

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

Both parties 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 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 Information Cover Sheet	Facilitator or Clerk will provide	
	Confidential Information	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.
	Agreement to Join	FL All Family 119	
	Notice of Hearing	FL All Family 185	If agreed, you need to set date out 14 days to the Friday Commissioner docket

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.

For Waivers of filing fees:

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 no waiver, payment can be made in the form of cash, cashier’s check, money order, debit/credit card. NO PERSONAL CHECKS.

Step 4: Fill out these forms and take them to your final hearing

Completed	Form Name	Form #	Notes
	Parenting Plan	FL All Family 140	
	Final Order and Findings on Petition to Change a Parenting Plan, Residential Schedule or Custody Order	FL Modify 610	Fill this out the way you would like the court to decide. ***if both parties are in agreement, both parties need to sign this form***

Step 5: Attend your court hearing

Take a copy of all your documents to the hearing

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.