

# **File a petition to modify a child support court order**

## **Instructions and Forms**



Northwest Justice Project

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## Part 1. Important Information

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- ❖ Use this *only* if you are going to file this type of case in a Washington State Superior Court.
  - ❖ You can find the other packets we link to here at [WashingtonLawHelp.org](https://www.washingtonlawhelp.org).
- 

### A. What is a Petition to Modify Child Support Order?

This type of case asks the judge to change the amount of your child support.

If you give enough evidence to prove a change is needed, the judge will issue a new Child Support Order.

### B. When should I file this Petition?

Only in certain situations. Before filing, talk with a lawyer with family law expertise. Read our [Change your child support court order](#) guide to learn more.

Also, check with your county's Superior Court. They may have a family law facilitator who can help you or refer you to free or low-cost clinics or lawyer referral services.

### C. Should I use this packet?

This packet will help you file a Petition to Modify (change) a final Washington State Child Support Court Order in a divorce or parentage case.

We do **not** describe how to change a temporary child support order, an order entered in a non-parent custody case, or court orders from other states.

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- ❖ If you need to modify an out-of-state order, talk with a lawyer, or call the Division of Child Support (DCS).
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**Before using this packet** (once you have decided you want to file a Petition to Modify Child Support Order), check with your family law facilitator or court clerk.

They may have their own Petition to Modify Child Support Order packet. If so, use theirs. It will have your county's rules and forms.

## D. Where can I file my Petition?

If you have a valid Washington State court order, you can file your Petition in the county:

- Where your current child support order was filed **or**
- Where the child lives **or**
- Where the person with *custody* of the child lives

## E. How much will this cost?

The costs involved include a filing fee of about \$56 if you are modifying your order in the same county where it was entered, up to \$350 if you are filing in a new county, copying fees, and (possibly) fees for delivering the papers to the other parties in your case (called service).

If you cannot afford the filing fee, you can file a motion asking the judge to waive (cancel) the filing fee.

Our [Ask the court to waive your filing fee](#) packet has forms and instructions. Or you can use our do-it-yourself interview program, [Washington Forms Online](#), to complete the forms at WashingtonLawHelp.org.

## F. Try Using Washington Forms Online

**Washington Forms Online** helps people fill out family law forms on a computer. Answer interview questions on LawHelp Interactive to create completed forms and instructions that are ready for your use.

Visit [WashingtonLawHelp.org/resource/Washington-forms-online](https://www.washingtonlawhelp.org/resource/Washington-forms-online) to see what forms are available. Other packets we recommend here may also be available.

## G. What if I have questions that this packet does not answer?

Talk to a lawyer familiar with family law before filing anything with the court.

Many counties have family law facilitators who can help fill out forms or free legal clinics where you can get legal advice.

- **Do you live in King County? Call 2-1-1** weekdays 8:00 a.m. - 6:00 p.m. From a pay or public phone, call 1-800-621-4636. They will refer you to a legal aid provider.
- **Apply online with [CLEAR\\*Online](https://nwjustice.org/get-legal-help)** - [nwjustice.org/get-legal-help](https://nwjustice.org/get-legal-help)
- **Call the CLEAR Legal Hotline at 1-888-201-1014.**



## Part 2. Checklist of Steps

We explain many of the steps below in more detail later in this packet.

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- ❖ Many counties have case schedules you must follow. Some require arbitration before a judge will sign final orders. Ask the court clerk or facilitator, if your county has one, about case schedules and local rules for petition to modify child support order cases.
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- 1. Learn About the Law on Child Support.** Read [Change your child support order](#) and [How is child support set?](#) Try to talk with a family law attorney. Make sure this is the right procedure for you.
- 2. Check for Special Local Rules and Forms.** Ask the clerk or family law facilitator (if this county has one) if your county has its own Petition to Modify Child Support Order packet.  
  
If so, use that packet. If you use ours, get any other forms you will need. Make sure you know any special deadlines for filing this kind of petition in your county.
- 3. Gather Needed Financial Documents and other forms that are not in this packet.**
- 4. Make sure you know the Other Party's Address.** You need the address for each party you must serve. The other parent may be the only other party. The State may be a party. There may be still other parties besides the other parent and the State.
- 5. Follow the General Instructions.**
- 6. Fill out the Forms You Plan to Use.**
- 7. Make One Copy of Each of the Finished Forms and the financial documents you are filing with the court.**
- 8. File Your Papers with the Court Clerk's Office in the appropriate Superior Courthouse.**

**9. Make the Necessary Extra Copies of the Forms. Have the Papers Served on the Other Parties.**

**10. Fill Out and File the Proof of Service by Mail.**

**11. Ask for Discovery, if you want it.** The rules require the other parties to give the court and you certain financial information. If they do not, or you need more information, see the facilitator or talk with a lawyer about asking for discovery.

**12. Take part in locally required procedures.** Find out the procedures in your county. **Example:** Some counties may require arbitration.

**13. File a Motion for Oral Testimony if needed.**

Generally, the judge decides these cases by looking at papers you have filed (“trial by affidavit”). If you must ask for a trial with live testimony, where you or other witnesses will answer questions under oath. Use our [Finalize a Modification of a Child Support Order](#) packet.

**14. Finalize Your Case.** If all the parties agree and sign the final papers, ask the court to sign them before your trial date.

If the other party has not responded, file a motion for default. If the other party has responded, get ready for trial. You may need to ask for a trial date. Use our [Finalize a Modification of a Child Support Order](#) packet.



### Part 3. Court forms in this packet

#### A. Forms you will need in this packet:

The forms marked with ❖ are available to fill out online using our free do-it-yourself interview program, [Washington Forms Online](https://www.washingtonlawhelp.org/forms-online), at WashingtonLawHelp.org. This program will help you fill out court forms.

The interview asks questions and uses your answers to complete your forms. When you finish the interview, you can save, edit, email, download, or print your completed forms.

Court Form Title	Court Form Number
Confidential Information Form	FL All Family 001
❖ Sealed Financial Source Documents (Cover Sheet)	FL All Family 011
Proof of Service by Mail	FL All Family 107
❖ Financial Declaration of:	FL All Family 131
Summons: Notice about Petition to Modify Child Support Order	FL Modify 500
Petition to Modify Child Support Order	FL Modify 501
Washington State Child Support Schedule & Instructions	WSCSS - Schedule
❖ Child Support Worksheets	WSCSS - Worksheets
Domestic Case Cover Sheet	No form #

#### B. Forms you *may* also need in this packet:

Court Form Title	Court Form Number
Sealed Personal Health Care Records (Cover Sheet)	FL All Family 012
Agreement to Join Petition (Joinder)	FL All Family 119



## Part 4. Other court forms and documents you may need to get

You will need more than just this packet to file and finalize your case. Check the boxes by the documents and packets you need. Get those documents or packets before filling out your forms.

- Your Current Child Support Order and Worksheets:** Get a copy of your *current* Child Support Order and worksheets (the most recent final order and worksheets a judge signed).

You can get a current copy at the Superior Court Clerk's office in the county where the order was entered. Alternatively, call the Division of Child Support to ask them to send you one.

- [Ask the Court to Waive Your Filing Fee](#):** Blank forms to print and fill out on your own, with how-to instructions for completing and filing.

Use this to ask the court to waive (not ask for) the filing fee required to file court papers in a civil case because you cannot afford to pay it. Alternatively, use our do-it-yourself interview program, [Washington Forms Online](#), to complete the forms at WashingtonLawHelp.org.

- [Declaration about Public Assistance, FL All Family 132](#):** This optional form is not in our packets. You may need the form if your county requires it, or to verify that no public assistance has been paid or that the children are not in foster care or out-of-home placement. Get the form at [courts.wa.gov/forms](https://courts.wa.gov/forms).
- [Serving Papers on the State](#):** If any party is asking for a child support order, and any child has gotten public assistance (TANF), medical coupons or Medicaid, or is in foster care or out-of-home placement.
- County Local Court Forms and Rules:** Some counties have special forms you will need when filing this type of case. Many counties have special local rules you need to know to file a Petition to Modify Child Support Order there. **Talk to the court clerk's office or family law facilitator.**

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❖ **Example: Order Setting Domestic Case Schedule** – Some counties use this form. If your county does, the clerk will give it to you when you file your case.

❖ Your county’s local rules or forms may be available online at [bit.ly/3Ak5jTz](https://bit.ly/3Ak5jTz).

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- [How is Child Support Set?](#): Basic information.
- [Change Your Child Support Court Order](#): For more about the laws that apply to this type of case.
- **Sealed Records Cover Sheets.** The Confidential Court Reports Cover Sheet is not in this packet. If you are filing records requiring this cover sheet (see Box #2 of the General Instructions section), use our [File for Temporary Family Law Orders](#) packet. Or get the form from [courts.wa.gov/forms](https://courts.wa.gov/forms).
- [Subpoenaing Witnesses and Documents](#): To make sure important witnesses or documents are at trial. (Many courts decide these cases with declarations instead of live testimony.)
- [Finalize a Modification of a Child Support Order](#): By agreement, default, or going to trial.
- **Financial Information:** You must prove what your income is, and that you need a modification. If you do not give enough financial information, the court can deny your request.
- [Notice of Address Change, FL All Family 120](#): If you move during or after your case, you must fill this form out, file it with the court, and get all other parties a copy. Get it from [courts.wa.gov/forms](https://courts.wa.gov/forms).



## Part 5. Checklist of forms and documents you will need

### A. Use these forms and documents if the other party will not agree:

- Summons: Notice about Petition to Modify Child Support Order
- Petition to Modify Child Support Order
- Financial Declaration
- Sealed Financial Source Documents Form
- Child Support Worksheets
- Confidential Information Form (**Do not** serve this form on the other party)
- Domestic Case Cover Sheet
- Locally required forms
- Proof of Service by Mail
- A copy of your most recent final Child Support Order and worksheets.
- Your last two years of federal and (if applicable) state income tax return forms, with your W2s and other attachments

If you have no copies of your tax returns, ask the IRS for copies. There is a fee.

If you filed no federal returns in the last two years, you must state that in your declaration, and explain why.

You must provide the court with other proof of your income for the last two years, such as W-2 or 1099 forms, paystubs, or a declaration from your employer.

- Your pay stubs (at least one full month of paystubs, or more if possible. Some counties require more than a month of paystubs).

If you are self-employed or do not have paystubs or tax returns, you must get papers that prove what your income is.

**Examples** include:

- Official letters from Social Security, L&I, Employment Security, or DSHS saying how much you receive in benefits
- Bank account statements
- Business tax returns or records, or 1099 forms

Some counties require other evidence, such as bank statements or check registers. Check your local rules. See if you need to provide more financial information.

- Use the [Declaration of Witness](#) form, FL All Family 135, to explain more about why you need the support modification. Most people need this form to get ready for their trial by affidavit. It is in our [Finalize a Modification of a Child Support Order](#) packet.

## **B. What if we agree on the change in child support?**

If all parties agree on how much support should change, and you all sign the papers to show your agreement, **do not** use all the forms listed above.

You only need to fill out:

- Petition to Modify Child Support Order
- Agreement to Join Petition (use this if the other parent does not sign the Petition, or if she does not sign the new Child Support Order, Final Order and Findings, and Child Support Worksheets)
- Child Support Worksheets
- Domestic Case Cover Sheet
- Locally required forms
- Child Support Order

- Final Order and Findings on Petition to Modify Child Support Order
- Confidential Information Form: & Attachment (each party fills out their own form. Do not give this completed form to the other party)

The Final Order and Findings on Petition to Modify Child Support Order, Child Support Order and Child Support Summary Report forms, and instructions for filling them out and entering them by agreement are in our [Finalize a Modification of a Child Support Order](#) packet.

**You may also need to bring proof of both parties' incomes to your final hearing.**

You and the other parent must both sign all these forms after filling them out.

If your children have ever gotten public assistance (TANF) or Medicaid, or if they are in foster care or out-of-home-placement, the county prosecuting attorney's office will need to sign all the final orders. Use our [Serving Papers on the State](#) packet.

**C. If you file certain confidential information during the case, use these forms to keep the private information out of the public court file**

- Sealed Personal Health Care Records (Cover Sheet)
- Sealed Confidential Reports (Cover Sheet)
- Sealed Financial Source Documents (Cover Sheet)



## Part 6. General instructions for filling out forms

Read these before you start filling out any forms.

**Caption.** The caption is the name of your case. It is a section appearing at the top of the first page of every form. See the sample below:

<p style="text-align: center;"><b>Superior Court of Washington, County of _____</b></p> <p>In re <u>the marriage of:</u></p> <p>Petitioner (<i>person who started this case</i>):</p> <p style="padding-left: 40px;">Jane Brown _____</p> <p>And Respondent (<i>other spouse</i>):</p> <p style="padding-left: 40px;">John Brown _____</p>	<p>No. _____</p> <p>Notice of Hearing (NTHG) ←</p> <p><input checked="" type="checkbox"/> Clerk's action required: <b>1</b></p>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------

This **case type** is for a divorce. Yours may be different.

Put the **county** where you are filing this form.

Put the **case number**. The court clerk assigns this number when the Petitioner files the case.

This is the form's **title**.

**Case name.** Look at the Child Support Order you are trying to change. Copy the names from the upper left-hand side of that form onto your blank form.

**Example:** If the court entered your Order in a parentage case, you may see *In re the Parentage of* or *State of Washington*. List the petitioner and respondents just as they appear on your current support order. These are the parties to your case. If you have any questions about other potential parties, talk to a lawyer.

**Case number.** When you start this case by filing your initial papers and paying the filing fee (or having it waived), the court clerk assigns a case number. You must put that number on every paper you file with the court and serve on the other parties.

Put it near the top on the right-hand section of the first page of every form after "No." (Abbreviation for "number")

- 
- ❖ You may be able to use a special stamp at the court clerk's counter to stamp the case number on each paper. If you do not put the case number on the first page of every copy of everything you file with the court and on the copies you make for other parties, the clerk may return them to you. Some courts will fine you for filing incorrect forms.
- 

**Title.** Each form has a title directly under the case caption. You might have to add more information to it.

**Example:** On a declaration, you put the name of the person filling out the declaration.

- 
- ❖ **Format:** Pleadings (legal forms) you file with the court and attachments to pleadings must follow court rules about size and margins. You must use regular size (8 ½ x 11") white paper. You may write on only one side of the paper. The first page of each paper you file must have a three-inch margin (three inches of space) at the top. The other margins (left, right and bottom, and the top from the second page on) must be at least one inch wide. If your forms do not follow these rules, the court clerk may refuse to file them or may make you pay a fine.
- 

**The contents.** Fill out each form according to its instructions. In most counties, you may print or type. It must be readable. You must use **black or dark blue ink**. After filling out each form, re-read it. Make sure you have correctly filled in all needed blanks. Any corrections must be neat and readable.

Do not write in the margins of any page. The clerk may reject your form.

**Dates.** On the last page of most forms (not including orders), there is a space for the person who filled the form out to put the date they signed it. The judge will put dates in orders when she signs the order.

### Signatures.

- **Your Signature:** After filling out a form, look for the place(s) to sign your name:

- Some forms have one signature line for “petitioner” or “respondent.” After you fill out a form such as the petition, sign at the place that applies to you. **Look carefully.** You may have to sign in more than one place. You may have to put the date and the place (city, state) you signed the form.
- When you prepare an order and plan to present it for the judge to sign, look for the place at the end for your signature. Check **is presented by me.**
- **Judge’s Signature:** Leave the judge’s signature line and the date blank.
- **Other party’s signature:** Some forms have a place for other parties to sign. If you have prepared an order after a hearing, the other party may be willing to sign it if they agree it accurately states the judge’s decisions, or the judge may require the other party to sign.
  - *Agreed orders.* If the other party agrees with the orders you have written, they should sign in the right place on each court order they agree to.
  - *May be signed by the court without notice to me.* If you are the nonmoving party, or you did not prepare the order, the other party may ask you to check this box and sign underneath. If you do, you are agreeing the judge should sign the order as written AND the other party can give the order to the judge to sign without letting you know when they are going to do it.
- **Other signatures:** A witness or person serving papers who must sign a form must fill out all information correctly and sign in the right space.

**Place signed.** Declarations and Proofs of Service must include the place you signed them and the date.

**Example:** Signed this 10th day of October 2014 at Seattle, WA.

**Identifying Information.** Court rules try to protect privacy but also allow public access to some information in court files.

The following three boxes discuss these rules.

**Box #1 - Things to *not* put in most court papers:**

Almost all pleadings, orders and other papers filed with the court are available to the public. They may also be available publicly online.

Except where instructions about a specific form tell you otherwise (**Example:** the forms in Box #3), use these rules for papers you file with the court.

**Address (Where you live) and Phone Number:** You must put an address where you can get mail from the court. It does not have to be your home address. You should also give a phone number where they can reach you.

**Social Security/Driver's License, ID Numbers of Adults and Children:** Put only the last four digits.

**Bank Account, Credit Card Numbers:** Put the bank name, type of account (savings, checking, and so on), and last four digits of the account number.

**Box #2 - Private information you should file with sealed cover sheets:**

If you use a sealed cover sheet, this information is usually available to the other party and the court. It is **not** available to the public.

**Financial Information:** You must attach any paystubs, checks, loan applications, tax returns, credit card statements, check registers, W-2 forms, bank statements, or retirement plan orders you file to a Sealed Financial Source Documents form. Then the public cannot access them.

**Medical or Mental Health Records or Information:** You must attach anything you file with information about someone's past, present, or future physical or mental health, including insurance or payment records, to a Sealed Personal Health Care Records form. Then the public cannot access them.

**Confidential Reports:** Reports intended for court use must have public and private sections. You attach the private section to a Sealed Confidential Reports Cover Sheet.

**Retirement Plan Orders:** Certain retirement information belongs in the public file. "Retirement Plan Orders" do not. Use the Sealed Financial Source Documents Cover Sheet for the Retirement Plan Order. See a lawyer if this affects your case.

**Other Kinds of Confidential or Embarrassing Information Not Mentioned Above.** If the paper you want kept confidential is not in the above list, you may need to file a motion asking to have that paper, or part of it, sealed. Talk to a lawyer.

**Box #3 - When to put private information in court forms**

These forms are not in the public file. Information in them is **usually** not available to the other party.

You must fill out your personal information completely (including your home address, social security number, and so on):

Confidential Information Form

Vital Statistics Form

Law Enforcement Confidential Information Form





## Part 7. How to fill out each form

### A. Washington State Child Support Worksheets

Each party must fill out a set of worksheets, using the instructions and schedule that come with them.

You may have to file and serve worksheets more than once during the course of your case:

- With the Petition and Response
- When there are motions and hearings involving child support (to update information in your first set of worksheets)

The judge will sign a set of worksheets she approves when entering a support order. The judge may sign worksheets one party prepared. Alternatively, the judge may ask a party to fill out a new set of worksheets with the specific income, expense, and child support amounts the judge announced at hearing or trial.

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❖ The instructions in this packet only cover a few special issues.

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The instructions and worksheets in this packet are current as of January 2019. Use them with the Washington State Child Support Schedule published by the Administrative Office of the Courts. Get it from [courts.wa.gov/forms](https://courts.wa.gov/forms) or call (360) 705-5328. Also, read [How is Child Support Set?](#) to learn more.

- 
- ❖ These instructions are for filling out the worksheets based on the income, child support amounts, and expense figures you propose at the start of the case and/or before a hearing or trial.
  - ❖ If the parties all agree on income, child support amounts, and expense figures, fill out the worksheets using the figures you agree to. You may still need to show the judge that those amounts are correct.

- ❖ If you are filling out these worksheets after the judge has announced a decision, you must use income, child support amounts, expenses, and other information the judge announced.
- 

Use the Division of Child Support's (DCS) online [Child Support Estimator](https://fortress.wa.gov/dshs/dcs/SSGen/Home/QuickEstimator), [fortress.wa.gov/dshs/dcs/SSGen/Home/QuickEstimator](https://fortress.wa.gov/dshs/dcs/SSGen/Home/QuickEstimator) for help:

- estimating the amount of support the judge might order in your case
- preparing proposed child support worksheets
- filling out your Worksheets online

- 
- ❖ **The Estimator may not work if you are asking for a “deviation”** from the standard support calculation. **Examples** of when you might ask for this: one parent has the children a lot; there are children from other relationships; each parent has custody of one of the children.
- 

To fill out the worksheets, follow the instructions in the Washington State Child Support Schedule (WSCSS) to learn:

- the meaning of gross and net income
- how to list your income
- how and when to impute income to the other party
- how to fill out the rest of the financial information

**Our instructions address gaps in the WSCSS instructions:**

- 1. Above the caption**, check the box to show if these worksheets are proposed or an order signed by the judge. If they are proposed, check the box showing who is proposing them and put your name.
- 2. Caption your worksheets.** At the top of worksheet page 1, put the county, case number, parents' and children's names, and children's ages where it says.
- 3. List your information on the Worksheet in Column 1 and the other parent's in Column 2.**

4. **Put information for the other parent only if you know or can estimate their income and expenses.** You should put if you have used estimates. If you have any income information for the other parent, even an estimate, use that information. Explain in **Other Factors for Consideration** at **Line 26** any income information or estimates you listed which you did not base on wage stubs or tax returns. The other parent will have a chance to correct any incorrect information.
5. If any party gets SSI, TANF, or Food Stamps, list that income on line **22(f), Income from Assistance Programs**, and not line 1, **Gross Monthly Income**. You should list income from other common programs such as social security, worker's compensation, unemployment benefits, and pension or retirement benefits on line **1(e), "Other Income."**
6. **If you cannot get accurate income information about the other parent or estimate their income** based on what you know, **or you believe they are voluntarily unemployed or underemployed**, follow the instructions for *imputing* income to them. See the WSCSS Definitions and Standards, INCOME STANDARD #6, page 2.
7. **Health Care Expenses (Part III):** You should include here only expenses you pay regularly (**example:** monthly health insurance premium). Do not include doctor bills that may change over time. If you are listing health care expenses on lines **10a** and **10b**, you should list monthly payments you actually made for those expenses on line **16a, Monthly Health Care Expenses Credit**.
8. **Daycare, Education & Travel Expenses:** In **section 11**, put your daycare, tuition or other special childcare expense, and have that amount included in the transfer payment. Then mark the first box in section 21 of the Child Support Order under **Other shared expenses:** "Does not apply. The monthly amount covers all expenses, except health care expenses." If you are listing daycare or other special expenses in part III of the Worksheets, you must also list monthly payments that parent actually made for those expenses on line **16b, Day Care and Special Expenses Credit**.

In most cases, you should **not** list daycare, education, and travel expenses here. Instead, you should list them in section 21 of the Child Support Order under **Other shared expenses**, after checking **the parents will share the cost for the expenses listed below**. This allows for any changes in these expenses. Then you may not need to change your support order. The downside of putting

these expenses in the Order instead of the Worksheets is that it may be harder to collect payment from the other parent for these expenses. DCS will help compute and collect day care and other special expenses.

9. In the “**Other Factors for Consideration**” part of the **Worksheet**, you explain how you calculated income and expenses, and show factors that may allow “deviation” from the “standard calculation.” If there are special circumstances, you should list this information on the worksheet. See the “Limitation Standards” and the “Deviation Standards” on pages 3 - 4 of the Definitions and Standards section of the Support Schedule to decide what to put.

You can also explain how you calculated the support amount. State how you calculated each parent’s income. If the income you put for someone is imputed or estimated, put how you figured out the income amount. If you believe support should be less than the standard calculation, state how much it should be and why.

If a parent gets disability benefits like Social Security and the child is eligible for them on the parent’s account, you must report both parent’s and child’s shares under “net income.” You should explain in the **Other factors for Consideration** box the child’s share of the benefit, who currently gets the child’s benefit, and that the parent should get credit against their support obligation as long as the child’s benefit continues.

- 
- ❖ **Fill out the Worksheet *completely*.** It takes time and patience. You must fill it out accurately as you can. The court decides child support based on this worksheet.
- 

**Signature.** Sign where it says on the last page. Put the date and place (city) you signed.

## **B. Financial Declaration of: FL All Family 131**

Attach the last two years of tax returns (or W2s and 1099’s if you have not yet filed your tax return), and at least six months of pay stubs or proof of income from other sources such as Social Security. Local court rules may require more proof.

- 
- ❖ Instead of using the form here, you can use our do-it-yourself interview program, Washington Forms Online, to complete this form at WashingtonLawHelp.org.
-

**Caption.** Fill out the caption, including your name.

- 1. Your personal information.** Give the information requested. Check **yes** if you are working and put your hire date. Check **no** if you are **not** working and put the information requested.
- 2. Summary of your financial information.** Skip this section. Come back to it after filling out the rest of the form.
- 3. Income.**

- 
- ❖ If you do not know how much the other parent's income is, give your best estimate, or use the support schedule instructions for imputing income.
- 

Use the **You** column for your information and the **Other Party** column for the other parent. Put the income information and income deduction information requested.

**Income from Benefits:** If a parent gets Social Security Disability (SSDI) or workers' compensation (L&I, or other disability benefits from an employer), put that amount in **Other Income**.

**Work-Related Disability Benefits:** If a parent gets SSDI, L&I and some employer-paid disability benefits or Social Security retirement, and the children get dependent benefits as a result, the payments they get directly count as income to that parent even if the money actually goes to the other parent or custodian. You should add those amounts under **3A** to income of the parent getting benefits. **Those benefits should also be credited as child support paid by the parent.** The paying parent's support should go down dollar for dollar by the amount of dependent benefits the children get directly for current child support.

**Deductions from Income:** If you include any deductions from income other than income tax, FICA, and L&I payments, you must provide proof for each deduction. Paystubs may show union and pension plan deductions. You must have extra proof (such as pages from a collective bargaining agreement or employee handbook, or a letter from the employer) showing these deductions are required. If pension deductions are voluntary, show proof you have had the deduction taken for at least two years, or the court may not allow it. If the other parent disputes your claims, be ready to present business records and

receipts showing any business expenses you are claiming. Follow the instructions at the end of the Financial Declaration Form. You should attach private financial information to the Financial Source Documents Cover Sheet.

**4. Other Income and Household Income.**

**A. Other income.** Put the name and amount of any other income (including TANF, SSI, and/or food stamps) a parent gets regularly.

**B. Household Income.** List the gross monthly income of other adults in the household. That income is not included in calculating the basic child support obligation. The court might consider it if someone asks for a deviation from the standard child support amount.

**5. Disputed income.** If you think anyone will dispute a parent's income, state what you believe is the correct amount. Explain why you believe that is the true amount.

**6. Available Assets.** List your cash, and things that you own that could easily be sold for cash. (**Examples:** stocks, bonds, and so on.)

**7. Monthly Expenses after Separation.** Fill out your monthly household expenses. Put your best estimate of each expense. Many expenses are not monthly. For those, take the actual amount you pay. Calculate the monthly average.

**Example:** If you pay your car insurance every six months, take the amount you pay, divide it by 6, and put that amount in the blank under 7F.

Your total monthly expenses may end up being more than your net monthly household income. This is common for people who have a low income. You may put off paying a certain bill or make other cutbacks in your expenses. Your monthly expenses do not need to be equal to or less than your income. But if they are far more than your income, the court might ask how you are meeting your expenses. Be ready to show how you are doing it.

**8. & 9.** Section 8 is for giving more details about expenses you already listed in 7.

**11. Attorney Fees.** If you hire a lawyer for this case, put those expenses here.

**Signed at:** Put the city or town and state where you are signing this, and the date. Sign and date where it says.

### C. Sealed Financial Source Documents (Cover Sheet) – FL All Family 011

You must use this form when filing private financial documents with the court.

Keep a blank copy of this form in case you need to file more financial documents later. You may attach one form to a stack of documents.

**Caption.** Fill out the caption.

**Check the boxes next to each type of paper you are filing.** If you are submitting child support worksheets, the worksheet instructions say which documents you must file.

- 
- ❖ If you are afraid for your safety or the children’s safety, you can block out information identifying your location on the copies you file with the court and deliver to the other parties.
- 

**Submitted by:** Check the box showing which party you are. Then sign and print your name.

### D. Confidential Information Form - FL All Family 001

In family law cases, you must give the court certain private information about yourself and the other people involved in the case.

You must fill out this form with that information and file the original of it with the court clerk. Keep a copy of this form for yourself. **Do not serve this form on the other parties.**

This form is normally not available to the other parties or their lawyers. Information in this form could go to DCS (Division of Child Support) and other parts of DCYF (Washington State Department of Social and Health Services).

Those agencies may release information in this form to another party. Another party could get access to this form by following certain court procedures.

- 
- ❖ When your address changes, you must update the court by filing a [Notice of Address Change](#), form # FL All Family 120, even after your case is final. If you

do not, legal papers may go to you at your old address. The court may enter orders against you without actual notice to you.

---

- 1. Put your name.** Put the county where the case is filed and the case number. If you do not have a case number yet, put it when the clerk gives it to you.

If there is no current restraining order or protection order in place, check **no** and skip to 3. **Check “yes” if restraining or protection orders are currently in place.** In the blank, put who the orders protect. If the court issues such orders later in this case, you must file an updated form. Check **no** and skip to 3 if there is no current restraining or protection order in place.

**Check “yes” if you believe an adult’s or a child’s safety would be at risk by listing your home address.** In the blank, explain why.

**Your Information:** Put the information requested.

---

❖ If you need an interpreter, check **yes** and put which language.

---

**Other Party’s Information.** Put as much of the information requested as you can. Use the Attachment to Confidential Information if there is more than one respondent.

**Children’s Information.** Put as much of the information requested as you can.

**Have the children lived with anyone other than...** Check **no** if the children have only lived with you or a respondent in the past five years. Skip to 8. Check **yes** if the children have lived with someone besides you or Respondent/s in the past five years. Put the information requested.

**Do other children (not parents) ...** Check **no** and skip to 9 if only you and Respondents have custody or visitation rights. Check **yes** if other people besides you and Respondents have custody or visitation rights. Put as much the information requested as you know.

Sign and date the form and put the place you signed it.

## **E. Petition to Modify Child Support Order – FL Modify 501**

This form starts your case. It tells the court and other parent what you want the court to do. **You must fill the Petition out completely.**

If the other parent does not respond to the petition, you may be able to finalize your case by default (get what you asked for after only a short hearing). You cannot get any relief in a default final order that your petition and/or the papers you serve on the other parent did not ask for.

**Caption.** Fill out the caption.

1. Put your name.
2. **Correct County (Venue).** Read the first part of this section. Then at the top of page 2, put the information requested.
3. **Jurisdiction to Modify Order.** Check the first box if your original Child Support Order is from Washington and skip to 4.

Check the second box if true. Then check either **All parties in Washington now**, or **No one left in issuing state**, or **Parties have consented**, whichever is true. If you check **No one left in issuing state**, you should also check whichever boxes immediately underneath it also apply.

---

❖ If you check **No one left in issuing state**, you must check all the boxes immediately underneath that apply.

---

4. **Is the state filing this Petition?** You will check **No** and skip to 5.
5. **Current Child Support Order.** In the first sentence, put the date the court entered your original Order, and the county and state where it was entered.  
  
In the second sentence, put the paying parent's name and the total amount they must pay under the existing Order. Then put the children the Order covers.
6. **Should the court modify the monthly child support amount?** Check **No** and skip to 7 if you want other changes to the support order. Otherwise, check **Yes**. Check every box immediately underneath that applies.

---

❖ **Released from Incarceration:** This option is new starting in 2021. You will only check this if the person who pays support was in jail or prison, they were allowed to pay less support then, and they are out now and you want them to pay more support again.

---

You must check **Change of Circumstances** if less than one year has passed since the court entered the existing support order or you have not checked any other reasons in this section. Put a sentence or two about what has changed requiring a change in child support. (**Example: *Mother became disabled by illness and is no longer able to work.***)

**7. Should the court modify the order to add language allowing for temporary reduction due to incarceration?**

Check **yes** only if both of these are true:

**A.** The child support order you want to change does not say anything about the person paying support paying less if they go to jail or prison.

**B.** The person paying support is now in jail or prison.

**8. Is a temporary reduction due to incarceration needed now?** Check **yes** and then the second box underneath it only if you checked yes in #7.

**9. Should the court modify the end date for child support?** This is asking if you want to change how long you will get support. Check the box showing what you want. If you check **yes**, check all your reasons why underneath and fill in any blanks as needed.

**10. Should the court modify post-secondary educational support?** Check **No** and skip to 9 if you do not want any changes to this part of your Support Order. Otherwise, check the box that applies, and fill in blanks as needed.

**11. Should the court modify payment for children's expenses or tax issues?** Check **No** and skip to 10 if you do not want any changes to this part of your Support Order. Otherwise, check the box that applies in your case, and fill in blanks as needed.

**12. Should the court modify health insurance orders?** Check **No** and skip to 11 if you do not want any changes to this part of your Support Order. Otherwise, check **yes**, all the boxed underneath that apply, and fill in blanks as needed.

**13. When do you want the new order to start?** Check the box showing which you want.

**14. Other requests.** Check the third box if you want the court to order something not otherwise listed here. In the blank, explain what else you want. You may

want a judgment for back support and interest owed you, or a judgment for reimbursement of uninsured medical costs owed you. Be as specific as possible.

**Example:** Enter a Judgment of \$5,526 for unpaid support and interest owed from 1/1/17 through 12/31/21.

**Person filing this Petition fills out below:** Put the place (city, state) where you are signing. Date the form. Sign where it says. Print or type your name in the next blank.

**The other parent or non-parent custodian fills out below if they agree to join this Petition:** If the other party agrees with the Petition, they should check this and fill out this section. They should put their name in the first blank and check the box showing what kind of notice they want about the rest of the case.

If the other party wants you to give notice before the entry of final orders, they should check the second box and put their mailing address. If the other party does not want notice, they should check **I do not need to be notified**. They should sign and print their name and date the form.

## **F. Sealed Personal Health Care Records (Cover Sheet) – FL All Family 012**

Unless a local procedure requires otherwise, you must use this form when filing anything with the court mentioning any mental or physical health care, health insurance, or medical bills. This makes sure the records are not available to the public.

Some of the papers you should use this cover sheet for are:

- Medical or mental health records and bills
- Letters or declarations from doctors and counselors
- medical bills and statements of medical coverage (or denial)
- cost estimates for medical care
- social security and L&I and other disability program letters and records
- medical evaluations

- medical insurance records
- dental records
- records of alternative health care practitioners such as massage therapists, acupuncturists or chiropractors
- genetic parentage testing.

Put this cover sheet on declarations that mention medical or mental health conditions.

Keep a blank copy of this form. You might need to file more health care records later.

Attach the confidential personal health care records to this form.

Fill out the caption. Check the boxes showing what type of records you are attaching.

**Submitted by:** Check the box that applies to you. Sign and print your name.

## **G. Summons: Notice about Petition to Modify Child Support Order - FL Modify 500**

This form tells the court and other party that you have started a petition to modify support order case. If you do not file this form and serve copies on the other parties, the judge can dismiss your case.

- 
- ❖ Use this only if you are serving a party by hand delivery or the party is signing a Service Accepted form. If you have court permission to serve your Petition by mail or publication, use our [Service by Certified Mail or Publication](#) packet.
- 

**Caption.** Fill out the caption. After *To:* print the name of the other parent and each of the other parties, if any (such as the State of Washington).

In the second box under **Summons: Notice about Petition to Modify Child Support Order**, check **Person filing this Summons**. Put an address where you reliably and regularly get mail, and want to get court papers. If you put your home address here, it will be available to the other parties and in the public court record. If you are afraid to give your home address, use a P.O. Box or the address of a friend

or relative who will get mail to you quickly. Or try to get a safe address from your local domestic violence program or shelter.

- 
- ❖ You should choose **email** only if you very regularly check that account and are okay getting court papers that way.
  
  - ❖ If the mailing address you put here later changes, you must fill out, file, and give the other parties copies of a **Notice of Address Change** (FL All Family 120) form.
- 

**In the last box on page 1, you must put which county you are filing this case in, and the court's address.** If you do not, and the other party doesn't respond to this court case, you still might not be able to get any favorable court orders.

**Page 2:** Don't make any changes to the text here.

**Signature of the person filing this Summons or lawyer:** Sign and date where it says. In the blank underneath that, print your name.

## H. Domestic Case Cover Sheet

Some local courts have their own forms. Check with the clerk.

Put the case number when the clerk assigns one.

Put the Title of the case from your Petition.

Check MDS 3.



## Part 8. How to file forms

### A. Filing your Petition

You may file your petition before or after serving it. If you are filing in a different county from the one that entered your previous order, try to file the petition first. Then your papers will have the correct case number.

- **Make one copy of every paper**, including the financial documents. You will need more copies later. Make those copies after you have filed your petition, so they show the filing date.
- **Make two full sets of your papers (one set of originals and one set of copies)**. Compare each set with the checklist of forms near the beginning of this packet. Make sure you have all the forms.
- **Take the originals and the copies to the county court clerk's office** in the superior courthouse where you are filing your petition. (If you do not live in that county, ask a friend in that county to file the case for you, or ask the clerk about filing your petition by mail. **You must file your petition in person** if you are filing a Motion for Filing Fee Waiver.) Give the clerk the originals of the Summons, Petition, Financial Declaration, Sealed Financial Source Documents form (and the attached financial papers), Child Support Worksheets, Domestic Case Cover Sheet, Confidential Information form, declarations (if any), and, if your previous Child Support Order was from a different county, a copy of the child support order and child support worksheets from that county. You may have other forms. Be ready to pay the clerk the filing fee or give the clerk your Filing Fee Waiver order. If you do not have a Filing Fee Waiver order, the filing fee will be anywhere from \$56 - \$350.
- **Ask the clerk to stamp your copies** to show the date you filed the originals. Take the stamped copies back from the clerk. The clerk will keep the originals. In some counties, the clerk will give you a case scheduling order. It will tell you important dates you will need to know for your case, including your trial date.



## Part 9. How to serve forms

### A. Serving the Petition and filling out the Proof of Service by Mail

After filing your papers, **you** must have them properly served on (delivered to) the other parties. **The court does not serve the other parties.** You must arrange for service and make sure your server delivers the papers properly. **You cannot serve the papers on another party yourself.** The next paragraphs explain the rules for service. **Carefully follow the rules. If you do not do service properly, your court orders could be set aside, even years later.**

#### 1. Finding out the Other Parent's Address

If you do not know the other parent's address, try to get it from DCS or your court file.

**DCS Address Disclosure:** DCS records, including the other parent's address and workplace, are confidential. DCS has a process you can use to request the other parent's address so you can modify support.

Call your DCS officer or go to [dshs.wa.gov/esa/division-child-support](https://dshs.wa.gov/esa/division-child-support). Ask for an Address Disclosure Request form, or get one at [bit.ly/3gehaYn](https://bit.ly/3gehaYn). Fill it out. Get it notarized. (Notaries are often available at local banks.)

After you send the address disclosure request form, DCS will decide whether to:

- withhold the address
- give the other parent notice of your request and a chance to object
- release the address to you outright

DCS rules for disclosure explain:

- when they will release or withhold the address
- when they notify the other parent of the address request
- when a party may appeal their decision

**Court File.** Check your court file to find the last address the other parent gave in the Child Support Order. You may be able to serve the other party at the address last written on that Order or the Confidential Information Form, if you can show you made “diligent efforts” to find the other party. Both parties must update their addresses on the Confidential Information Form. You might try to file a motion for access to the sealed form to try to get the most recent address on that form. This packet does not explain how to do that. Talk with a lawyer, or the family law facilitator or court clerk’s office.

## 2. **Serving Your Summons and Petition to Modify Child Support Order**

**Copy and Organize Your Papers.** Make one copy of every paper (including the orders) for each of the other parties. Usually, the other parent is the only party. Sometimes there are other parties. If the child has gotten public assistance (TANF) or Medicaid, or if the child is in foster care or out-of-home placement, you must include the State of Washington as a party. (If you have any questions about who to include as a party, talk to a lawyer.) Make an extra copy of the summons to attach to the Proof of Service by Mail.

Make a set of the papers for each of the other parties. Compare it to your checklist. Make sure everything is included. **(Do not give the other parties the Proof of Service by Mail or the Confidential Information Form.)**

**Keep a full set of copies for yourself.** Put the Confidential Information Sheet in this set.

Put each of the other parties’ sets of papers in an envelope, addressed to that party, with your return address. You will use these sets for service.

**How to serve:** If your previous Child Support Order is from Washington, you may have your papers served on the other parties by certified mail. You do not need an order allowing service by mail. You do not need to have the other parent personally served with the petition and other papers. You can if you wish.

**Do not serve the papers yourself.** When you serve another party, you cannot be the one who mails or hand-delivers the legal papers to the other party. You must get a friend or relative, age 18 or older, who will mail or hand deliver the papers for you, and who will be willing to sign the Proof of Service by Mail.



**Service by Mail: Have a friend or relative mail the papers by Certified Mail, Return Receipt Requested.** The person serving the papers for you must go to the post office. Ask that person to send the other parties' packets of forms by certified mail, return receipt requested. You can pay for the postage, but do not mail the forms yourself. Have the person who mailed the packets fill out and sign the Proof of Service by Mail.



**Personal Service:** If you want, or your Support Order is from another state, your server may personally serve the other party. You must carefully follow the rules when you are having the other parties personally served.

If you do not serve the other parties properly, then your court orders could be set aside even years later. Use our [How to Serve the Opposing Party in Your Family Law Case](#) packet.

If you have a party personally served with the Summons and Petition in another state, you should also use the form Declaration: Personal Service Could Not be Made in Washington. See our [How to Serve the Opposing Party in Your Family Law Case](#) packet.

### 3. Filling Out the Proof of Service by Mail - FL All Family 107

Make copies of the blank Proof of Service by Mail if there is more than one other party to the case. Your server must complete a separate Proof of Service by Mail for each party she serves. After your server has completed service and signed the Proof of Service by Mail form(s), follow the instructions in this packet for filing it with the court.

If you find out after you have served the other parties that one or more of them agree with your petition and worksheets, use the instructions for finalizing your case by agreement in the [Finalize a Modification of a Child Support Order](#) packet. You may also want to ask if the other party is willing to sign an Agreement to Join Petition (next form, below). Otherwise, you are done filing your support modification.

Make some blank copies of this form. You may need to fill it out and file it several times. Use this form to show that copies of papers you file in court have been given to the other parties. Use a separate form for each party to whom papers were mailed or delivered.

**Caption.** Fill out the caption.

1. Have your server and put their name.
2. The server should check the second box.

In the first blank, the server should put the date they served mailed the papers. In the second blank, they should put who they mailed them to. Then they should check the boxes and fill out any blanks as needed to show which addresses they mailed them to.

3. **List all documents you served:** Your server must check the box (and fill in blanks as needed) for **every form** they mailed the other party. If you leave out a form, you will have no proof it was served.

**I declare under penalty of perjury:** Your server should sign and date the form, state the place signed (city and state), and print their name where it says.

You must wait for the other parties to file a Response before you may have a trial by affidavit. The other parties will have 20 days to answer if they are served in Washington, and 60 days to answer if they are served outside of Washington. Use our [Finalize a Modification of a Child Support Order packet](#).



## Part 10. How to fill out an Agreement to Join Petition (Joinder) if the other party agrees with you

If the other party agrees with **all** the requests in the Petition and related forms referred to in the petition, ask if they will agree to sign an Agreement to Join Petition (*Joinder*). You cannot force them to sign this form.

- 1. Caption.** Fill out the caption.
- 2. Paragraph 2.** The other party should check the box he or she prefers, and, if they request notice, put their address on the blank lines.
- 3. Signature.** If they agree, the other party should sign and date the form.
- 4. File the Agreement to Join Petition (Joinder), if the other party has signed it.** Follow the directions for filing original court papers with the clerk and making conformed copies. Keep a conformed copy for yourself and give the other party one.

Use our [Finalize a Modification of a Child Support Order](#) packet.



## **Part 11. If the other party is in the military or the dependent of someone in the military**

If the other party is, or may soon be, on active military duty, or is a military dependent, special legal protections may apply to them that might keep you from getting a court order as fast as you otherwise want or need one.

Here are some ways to try to find out if another party is on active duty:

1. Check [scra.dmdc.osd.mil](http://scra.dmdc.osd.mil)
2. Contact:  
Defense Manpower Data Center  
1600 Wilson Blvd., Suite 400  
Attn: Military Verification  
Arlington, VA22209-2593  
Telephone (703) 696-6762 or 5790  
Fax (703) 696-4156

(If you mail a request for information, include a stamped, self-addressed return envelope.)



## Part 12. Words and expressions you should know

*You may not need every definition in this section.*

**Appearance:** Informing the court and parties of your whereabouts and your desire to take part in the case. You can do this in-person at a Court hearing or in writing. Most people do this by filing and serving a [Notice of Appearance](#), FL All Family 118. Some informal actions, such as negotiating, phoning about the case, or writing a letter, might also count as an appearance.

**Attachment:** a document stapled to a court form and referred to in the form. Attachments should follow format rules for court forms. (The General Instructions section of this packet has basic information about format rules.)

**Caption:** The heading of each legal document. It has the court name, parties' names, case number, name of the document itself, and, sometimes, type of case.

**Case Schedule:** A printed schedule issued some courts issue. It shows major dates and deadlines in your case.

**Clerk of the Court:** Officer of the court handling clerical matters like keeping records, entering judgments, and providing certified copies. Each courthouse has a Superior Court Clerk's Office. Someone from clerk's office staff is also usually in the courtroom during hearings.

**Conformed Copy:** A copy of any court document filed with the clerk. It must be stamped with the date filed. A court order must also have the name of the judge who signed it written or stamped on it.

**DCS (Division of Child Support):** The state office (part of DSHS) that establishes, enforces, and sometimes changes child support obligations in many cases.

**Declaration:** A written statement made to the court under oath.

**Default:** The failure to respond to court papers within the legal deadline.

**Exhibit:** Documents, records, and photos introduced into evidence at trial or hearing. Attachments to legal forms as exhibits should follow format rules for court forms. (The General Instructions section of this packet has basic information about format rules.)

**Filing:** Giving court papers to the Court Clerk to place in the case file.

**Hearing:** Going before a judge to ask for a court order or to fight another party's request. Hearings usually take place before the trial date and concern specific issues (**Example:** temporary relief). Hearings on important issues (**Example:** motions to dismiss) may end the case. In many counties, the court does not allow live witness testimony at hearings. Instead, you must file and serve written materials before the hearing.

**Jurisdiction:** The court's authority to make decisions regarding certain people and issues. A court that does not have jurisdiction has no authority to make orders over the person or subject affected.

**Motion:** A formal request to the court for an order, usually about a specific issue.

**Noncustodial parent:** The parent the child does not live with most of the time.

**Order:** A court document a judge signs requiring someone to do (or not do) something. **Examples:** parenting plans or Findings and Conclusions. If you disobey a court order, the judge may hold you in contempt. **An order is not in effect until a judge has signed it.** Check if an order you are served with is only a proposed order or if the judge has actually signed it. (See "proposed order" definition.)

**Other party:** Every party to the case, besides you. In court forms, the "other party" can also mean one particular party. **Example:** when the Motion for Default says "other party," it means the party you believe is in default.

**Party:** A Petitioner or Respondent. In child support cases, the State of Washington may also be a party.

**Petition:** The document that starts a case and asks the court for a final order.

**Petitioner:** The person who files a legal case. **Petitioner** in the caption of a form does not change, even when the other party later files motions.

**Proposed Order:** A document you ask the judge to sign. Many counties require you to file and serve proposed orders with motions or responses to motions, to show how you want the judge to decide the motion. Even if your county does not require it, it is a good idea to do this. A proposed order becomes an order if the judge signs it.

**Respondent:** The person against whom a legal case was originally filed.

**Response:** A formal written answer to a Petition filed with the court. Can also describe the papers you file in response to a motion. It can be confusing. Here, “Response” with a capital “R” refers to the Response form. We say “response” with a small “r” for all types of responses, including for example, responses to motions as well as to petitions.

**Restraining Order:** A court order to keep a party from doing something that may harm the other party or child.

**Service:** Giving the other party court papers. The law says how you must serve someone. A party who files a petition to change a parenting plan must arrange for the Summons and Petition and other papers starting the case to be properly hand-delivered or, in some cases, sent by certified mail or published in a newspaper. After service of the Summons and Petition, many later papers can be served by mail, with enough notice.

**Summons:** Written notice that a case has been started.

**Time to Respond (or deadline to respond):** How long you have to respond to something filed by another party. You usually have 20 to 90 days after service to file a Response to a Summons, depending on type and location of service. The deadline to respond to motions is usually much shorter.

**Trial:** Hearing where the judge listens to live testimony from parties and witnesses, considers evidence, hears your argument, and decides the outcome of the case.

**Working papers/working copies:** Local court rules may require you to deliver this extra copy of all of papers (including proposed orders) for your hearing for the judge to read. To learn the rules for working papers and confirming the hearing in your county, read local court rules, and ask the family law facilitator or court clerk. Read [What are Working Copies](#) to learn more.



## Part 13. Blank Forms

The rest of this packet has blank forms. Make a copy of each so you have an extra in case your first draft needs lots of changes. You may need forms from other packets. You may not need all the forms here.

The Washington Administrative Office of the Courts also has Microsoft Word and PDF versions of many of these forms available at [courts.wa.gov/forms](https://courts.wa.gov/forms).

EVALUATION FORM: How was this 3224EN File a Petition to Modify a Child Support Order packet? Your comments are appreciated and will help to make this packet more useful to others. Please take a moment to complete this form and return it to:

LeeAnn Friedman  
Northwest Justice Project  
500 W. 8<sup>th</sup>, Suite 275  
Vancouver, WA 98660

Or email to [WLHTeam@nwjustice.org](mailto:WLHTeam@nwjustice.org)

1. Where did you get this packet?  
 CLEAR  [WashingtonLawHelp.org](http://WashingtonLawHelp.org)  Court Clerk or Facilitator  
 Other: \_\_\_\_\_
2. What is your primary language? \_\_\_\_\_
3. Are you low-income?  yes  no
4. What is the last grade you finished in school? \_\_\_\_\_
5. Did you read the instructions?  yes  no
6. Did you need the help of an agency, court facilitator, or advocate to complete your case?  yes  no  
If yes, what agency or individual helped you? \_\_\_\_\_
7. Did you find anything hard to understand?  yes  no  
If yes, please tell us what. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Did you find any mistakes?  yes  no  
Describe mistakes. Include the page #. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. Additional Comments [use back if you need to]: \_\_\_\_\_  
\_\_\_\_\_
10. Today's Date: \_\_\_\_\_