

How to Ask for a Parenting Plan (and Child Support if needed)

You can use this packet **ONLY IF:**

You were never married to the other parent

You want a parenting plan and perhaps a child support order for that child

An Acknowledgment of Paternity was filed at Washington Center for Health

The Acknowledgment of Paternity was filed after July 27, 1997 and at least 60 days before you
filed your request

DO NOT use this packet if:

You are married to the other parent of this child or

There is already a custody or parenting plan order for this child, or

You want to challenge paternity or ask the court to order blood tests

Forms may be downloaded for free at www.courts.wa.gov/forms or
you may purchase them at the Clerk’s Office

Step 1: Obtain a certified copy of the Paternity Affidavit

A copy may be obtained from the Center for Health Statistics

PO BOX 9709

Olympia, WA 98507-9707

If you have questions, contact the paternity specialist at the Department of Health in Olympia
360-236-4336 or 360-236-4335

Step 2: 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 for Parenting Plan, Residential Schedule and/or Custody Plan	FL Parentage 330	
	Petition for a Parenting Plan, Residential Schedule and/or Child Support	FL Parentage 331	

	Sealed Birth certificate or Paternity Document (coversheet)	FL Parentage 329	Attach a certified copy of Paternity Acknowledgment/Denial/Birth Certificate
	Certified copy of Acknowledgment Denial of Paternity or Birth Certificate		Contact WA Center of Health Statistics, or similar agency in the state where Acknowledgment or Denial was filed
	Parenting Plan	FL All Family 140	
	Information for Temporary Parenting Plan	FL All Family 139	
	Notice of Military Dependent	FL All Family 103	
	Declaration about Public Assistance	FL ALL Family 132	

Step 3: 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.

Step 4: Take your original forms to the Clerk's office to file and pay the filing fee

If you cannot afford to pay the filing 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.

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 5: Serve the other party

You must give the other party a copy of the Summons and Petition. YOU CANNOT SERVE THE OTHER PARTY. Someone over the age of 18 must serve. The person who serves the other party must complete, sign and give back to you .

Completed	Form Name	Form #	Notes
	Proof of Personal Service	FL All Family 101	

Make a copy for yourself.

Step 6: After the other party has been served

File the ORIGINAL Proof of Personal Service form with the Clerk. Put the Date stamp on your copy.

Step 7: Follow your case

If the other party files a Response, you must wait:

20 days	If the other party was served in person in Washington State.
60 days	If the other party was served in person outside of Washington State, or by publication.
90 days	If the other party was served by mail.

Step 8: Fill out these forms and make copies

If the other party does not serve and file a response by the deadline, you can finalize your case by default

You will need to fill out these forms and make copies

Completed	Form Name	Form #	Notes
	Motion	FL All Family 161	
	Order on Motion for Default	FL All Family 162	

If the other party files a response, you will need to set a hearing by filling out this form and serving the other party

Completed	Form Name	FORM #
	Notice of Hearing	FL All Family 185

You will also need to fill out these forms and take to you hearing

Completed	Form Name	Form #	Notes
	Final Order and Findings for a Parenting Plan, Residential Schedule and/or Child Support	FL Parentage 333	
	Parenting Plan (Final)	FL All Family 140	

You will also need these forms if Child Support is requested:

Completed	Form Name	Form #	Notes
	Financial Declaration of (name)	FL All Family 131	
	Sealed Financial Source Documents (cover sheet)	FL All Family 011	
	Child Support Order	FL All Family 130	
	Child Support Worksheets	WCSCC- worksheets	
	Child Support Schedule and Instructions	Use these instructions to calculate the Child Support Worksheets. online Child Support Calculator available at: https://fortress.wa.gov/dshs/dcs/SSGen/Home	

Step 9: 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.

Step 10: Go to your court hearing and take all of your documents

This includes all documents that you may have received.

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.