

How to Respond to a Child Support Modification

You have been served with a Summons and Petition for Modification of Child Support
 You DO NOT agree with the Child Support Modification

Step 1: Determine your response deadline

20 days	If you were served in person in Washington State.
60 days	If you were served in person outside of Washington State, or by publication.
90 days	If you were served by mail.

If you do not respond by the appropriate deadline, the court may enter an Order of Default against you and the other party may receive everything in the Petition.

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

Step 2: Fill out these forms and make copies

Completed	Form Name	Form #	Notes
	Response to Petition to Modify Child Support Order	FL Modify 502	
	Child Support Worksheets	WSCSS - Worksheets	
	Child Support Schedule and Instructions	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
	Financial Declaration of (name)	FL All Family 131	Fill out this form with your information. Some sections require you to supply the court with the other party's information. If you do not have this information, make the best estimate possible.
	Sealed Financial Source Documents (Cover sheet) You will need 2 of these	FL All Family 011	Attach this cover sheet to the top of your financial documents. The second cover sheet should be filed at the same time and will be part of the court public record.

	Declaration of (name)	FL All Family 135	This is your opportunity to explain your financial situation and respond to the other person's information.
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Gather the necessary 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

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 Commissioner

1 copy to the Prosecuting Attorney's Office, if you have children who have received public assistance at some point.

Step 4: Serve the other party

You must give the other party a copy of the documents.

You may deliver or mail the documents yourself. If any of the party has an attorney, deliver or mail the forms to the attorney instead. After you have delivered the forms to the other party or attorney, fill out one of these forms

Completed	Form Name	Form #	Notes
	Proof Personal Service	FL All Family 101	
	Proof of Mailing or Hand Delivery	FL All Family 112	

Make a copy for yourself.

File the original with the Clerk's Office

Step 5: After the other party has been served

File the ORIGINAL Proof of Personal Service or Proof of Mailing or Hand Delivery form with the Clerk. Date stamp on your copy.

Step 6: 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 want the court to decide
	Child Support Order	FL All Family 130	
	Child Support Worksheets	WSCSS - Worksheets	

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

Response to Petition to Modify Child Support Order

Financial Declaration

Sealed Financial Source Documents

Declaration

Child Support Order

Final Order and Findings on Petition to Modify Child Support Order

Child Support Worksheets

Step 7: Attend the hearing

Take all your paperwork, including all documents you were served

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.