

PETITION FOR MODIFICATION OF CHILD SUPPORT

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 case in Pierce County; \$260.00 if you do not.

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 your case is in Pierce County) | (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 to Modify Child Support | FL Modify 501 |
| <input type="checkbox"/> Summons to Modify Child Support (NOT needed if Petition is Signed by Both Parties) | FL Modify 500 |
| <input type="checkbox"/> Notice Re Military Dependent (NOT needed if Petition is signed by both parties) | FL All Family 103 |
| <input type="checkbox"/> Proof of Personal Service OR | FL All Family 101 |
| <input type="checkbox"/> Proof of Service by Mail | FL All Family 107 |
| <input type="checkbox"/> Sealed Financial Source Document | FL All Family 011 |
| <ul style="list-style-type: none">• 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. | |
| <input type="checkbox"/> Financial Declaration of (name): _____ | FL All Family 131 |
| <input type="checkbox"/> Child Support Worksheet | Not Numbered |
| <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.

1. 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.
2. 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 MAY serve these documents by mail (2 sets!)*
 - Once service is made, the person serving must complete the **Proof of Service FL All Family 101** or **Proof of Service by Mail FL All Family 107**. 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.

<input type="checkbox"/> Motion for Default	FL All Family 161
<ul style="list-style-type: none">• A print out from Department of Defense is required as part of this document (https://scra.dmdc.osd.mil/scra/#/single-record).	
<input type="checkbox"/> Order on Motion for Default	FL All Family 162
3. **Once the 20 days (or 60 days) after service has passed, you will need to schedule a court date.** To do so, you may visit the Clerk's Office to file:

<input type="checkbox"/> Note for Commissioner's Calendar	(Electronically filed in the Clerk's Office)
<input type="checkbox"/> Notice of Hearing	FL Modify 506

This court date may need to be served to the other party as well.

FOR ADDITIONAL INFORMATION SEE BACK PAGE

4. 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.

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

For Agreed Orders...

- | | |
|---|---|
| <input type="checkbox"/> Motion and Declaration for Presentation of Final Orders | (Provided by the Clerk's Office) |
| <input type="checkbox"/> Notice of Hearing | (Provided by the Clerk's Office) |
| <input type="checkbox"/> Note for Commissioner's Calendar (As Outlined Above) | Not Numbered |

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

Final Orders Required for Court

- | | |
|--|--------------------------|
| <input type="checkbox"/> Child Support Worksheets | Not Numbered |
| <input type="checkbox"/> Child Support Order - Mark 'Final' (If requested) | FL All Family 130 |
| <input type="checkbox"/> Final Order and Findings on Petition to Modify Child Support Order | FL Modify 510 |

If you received this Petition

- | | |
|---|--------------------------|
| <input type="checkbox"/> Response to Petition to Modify Child Support | FL Modify 502 |
| <input type="checkbox"/> Child Support Worksheet | Not Numbered |
| <input type="checkbox"/> Financial Declaration of (name): _____ | FL All Family 131 |
| <input type="checkbox"/> Sealed Financial Source Documents - Cover Sheet | FL All Family 011 |
| <input type="checkbox"/> Declaration of (name): _____ - Optional | FL All Family 135 |