

# How to Modify a Child Support Order/Agreement

You and the other party have a child support order

You want to change the support order

You and the other party agree to the change of child support

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   |
|-----------|---|--------------------|---|
|           | Confidential Information  | FL All Family 001  |   |
|           | Petition to Modify Child Support Order                                    | FL Modify 501      | Attach a copy of your current Child Support Order ***The other party should sign the agreement to join at the end of the Petition***  |
|           | Child Support Schedule and Instructions (do not make copies of this form) | 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> |
|           | Child Support Worksheets  | WSCSS - Worksheets |   |
|           | Financial Declarations of (name)  | FL All Family 131  |   |
|           | Sealed Financial Source Documents (Cover Sheet)                           | FL All Family 011  | This form goes on the front of the financial documents you file   |
|           | Agreement to Join Petition  | FL All Family 119  | Only fill out if the other party did not sign the Petition  |
|           | Notice of Hearing   | FL All Family 185  | Cite to a Friday docket 14 days from date Notice was served   |

When you ask for Child support, you must provide copies of financial documents, including:

W-2 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 of your banks and financial institutions for the past month  
Official letters from Social Security, Employment Security, DSHS or L&I, saying how much you received in benefits

## Step 2: Copies needed

- Original set to file with the Clerk
- 1 copy for your records
- 1 copy to give to the other party
- 1 copy to the Prosecuting Attorney's Office, if you have children who have received public assistance at some point.
- 1 copy to deliver to the Commissioner

## Step 3: File originals 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 | Both parties need to provide financial statements |
|           | 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).

If the other party signed the agreement to join, both parties must submit financial statements.

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: Look at the agreement to join paragraph

If the other parties checked the box "I ask the other side to notify me about any hearings in this case". You will need to:

- Provide them with the Notice of Hearing along with completed documents in Step 7
- Have the parties sign the completed documents in Step 7

## Step 5: Serve the other party – if they asked for Notification

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 6: After the other party has been served

File the ORIGINAL Proof of Mailing or Hand Deliver form with the Clerk. Make a copy for yourself and date stamp the copy.

## Step 7: Fill out these forms and take to your hearing

| Completed | Form Name  | Form #             | Notes   |
|-----------|--|--------------------|---|
|           | Final Order and Findings on Petition to Modify Child Support Order | FL Modify 510      | Fill this out the way you would like the court decide |
|           | Child Support Worksheets   | WSCSS – Worksheets |   |
|           | Child Support Order  | FL All Family 130  |   |

Keep the Originals for yourself (bring them with you to your court hearing).

Deliver a copy to the other parent

Deliver a copy to the Commissioner

Deliver a copy to the Prosecuting Attorney (if applicable)

Make sure the Commissioner has a copy of the forms listed below before your court date  
 Summons: Notice about Petition to Modify Child Support Petition for Support Modification  
 Petition to Modify Child Support Order  
 Financial Declaration  
 Sealed Financial Source Documents  
 Child Support Order  
 Final Order and Findings on Petition to Modify Child Support Order  
 Child Support Worksheets

## **Step 8: Attend Court Hearing**

Take all your documents with you, including the Original documents from Step 7

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).