to be given to the commissioner

## Step 3: File your paperwork with the Clerk’s Office and pay the filing fee

If you cannot afford to pay the fee, fill out these forms:

Completed	Form Name	Form #	Notes
	Motion and Declaration for Waiver of Civil Fees and Surcharges	WPF GR 34.0100	
	Financial Statement	WPF GR 34.0300	
	Order re Waiver of Civil Fees and Surcharges	WPF GR 34.0500	

The forms are also available for download at [www.courts.wa.gov/forms](http://www.courts.wa.gov/forms).

Turn in the Motion, financial statement and order, along with all of your completed paperwork to the Clerk’s Office prior to 11:00 am, your case will be heard at 1:00 pm (same day) and you must be present.

If there is not waiver, payment can be made in the form of cash, cashier’s check, money order, debit/credit card. NO PERSONAL CHECKS.

## Step 4: Serve the other party

You must give the other party all the forms you filed with the clerk, except the Confidential Information Form

Someone over 18 – not you- must serve the other parent copies of your court papers. After serving, the server fills out the Proof of Personal Service and gives it to you. File the original Proof of Personal Service form with the Clerk.

Completed	Form Name	Form #	Notes
	Proof of Personal Service	FL All Family 101	Use this form when the other party will be personally served

Make a copy for yourself.

## Step 5: After the other party has been served

File the ORIGINAL Proof of Personal Service with the Clerk’s office. Make a copy for yourself and date stamp the copy.

## Step 6: Fill out these forms and take to your hearing

Completed	Form Name	Form #	Notes
	Order on Adequate Cause to Change a Parenting/Custody Order	FL Modify 604	Fill this out the way you want the court to decide

If you will be requesting temporary orders at the hearing, you will also need:

Completed	Form Name	Form #	Notes
	Temporary Family Law Order	FL Parentage 324	Fill this out the way you want the court to decide
	Information for Temporary Parenting Plan	FL All Family 139	If you are asking for a temporary parenting plan

## Step 7: Go to your court hearing

Take all documents with you including the forms you filled out in Step 6

These instructions are legal information, not legal advice.

All of the above mentioned forms can be found on the Washington State Court website:

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