

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 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: https://fortress.wa.gov/dshs/dcs/SSGen/Home
	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.

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 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

Completed	Form Name	Form #	Notes
	Proof of Mailing	FL All Family 112	Use this form when delivering copies to the other party.

File the original Proof of Mailing form with the Clerk.

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

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.