

# How to Modify a Child Support Order/No Agreement

You and the other party have a child support order  
 You want to change the support order  
 You and the other party are NOT in agreement to the change

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
	Summons: Notice About Petition to Modify Child Support Order for Support Modification	FL Modify 500	
	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 - Worksheet	
	Financial Declaration	FL All Family 131	You must prove what your income is and that you need a modification. If you do not provide enough financial information, the court can deny your request.

	Sealed Financial Source Documents (Cover Sheet) You will need 2 of these	FL All Family 011	This form goes on the front of the financial documents you file. The second cover sheet should be filed at the same time and will be part of the court public record.
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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; Child Support, if you have children who have received public assistance at some point.

1 copy to give 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	
	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).

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: Serve the other party**

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 5: After the other party has been served**

File the ORIGINAL Proof of Personal Service with the Clerk’s office. Make a copy for yourself and date stamp the copy.

### **Step 6: Wait for a response**

The other party has to respond by:

20 days if the other parent was served in the State of Washington

60 days if the other parent was served outside the State of Washington

If the other parent does not respond by the deadline, you can ask the court for a Default Order.

### **Step 7: Schedule a hearing**

Fill out this form

Completed	Form Name	Form #	Notes
	Notice of Hearing on Petition to Modify Child Support Order	FL Modify 506	

File the Original with the Clerk’s office. Make sure a copy is sent to the other parent.

## Step 8: 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 9: Attend Court Hearing

Take all your documents with you, including the Original documents from Step 8

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).