

PETITION FOR MODIFICATION OF PARENTING PLAN/RESIDENTIAL SCHEDULE/CUSTODY

All documents are available for free from www.courts.wa.gov/forms or www.washingtonlawhelp.org
The Pierce County Law Library also sells a packet containing all the below listed documents.

Filing Fee = \$56.00 if you already have a Pierce County case; \$260.00 if you do not. Cash, debit money order or cashiers check.

Starting Documents

<input type="checkbox"/> Motion, Declaration and Order for Waiver of Filing Fee (If Requested)	(Provided by the Clerk's Office)
<input type="checkbox"/> Case Cover Sheet (NOT Needed if Filing in Existing Pierce County Case)	(Provided by the Clerk's Office)
<input type="checkbox"/> Confidential Information	FL All Family 001
<input type="checkbox"/> Certified Copies of Orders from Another County (NOT Needed if Your Case is an Existing Pierce County Case)	(Not Numbered)
<input type="checkbox"/> Petition Change a Parenting Plan, Residential Schedule or Custody Order	FL Modify 601
<input type="checkbox"/> Summons: Notice about Petition to Change a Parenting Plan, Residential Schedule or Custody Order (NOT needed if Petition is signed by both parties)	FL Modify 600
<input type="checkbox"/> Motion for Adequate Cause Decision (to change a parenting/custody order)	FL Modify 603
<input type="checkbox"/> Notice Re Military Dependent (NOT needed if Petition is signed by both parties)	FL All Family 103
<input type="checkbox"/> Parenting Plan- Mark 'Proposed'	FL All Family 140
<input type="checkbox"/> Declaration about Public Assistance	FL All Family 132

***NOTE:** If anyone involved in the case is receiving state assistance, has received assistance in the past, or has applied for assistance then the **Division of Child Support (DCS)** must be provided notice. Be sure to provide notice at **949 Court E Tacoma, WA 98402** by providing a copy of the above child support documents and any future court dates. The Prosecuting Attorney may need to sign off on any Child Support Order prior to the court date.

- Once completed, bring the original documents (**must be single sided**), plus **2** sets of copies (may be double sided), to the Clerk's Office (930 Tacoma Ave S, Room 110) for filing. The filing fee must be paid or an Order Waiving Fees must be signed at the time of filing. One copy is for you to keep, and one copy must be served on the other party.
- Arrange for service of a complete set of copies on the opposing party/ies. The person performing the service of the documents must be over the age of 18 and **NOT** a party to the case. *You CANNOT serve these documents by mail without a court order allowing so.*
 - Once service is made, the person serving must complete the **Proof of Service (FL All Family 101)**. This form then needs to be filed with the Clerk's Office immediately.
 - The other party then has 20 days, if served in the state of WA, or 60 days, if served outside of the state of WA, to respond. If there is no response filed nor served, then the following documents may be needed to finalize your case.
 - Motion for Default** **FL All Family 161**
 - A print out from Department of Defense is required as part of this Document (<https://scra.dmdc.osd.mil/scra/#/single-record>).
 - Order on Motion for Default** **FL All Family 162**
- Once a hearing has been scheduled, you need to file a **Form I** with the Clerk's Office (930 Tacoma Ave S, **Room 110**). This form indicates what documents the Commissioner should review prior to your newly scheduled hearing. To obtain this form, or for questions about how to fill out this form, please see Commissioner Services (930 Tacoma Ave S, **Room 110-14 (Inside Room 110)**), the Clerk's Office, a Facilitator or the Law Library.
- For Major Modifications, the parties must attend a **Mandatory Impact on Children Seminar** within 60 days of filing or service and prior to the entry of any final papers. A list of approved seminars can be found at the Clerk's Office or a Facilitator.

FOR ADDITIONAL INFORMATION SEE BACK PAGE

Add any documents from below which may apply to your specific request

If requesting a Restraining Order or Emergency Assistance...

- Motion for Immediate Restraining Order (Ex Parte)** FL Modify 621
- Immediate Restraining Order (Ex Parte)** FL Modify 622
- Proof of Notice** (Provided by the Clerk's Office)

For a Temporary Order...

- Motion for Temporary Family Law Order and Restraining Order** FL Modify 623
- Information for a Temporary Parenting Plan** FL All Family 139
- Declaration of (name): _____ - Optional** FL All Family 135
- Note for Commissioner's Calendar** (Electronically filed in the Clerk's Office)
- Notice of Hearing** FL All Family 185

If Requesting a Change to Child Support...

- Child Support Worksheet** Not Numbered
- Financial Declaration of (name): _____** FL All Family 131
- Sealed Financial Source Document** FL All Family 011
 - Attach the last 2 years of tax returns and the last 6 months of pay stubs. If you are self-employed, also include your profit and loss statement.

For Agreed Orders...

- Motion and Declaration for Presentation of Final Orders** (Provided by the Clerk's Office)
- Notice of Hearing** (Provided by the Clerk's Office)

5. Once you have scheduled your court date, you will need to complete the following documents to have ready for court.

Temporary Orders Required for Court

- Order on Adequate Cause to Change a Parenting Plan/Custody Order** FL Modify 604
- Temporary Family Law Order** FL Modify 624
- Parenting Plan- Mark 'Temporary'** FL All Family 140
- Child Support Worksheets** Not Numbered
- Child Support Order- Mark 'Temporary' (If requested)** FL All Family 130
- Extension of Immediate Restraining Order and Hearing Notice (If requested)** FL All Family 151

Final Orders Required for Court

- Order on Adequate Cause to Change a Parenting Plan/Custody Order** FL Modify 604
- Parenting Plan- Mark 'Final'** FL All Family 140
- Child Support Worksheets** Not Numbered
- Child Support Order- Mark 'Final' (If requested)** FL All Family 130
- Final Order and Findings on Petition to Change a Parenting Plan, Residential Schedule or Custody Order** FL Modify 610
- Restraining Order (If requested)** FL All Family 150

If you received this Petition

- Response to Petition to Change a Parenting Plan, Residential Schedule or Custody Order** FL Modify 602
- Parenting Plan- Mark 'Proposed'** FL All Family 140
- Child Support Worksheet** Not Numbered
- Financial Declaration of (name): _____** FL All Family 131
- Sealed Financial Source Documents- Cover Sheet** FL All Family 011
- Information for a Temporary Parenting Plan** FL All Family 139
- Declaration of (name): _____ - Optional** FL All Family 135

Anything you file must be served to the other party.

- Proof of Mailing or Hand Delivery** FL All Family 112