

MODIFICATION OF CHILD SUPPORT

1. Confidential Information

- FL All Family 001

2. Summons: Notice about a Petition to Modify Child Support Order

- FL Modify 500

3. Petition to Modify Child Support Order

- FL Modify 501

4. Washington State Child Support Worksheet - <https://fortress.wa.gov/dshs/dcs/SSGen/Home> (ONLINE ASSISTANCE)

5. Financial Declaration

- FL All Family 131

6. Sealed Financial Source Documents (Cover Sheet)

- FL All Family 011

7. Proof of Personal Service

- Fl All Family 101

8. Child Support Order

- Fl All Family 130

9. Final Order and Findings on Petition to Modify Child Support Order

- FL Modify 510

10. Notice to Request Hearing (Child Support Modification)

11. Child Support Modification Hearing Status Report (CSMR)

12. GR 34 Waiver of Civil Filing Fee and Surcharges Instruction Sheet

- Provided by the Clerk's Office (Room 300)

Final documents are provided to you on your Status Conference date, OR you can print final documents to fill out in advance.

The necessary final documents are listed on the checklists included in this packet.

Forms are from www.courts.wa.gov and packets are created by IELA staff.



MODIFICATION OF CHILD SUPPORT

SPOKANE COUNTY FAMILY COURT FACILITATOR

Checklist of Steps to Complete:

_____ 1. Fill out the following forms completely and sign. Print clearly in black ink or type.

- () *Confidential Information (FL All Family 001)*
- () *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 Worksheets (WSCSS-WORKSHEETS)*
- () *Financial Declaration (FL All Family 131)*
- () *Sealed Financial Source Documents (FL All Family 011) with two years' tax returns and six months' pay stubs attached ** (*financial records filed under this cover sheet will be sealed to protect your privacy)

_____ 2. Make two copies (original plus two copies) of each of the above documents. **File the originals** of the above documents with the Spokane County Superior Court Clerk, Room 300, between the hours of 8:30 a.m. – 12:00 noon and 1:00 p.m. – 4:00 p.m., Monday through Friday, Cashier's Window (to the far right when you enter). Pay the filing fee in cash or money order: \$56 for modification of Spokane County orders or \$310 for modification of out of County or out of State orders. Personal checks or credit cards are not accepted. Date stamp the front page of each of your copies.

_____ 3. The other party must be served with copies of the filed documents. **YOU** cannot serve the other party. If the modification proceeding is the first legal action filed in this state, service shall be made by personal service. If the order to be modified was entered in this state, service may be by personal service **or** by any form of mail requiring a return receipt (certified mail - return receipt).

If you choose to serve by certified mail, you should also send a second packet of copies by regular first class mail. The person who serves the other party, either by personal service or by mail, must complete and sign the *Proof of Personal Service (FL All Family 101)* form. Make a copy for yourself. File the *Proof of Personal Service* form with the Superior Court Clerk, between the hours of 8:30 a.m. – 12:00 noon and 1:00 p.m. – 4:00 p.m., Monday through Friday. Put the date stamp on your copy.

_____ 4. If the other party does **not** file a *Response* within 20 days after service (60 days if served out of state) you may make a *Motion for Default (FL All Family 161)*. Completely fill out and sign the *Motion for Default* and the *Order on Motion for Default (FL All Family 162)*. Make two copies of each document. Take them in to the ex-parte courtroom during their open hours: Monday 10:30-12:00 pm and 1:30 -4:00 pm,

Wednesday from 9:00 am-12:00 pm and 1:30-4:00 pm, Fridays from 9:00 am -12:00 pm and 1:30 pm to 4:00 pm. You may include your final orders listed in section 6.

With an *Order on Motion for Default*, the Court will approve the new child support order provided the order grants the same relief as requested in the *Petition* and the requests comply with state law.

_____ 5. If the other party **has** filed a *Response to Petition to Modify Child Support Order* you may file the *Notice to Request Hearing (Child Support Modification Hearing)* (<http://www.spokanecounty.org/DocumentCenter/Home/View/8212>).

Fill out completely and sign the *Notice to Request Hearing (Child Support Modification Hearing)* form. Make three copies (original plus three copies) and file the original in the Superior Court Clerk's Office, Room 300, open 9 a.m. to 12 noon, and 1:00 p.m. to 4:00 p.m., Monday through Friday. Deliver one copy to the Family Court Coordinator in Room 200 of the Courthouse, keep one copy for yourself and send one copy to the other party. You must file proof with the court that you furnished a copy of the *Notice to Request Hearing* to the opposing party. You may use either a *Proof of Personal Service* form or *Certificate of Mailing*. You will be mailed the Notice of Hearing from the Family Court Coordinator. This document will tell you the hearing date, time and courtroom.

THIS NOTICE ALSO GIVES YOU VERY SPECIFIC INSTRUCTIONS TO CALL IN THE CASE AS "READY TO PROCEED TO HEARING." IF THE CASE IS NOT CALLED IN AS "READY TO PROCEED TO HEARING" THE HEARING MAY BE STRICKEN FROM THE SUPPORT MODIFICATION CALENDAR.

_____ 6. Go to the hearing at the scheduled date and time. You should have the following documents, filled out beforehand, to present to the Judge or Commissioner for approval at the hearing:

- () *Final Order and Findings on Petition to Modify Child Support Order (FL Modify 510)*
- () *Child Support Order (FL All Family 130)*
- () *Washington State Child Support Worksheets (WSCSS-WORKSHEETS)*

_____ 7. Make two copies (original plus two copies) of all documents (one for you and one for the other party).

_____ 8. When the Court Commissioner signs your final orders, the child support modification action is then completed. Take the copies to the Clerk's office and stamp the name of the Court Commissioner who signed your papers (on the judge/commissioner signature page) and put the date stamp on the top, front page of each document. Keep a set of copies for yourself and send a set of copies to the other party.

NOTE: All of the above mentioned forms can be found on the Washington State Court website: www.courts.wa.gov/forms.

The Family Court Facilitator, Room 200, Family Law Center, is available to review your documents and answer procedural questions. It is recommended you have all documents reviewed before filing and presenting to the court.

**Confidential Information
(CIF)**

Clerk: Do not file in a public access file

Superior Court of Washington,

County: _____

Case No.: _____

Important! Only court staff and some state agencies may see this form. The other party and their lawyer may **not** see this form unless a court order allows it. State agencies may disclose the information in this form according to their own rules.

- 1. Who is completing this form? (Name): _____
- 2. Is there a current restraining or protection order involving the parties or children? [] No [] Yes. If yes, who does the order protect? (Name/s): _____
- 3. Does your address information need to be confidential to protect your or your children's health, safety, or liberty? (Check one): [] No [] Yes
If yes, explain why? _____
- 4. **Your Information** - This person is a (check one): [] Petitioner [] Respondent
Interpreter needed? [] No [] Yes, language: _____

Full name (first, middle, last):		Date of birth (MM/DD/YYYY):	Sex:
Driver's license/Identicard (No., state):	Race:	Relationship to children in this case:	
Mailing address (This address will not be kept private.) (street address or P.O. box, city, state, zip):			
Email:		Phone:	

Home address (check one): [] same as mailing address [] listed below (street, city, state, zip):	
Social Sec. No.:	
Employer's name:	Employer's phone:
Employer's address:	

- 5. **Other Party's Information** - This person is a (check one): [] Petitioner [] Respondent
Interpreter needed? [] No [] Yes, language: _____

Full name (first, middle, last):		Date of birth (MM/DD/YYYY):	Sex:
Driver's license/Identicard (No., state):	Race:	Relationship to children in this case:	
Mailing address (This address will not be kept private.) (street address or PO box, city, state, zip):			
Email:		Phone:	

Home address (<i>check one</i>): <input type="checkbox"/> same as mailing address <input type="checkbox"/> listed below (<i>street, city, state, zip</i>):	
Social Sec. No.:	
Employer's name:	Employer's phone:
Employer's address:	

➤ **Skip sections 6–9 if your case does not involve children. Sign at the end.**

6. Children's Information

Child's full name (<i>first, middle, last</i>)	Date of birth (<i>MM/DD/YYYY</i>)	Race	Sex	Soc. Sec. No.	Current location: lives with
1.					<input type="checkbox"/> You <input type="checkbox"/> other party: _____
2.					<input type="checkbox"/> You <input type="checkbox"/> other party: _____
3.					<input type="checkbox"/> You <input type="checkbox"/> other party: _____
4.					<input type="checkbox"/> You <input type="checkbox"/> other party: _____

7. Have the children lived with anyone other than you or the other party during the last 5 years? (*Check one*): No Yes. If **yes**, fill out below:

Children lived with (<i>name</i>)	That person's current address
1.	
2.	

8. Do other people (not parents) have custody or visitation rights to the children? (*Check one*): No Yes. If **yes**, fill out below:

Person with rights (<i>name</i>)	That person's current address
1.	
2.	

I declare under penalty of perjury under Washington State law that the information on this form about me is true. The information about the other party is the best information I have or is unavailable because (*explain*): _____

Check here if you need more space to list other petitioners, respondents, or children. Put that information on the *Attachment to Confidential Information*, form FL All Family 002, and attach it to this form.

Signed at (*city and state*): _____ Date: _____

▶

Petitioner/Respondent signs here

Print name here

Superior Court of Washington, County of _____

In re:

Petitioner/s (as listed on the Petition):

And Respondent/s (as listed on the Petition):

No. _____

**Summons: Notice about Petition to
Modify Child Support Order**

(SM)

Summons: Notice about Petition to Modify Child Support Order

To: _____
(name/s of the party or parties who did **not** file this Summons and Petition)

Important! The person filing this Summons **must** complete the address boxes below. If the person filing this Summons does not give a service address and the court's address, **this Summons will be invalid.**

Person filing this Summons Lawyer (name):

Address for Service: (This does **not** have to be a home address.)

You may **only** serve by email if an email address is provided below or the person filing this Summons otherwise agrees in writing. See *All Civil 006 Agreement re: Service by Email*.

Email (optional) – The person filing this Summons agrees to accept service of legal papers for this case by email at this address: _____

Superior Court of Washington, County of _____

Court's Address for Filing:

The person filing this *Summons* and *Petition* asked the court to modify the *Child Support Order*. You must **respond** in writing for the court to consider your side,

Deadline! Your *Response* must be served on the other party within **20 days** of the date you were served this *Summons* (60 days if you were served outside of Washington State or in a jail, detention, or prison facility). If the case has been filed in court, you must also file your *Response* by the same deadline.

If you do not file and serve your *Response* or a *Notice of Appearance* by the deadline:

- No one has to notify you about other hearings in this case, and
- The court may approve the requests in the *Petition* without hearing your side. (This is called a *default judgment*.)

Lawyer not required. It is a good idea to talk to a lawyer, but you may file and serve your *Response* without one.

Follow these steps:

1. **Read** the *Petition* and any other documents you receive with this *Summons*. These documents explain what other party is asking for.
2. **Fill out** the *Response to Petition to Modify a Child Support Order (FL Modify 502)*. You can get the *Response* and other forms at:
 - The Washington State Courts' website: www.courts.wa.gov/forms
 - Washington LawHelp: www.washingtonlawhelp.org, or
 - The Superior Court Clerk's office or county law library (for a fee).
3. **Serve** (give) a copy of your *Response* to the person who filed this *Summons* at the address for service on page 1.
4. **File** your original *Response*. with the clerk of the court at the court's address for filing on page 1.

Signature of the person filing this Summons or lawyer

Date

Print name of the person filing this Summons or lawyer and WSBA No.

If there is no "Case No." listed on page 1, this case may not have been filed and you will not be able to file a Response. Contact the Superior Court Clerk or check www.courts.wa.gov to find out.

If the case was not filed, you must still serve your Response, and you may demand that the other party file this case with the court. Your demand must be in writing and must be served on the other party or their lawyer (whoever signed this Summons). If the other party does not file papers for this case within 14 days of being served with your demand, this service on you of the Summons and Petition will not be valid. If the other party does file, then you must file your original Response with the court clerk at the address above.

This summons is issued pursuant to RCW 4.28.180 and Superior Court Civil Rule 4.1 of the State of Washington.

Superior Court of Washington, County of _____

In re:

Petitioner/s (see * below):

And Respondent/s (other party/parties):

No. _____

**Petition to Modify Child Support Order
(PTMD)**

Petition to Modify Child Support Order

If you are filing this Petition in:

- the **same** case number as the current Child Support Order, the person who is listed as the Petitioner in the current order will stay Petitioner, even if they are not the person asking to modify the order now.
- a **different** case number or county from where the current Child Support Order was filed, the person asking to modify the order may be the Petitioner.

To modify a Child Support Order from a sealed Parentage case, contact the Superior Court Clerk's office about who to list as Petitioner and if there is a new case number.

1. My name is: _____. I ask the court to modify a *Child Support Order*. I am filing and serving proposed *Child Support Schedule Worksheets* at the same time as this *Petition*.

Important! Check your county's Local Court Rules for other forms and information that must be filed.

2. **Correct County (Venue)**

This is the correct county for this case to be heard because:

- the child/ren live/s in this county,
- the person who has the care, custody, or control of the child/ren live/s in this county,
- the current *Child Support Order* was issued in this county, or
- The current child support order was issued in another state **and**
 - the child/ren and the person who has the care, custody, or control of the child/ren do **not** live in Washington or the issuing state; **and**
 - the Respondent lives in this county.

The child/ren live/s in (county): _____, (state): _____.

The Petitioner (name): _____ lives in (county): _____, (state): _____.

The Respondent (name): _____ lives in (county): _____, (state): _____.

3. Jurisdiction to Modify Order

The court has authority to modify the current *Child Support Order* because it was issued by a (check one):

- Washington** state court.
- Different** state or jurisdiction, but has been registered in a Washington state court and (check one):
 - All parties live in Washington now.**
 - All the parties to the current order (other than a state party) now live in this state; and
 - The child/ren do/es not live in the state or jurisdiction where the order was issued.
 - No one left in issuing state.**
 - The child/ren or parties to the current order (other than a state party) no longer live in the state or jurisdiction where the order was issued;
 - The person asking to modify the order (Petitioner) lives outside of Washington; and
 - Washington has personal jurisdiction over the Respondent because Respondent (check all that apply):
 - lives in this state now.
 - will be personally served in this state with a *Summons* and *Petition* for this case.
 - lived in this state with the child/ren.
 - lived in this state and paid for pregnancy costs or support for the child/ren.
 - did or said something that caused the child/ren to live in this state.
 - had sex in this state, which may have produced the child/ren.
 - signed an agreement to join this *Petition* or other document agreeing that the court can decide their rights in this case.
 - other (specify): _____
 - Parties have consented.**
 - At least 1 child or party to the current order lives in Washington State now; and
 - Each party to the current order (other than a State party) has filed a consent with the court that issued the current order agreeing that a Washington court may modify the order and take continuing, exclusive jurisdiction.

4. Is the State filing this Petition? (Check one):

- No.** This *Petition* is filed by a parent, non-parent custodian, guardian or person owing support.
- Yes.** The Washington State Department of Social and Health Services (DSHS) is filing this *Petition* because (*check all that apply*):
 - the child/ren receive/s public assistance.
 - the child/ren do/es not receive public assistance, but one of the parties asked DSHS to review the order and DSHS decided the order should be modified.
 - DSHS has received notice that the person owing support is currently in jail, prison, or a correctional facility for at least 6 months (or is serving a sentence of more than 6 months), and the order does not contain necessary abatement language.
 - another state or jurisdiction asked for this modification.

5. Current Child Support Order

The *Child Support Order* I want to modify was signed by the court on (*date*): _____
in (*county*): _____, (*state*): _____.
That order says (*name*): _____ must pay
(*amount*): \$_____ each month for (*child/ren's names*): _____
_____.

Important! Attach or file a certified copy of the current child support order that you want to change **if** it was issued in a different county or state.

6. Should the court modify the monthly child support amount?

- No.**
- Yes.** I ask the court to order child support based on Washington State law. The monthly child support amount should be changed now because (*check all that apply*):
 - Agreement** – The parties agree to the changes.
 - 1 year or more has passed** – The current order was signed at least 1 year ago **and** (*check all that apply*):
 - the current order causes severe financial hardship for me or the child/ren.
 - I want to add a Periodic Adjustment provision according to RCW 26.09.100.
 - A child is still in high school and there is a need to extend support beyond the 18th birthday to complete high school.
 - 2 years or more have passed** – The current order was signed at least 2 full years (24 months) ago **and** (*check all that apply*):
 - the parents' income has changed.
 - the economic table or standards in RCW 26.19 have changed.

(Note – You may be able to use a Motion to Adjust Child Support Order (form FL Modify 521) instead of this Petition if 24 months have passed and the only reasons for your requests are that the parents' income has changed, or the economic table, or standards have changed.)

- Released from incarceration** – The person who owes support has been released from incarceration, and support has been temporarily reduced (abated) and then reinstated.
- Default or past agreement** – The current order was issued by default or agreement, without the court independently examining the evidence to decide a reasonable amount of support according to the law.
- Change of circumstances** – There has been a substantial change in circumstances since the current order was signed. *(Describe):*

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

- No.**
- Yes.** The current order does not provide for a temporary reduction (abatement) based on incarceration. The person who owes support is in jail, prison, or a correctional facility for at least 6 months (or serving a sentence of more than 6 months).

8. Is a temporary reduction due to incarceration needed now? (Abatement)

- No.**
- Yes. (Check one):**
 - DCS can administer the temporary reduction due to incarceration (abatement).
 - The court should temporarily reduce the total monthly child support amount to \$10 while the person who owes support is in jail, prison, or a correctional facility for at least 6 months (or serving a sentence of more than 6 months).

Important! The support will remain \$10 a month through the third month after the person who owes support is released. Beginning the fourth month after the person who owes support is released, support will be 50% of the original amount, or \$50 per child, whichever is more. One year after release, support will return to the full monthly child support amount (transfer payment) in the Child Support Order.

If this petition for modification is filed during the period of abatement, reinstatement of the support amount at 50% does not automatically apply. Send a copy of this petition to the Division of Child Support.

9. Should the court modify the end date for child support?

- No.**
- Yes.** The end date should be modified because *(check all that apply)*:
 - Agreement** – The parties agree to the changes.
 - Finish High School** – The current order was signed at least one year ago. *(Child's name)*: _____ will still be in high school when they turn 18 and will need support until they finish high school. I ask the court to order child support for this child to continue past their 18th birthday until the child finishes high school.
 - Dependent Adult Child** – The current order says support must be paid for each child until the child turns 18 or is no longer enrolled in high school, whichever happens last. Support should continue past this time for *(child's name)*: _____ because this child will be unable to support themselves and will remain dependent past the age of 18. This child's situation has changed substantially since the current order was signed. *(Describe)*:

Support for this child should continue until *(check one)*:
 - this child is able to support themselves and is no longer dependent on the parents.
 - other: _____
 - Default or Past Agreement** – The current order was issued by default or agreement, without the court independently examining the evidence to decide a reasonable end date for support according to the law.

10. Should the court modify post-secondary educational support?

- No.**
- Yes. Issue was reserved** – The current order allows a parent or non-parent custodian to ask the court for post-secondary support at a later date without showing a substantial change of circumstances. I ask the court to order the parents to pay post-secondary support, and to set a specific post-secondary support amount or percentage of expenses for *(Child/ren's names)*: _____. The named child/ren depend/s on the parents for the reasonable necessities of life and will be ready to start a college or vocational program around *(month/year)*: _____.
- Yes. Support was granted; need to set an amount** – The current order says the parents must pay for the child/ren's post-secondary support, but did not set a payment amount or percentage. I ask the court to order a specific post-secondary support amount or percentage of expenses for *(child/ren's names)*: _____ who will be ready to start a college or vocational program around *(month/year)*: _____.
- Yes. Modify** – I ask the court to *(check all that apply)*:

- Require** – The current order says post-secondary support is not required. I ask the court to change the order so that post-secondary support is required for *(Child/ren’s names)*: _____
The named child/ren depend/s on the parents for the reasonable necessities of life and need support for college or vocational school.
- Cancel** – The current order says the parents must pay for the child/ren’s post-secondary (college or vocational school) support. I ask the court to change the order so that post-secondary support is no longer required.
- Change Amount** – The current order requires the parents to pay a specific amount or percentage of expenses for the child/ren’s post-secondary (college or vocational school) support. I ask the court to change the amount or percentage.

These changes should be made because *(check all that apply)*:

- Agreement** – The parties agree to the changes.
- Default or Past Agreement** – The current order was issued by default or agreement, without the court independently examining the evidence to decide these issues.
- Change of Circumstances** – There has been a substantial change in circumstances since the current order was signed. *(Describe)*: _____

11. Should the court modify payment for children’s expenses or tax issues?

- No.**
- Yes.** I ask the court to order or change *(check all that apply)*:
 - daycare expenses.
 - educational expenses.
 - long-distance transportation expenses.
 - other expenses.
 - tax issues. Order that parties have the right to claim the child/ren as their dependent/s for purposes of personal tax exemptions and associated tax credits on their tax forms in this way *(specify)*: _____

Important! *Although personal tax exemptions are currently suspended under federal law through tax year 2025, other tax benefits may flow from claiming a child as dependent.*

These changes should be made because *(check all that apply)*:

- Agreement** – The parties agree to the changes.
- 2 years or more have passed** – It has been at least 2 full years (24 months) since the order was signed and these requests are based only on changes in the parents’ income or the economic table or standards in RCW 26.19.

(Note – You may be able to use a Motion to Adjust Child Support Order (form FL Modify 521) instead of this Petition if 24 months have passed and the only reasons for your requests are that the parents’ income has changed, or the economic table or standards have changed.)

- Default or Past Agreement** – The current order was issued by default or agreement, without the court independently examining the evidence to decide these issues.
- Change of Circumstances** – There has been a substantial change in circumstances since the current order was signed. *(Describe):*

12. Should the court modify health insurance orders?

- No.**
- Yes.** I ask the court to change the health insurance orders as follows:
 - Order one or both parents to provide or pay for health insurance coverage for the child/ren if it is available through an employer or union for less than 25% of their basic support obligation *(Worksheets, line 19)*, and order each parent to pay their share of the child/ren’s healthcare costs that are not covered by insurance.
 - Other *(specify):* _____

These changes should be made because *(check all that apply):*

- Agreement** – The parties agree to the changes.
- 2 years or more have passed** – It has been at least 2 full years (24 months) since the order was signed and these requests are based only on changes in the parents’ income or the economic table or standards in RCW 26.19.

Note – You may be able to use a Motion to Adjust Child Support Order (form FL Modify 521) instead of this Petition if 24 months have passed and the only reasons for your requests are that the parents’ income has changed, or the economic table or standards have changed.

- Default or Past Agreement** – The current order was issued by default or agreement, without the court independently examining the evidence to decide these issues.
- Change of Circumstances** – There has been a substantial change in circumstances since the current order was signed. *(Describe):* _____

13. **When do you want the new order to start?**

I want the new *Child Support Order* to take effect (*check one*):

- on the day this *Petition* is filed.
- on the day on which the person who owes support was confined in a jail, prison, or correctional facility for at least 6 months, or began serving a sentence of more than 6 months. (Abatement only.)
- other (*specify*): _____

If the changes to the *Child Support Order* cause an overpayment or an underpayment of support or other expenses, I ask the court to order payment or give credit for those amounts.

Exception! No refund is allowed for a temporary reduction in support due to incarceration (abatement) before the Division of Child Support is notified of the incarceration.

14. **Other Requests**

- Does not apply.
- I ask the court to order payment of lawyer fees and court costs.
- Other (*specify*): _____

Person filing this Petition fills out below:

I declare under penalty of perjury under the laws of the State of Washington that the facts I have provided on this form are true.

Signed at (*city and state*): _____ Date: _____

▶ _____
Person filing this Petition signs here *Print name*

Lawyer (if any) fills out below:

▶ _____
Lawyer signs here *Print name and WSBA No.* *Date*

Warning! Documents filed with the court are available for anyone to see unless they are sealed. Financial, medical, and confidential reports, as described in General Rule 22, **must** be sealed so they can only be seen by the court, the other parties, and the lawyers in your case. Seal those documents by filing them separately, using a *Sealed* cover sheet (form FL All Family 011, 012, or 013). You may ask for an order to seal other documents.

- The other parent, guardian, or non-parent custodian fills out below if they agree to join this Petition (*copy this section as needed for other parties*):**

Washington State Child Support Schedule Worksheets

[] Proposed by [] (name) _____, [] State of WA (CSWP)
 Or, [] Signed by the Judicial/Reviewing Officer (CSW).

County _____ Case No. _____

Child/ren and Age/s: _____

Parents' names: _____
(Column 1) (Column 2)

	Column 1	Column 2
Part I: Income (see Instructions, page 8)		
1. Gross Monthly Income		
a. Wages and Salaries	\$	\$
b. Interest and Dividend Income	\$	\$
c. Business Income	\$	\$
d. Maintenance Received	\$	\$
e. Other Income	\$	\$
f. Imputed Income	\$	\$
g. Total Gross Monthly Income (add lines 1a through 1f)	\$	\$
2. Monthly Deductions from Gross Income		
a. Income Taxes (Federal and State)	\$	\$
b. FICA (Soc. Sec.+ Medicare)/Self-Employment Taxes	\$	\$
c. Mandatory State Deductions (state insurance premiums actually paid, paid family and medical leave program, and long-term services and supports trust program)	\$	\$
d. State Industrial Insurance Deductions	\$	\$
e. Mandatory Union/Professional Dues	\$	\$
f. Mandatory Pension Plan Payments	\$	\$
g. Voluntary Retirement Contributions	\$	\$
h. Maintenance Paid	\$	\$
i. Normal Business Expenses	\$	\$
j. Total Deductions from Gross Income (add lines 2a through 2i)	\$	\$
3. Monthly Net Income (line 1g minus 2j)	\$	\$
4. Combined Monthly Net Income (add both parents' monthly net incomes from line 3)	\$	\$

	Column 1	Column 2
5. Basic Child Support Obligation Number of children: _____ x \$ _____ per child (enter total amount in box →)	\$	
6. Proportional Share of Income (divide line 3 by line 4 for each parent)	.	.
Part II: Basic Child Support Obligation (see Instructions, page 10)		
7. Each Parent's Basic Child Support Obligation without consideration of low-income limitations. (Multiply each number on line 6 by line 5.)	\$	\$
8. Calculating low-income limitations: Fill in only those that apply.		
Self-Support Reserve: (180% of the federal poverty guideline for a one-person family.)	\$	
a. Is Combined Net Income Less Than \$2,200? If yes , for each parent enter the presumptive \$50 per child .	\$	\$
b. Is Monthly Net Income Less Than Self-Support Reserve? If yes , for that parent enter the presumptive \$50 per child .	\$	\$
c. Is Monthly Net Income Equal to or More than Self-Support Reserve? If yes , for each parent subtract the self-support reserve from line 3. If that amount is less than line 7, enter that amount or the presumptive \$50 per child, whichever is greater.	\$	\$
d. Any Other Biological or Legal Children? If yes , divide the amount in line c by the total number of biological or legal children each parent has. Multiply that amount by the number of children in this case.	\$	\$
9. Each parent's basic child support obligation after calculating applicable limitations. For each parent, enter the lowest amount from line 7, 8a – 8d, but not less than the presumptive \$50 per child.	\$	\$
Part III: Healthcare, Daycare, and Special Child Rearing Expenses (see Instructions, page 11)		
10. Healthcare Expenses		
a. Monthly Health Insurance Premiums Paid for Child(ren)	\$	\$
b. Uninsured Monthly Healthcare Expenses Paid for Child(ren)	\$	\$
c. Total Monthly Healthcare Expenses (line 10a plus line 10b)	\$	\$
d. Combined Monthly Healthcare Expenses (add both parents' totals from line 10c)	\$	
11. Daycare and Special Expenses		
a. Daycare Expenses	\$	\$
b. Education Expenses	\$	\$
c. Long Distance Transportation Expenses	\$	\$
d. Other Special Expenses (describe)	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$

	Column 1	Column 2
e. Total Daycare and Special Expenses (add lines 11a through 11d)	\$	\$
12. Combined Monthly Total Daycare and Special Expenses (add both parents' daycare and special expenses from line 11e)	\$	
13. Total Healthcare, Daycare, and Special Expenses (line 10d plus line 12)	\$	
14. Each Parent's Obligation for Healthcare, Daycare, and Special Expenses (multiply each number on line 6 by line 13)	\$	\$
Part IV: Gross Child Support Obligation		
15. Gross Child Support Obligation (line 9 plus line 14)	\$	\$
Part V: Child Support Credits (see Instructions, page 12)		
16. Child Support Credits		
a. Monthly Healthcare Expenses Credit	\$	\$
b. Daycare and Special Expenses Credit	\$	\$
c. Other Ordinary Expenses Credit (describe)	\$	\$
d. Total Support Credits (add lines 16a through 16c)	\$	\$
Part VI: Standard Calculation/Presumptive Transfer Payment (see Instructions, page 12)		
17. Standard Calculation (line 15 minus line 16d or \$50 per child whichever is greater)	\$	\$
Part VII: Additional Informational Calculations		
18. 45% of each parent's net income from line 3 (.45 x amount from line 3 for each parent)	\$	\$
19. 25% of each parent's basic support obligation from line 9 (.25 x amount from line 9 for each parent)	\$	\$
Part VIII: Additional Factors for Consideration (see Instructions, page 12)		
20. Household Assets (List the estimated present value of all major household assets.)		
a. Real Estate	\$	\$
b. Investments	\$	\$
c. Vehicles and Boats	\$	\$
d. Bank Accounts and Cash	\$	\$
e. Retirement Accounts	\$	\$
f. Other (describe)	\$	\$
	\$	\$
21. Household Debt (List liens against household assets, extraordinary debt.)		
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$

	Column 1	Column 2
22. Other Household Income		
a. Income of Current Spouse or Domestic Partner (if not the other parent of this action) Name _____ Name _____	\$ \$	\$ \$
b. Income of Other Adults In Household Name _____ Name _____	\$ \$	\$ \$
c. Gross income from overtime or from second jobs the party is asking the court to exclude per Instructions, page 8 _____	\$	\$
d. Income of Child(ren) (if considered extraordinary) Name _____ Name _____	\$ \$	\$ \$
e. Income from Child Support Name _____ Name _____	\$ \$	\$ \$
f. Income from Assistance Programs Program _____ Program _____	\$ \$	\$ \$
g. Other Income (describe) _____ _____	\$ \$	\$ \$
23. Non-Recurring Income (describe) _____ _____	\$ \$	\$ \$
24. Monthly Child Support Ordered for Other Children		
Name/age: _____ Paid [] Yes [] No	\$	\$
Name/age: _____ Paid [] Yes [] No	\$	\$
Name/age: _____ Paid [] Yes [] No	\$	\$
25. Other Child(ren) Living In Each Household		
(First name(s) and age(s))		

Superior Court of Washington, County of _____

In re:

Petitioner/s *(person/s who started this case)*:

And Respondent/s *(other party/parties)*:

No. _____

Financial Declaration of
(name): _____
 (FNDCLR)

Financial Declaration

1. Your personal information

Name: _____

Highest year of education you completed: _____ Your job/profession is: _____

Are you working now?

Yes. List the date you were hired *(month / year)*: _____

No. List the last date you worked *(month / year)*: _____

What was your monthly pay *before* taxes: \$ _____

Why are you not working now? _____

2. Summary of your financial information

(Complete this section after filling out the rest of this form.)

1. Total Monthly Net Income <i>(copy from section 3, line C. 3.)</i>	\$
2. Total Monthly Expenses After Separation <i>(copy from section 7, line I.)</i>	\$
3. Total Monthly Payments for Other Debts <i>(copy from section 9)</i>	\$
4. Total Monthly Expenses + Payments for Other Debts <i>(add line 2 and line 3)</i>	\$

Gross Monthly Income of Other Party <i>(copy from section 3. A.)</i>	\$
---	----

3. Income

List monthly income and deductions below for you and the other person in your case. If your case involves child support, this same information is required on your *Child Support Worksheets*. If you do not know the other person's financial information, give an estimate.

Tip: If you do not get paid once a month, calculate your *monthly* income like this:

Monthly income = Weekly x 4.3 **or** 2-week x 2.15 **or** Twice a month x 2

A. Gross Monthly Income (before taxes, deductions, or retirement contributions)		
	You	Other Party
Monthly wage / salary		
Income from interest / dividends		
Income from business		
Spousal support / maintenance received (Paid by: _____)		
Other income		
Total Gross Monthly Income (add all lines above)		
Total gross income for this year before deductions (starting January 1 of this year until now)		

B. Monthly Deductions		
	You	Other Party
Income taxes (federal and state)		
FICA (Soc.Sec. + Medicare) or self-employment taxes		
State Industrial Insurance (Workers' Comp.)		
Mandatory union or professional dues		
Mandatory pension plan payments		
Voluntary retirement contributions (up to the limit in RCW 26.19.071(5)(g))		
Spousal support / maintenance paid		
Normal business expenses		
Total Monthly Deductions (add all lines above)		

C. Net Monthly Income		
	You	Other Party
1. Total Gross Monthly Income (from A above)		
2. Total Monthly Deductions (from B above)		
3. Net Monthly Income (Line 1 minus Line 2)		

4. Other Income and Household Income

Tip: If this income is not once a month, calculate the *monthly* amount like this:
 Monthly income = Weekly x 4.3 or 2-week x 2.15 or Twice a month x 2

A. Other Income (Do not repeat income you already listed on page 2.)		
	You	Other Party
Child support received from other relationships		
Other income (From: _____)		
Other income (From: _____)		
Total Other Income (add all lines above)		

B. Household Income (Monthly income of other adults living in the home)		
	Your Home	Other Party's Home
Other adult's gross income (Name: _____)		
Other adult's gross income (Name: _____)		
Total Household Income of other adults in the home (add all lines above)		

5. Disputed Income – If you disagree with the other party's statements about anyone's income, explain why the other party's statements are not correct, and your statements are correct:

6. Available Assets

List your liquid assets, like cash, stocks, bonds, that can be easily cashed.	
Cash on hand and money in all checking & savings accounts	\$
Stocks, bonds, CDs and other liquid financial accounts	\$
Cash value of life insurance	\$
Other liquid assets	\$
Total Available Assets (add all lines above)	

7. Monthly Expenses After Separation

Tell the court what your monthly expenses are (or will be) after separation. If you have dependent children, your expenses must be based on the parenting plan or schedule you expect to have for the children.

A. Housing Expenses		F. Transportation Expenses	
Rent / Mortgage Payment		Automobile payment (<i>loan or lease</i>)	
Property Tax (if not in monthly payment)		Auto insurance, license, registration	
Homeowner's or Rental Insurance		Gas and auto maintenance	
Other mortgage, contract, or debt payments based on equity in your home		Parking, tolls, public transportation	
Homeowner's Association dues or fees		Other transportation expenses	
Total Housing Expenses		Total Transportation Expenses	
B. Utilities Expenses		G. Personal Expenses (not children's)	
Electricity and heating (gas and oil)		Clothes	
Water, sewer, garbage		Hair care, personal care	
Telephone(s)		Recreation, clubs, gifts	
Cable, Internet		Education, books, magazines	
Other (<i>specify</i>):		Other Personal Expenses	
Total Utilities Expenses		Total Personal Expenses	
C. Food and Household Expenses		H. Other Expenses	
Groceries for (<i>number of people</i>): _____		Life insurance (not deducted from pay)	
Household supplies (cleaning, paper, pets)		Other (<i>specify</i>):	
Eating out		Other (<i>specify</i>):	
Other (<i>specify</i>):		Other (<i>specify</i>):	
Total Food and Household Expenses		Total Other Expenses	
D. Children's Expenses		List all Total Expenses from above:	
Childcare, babysitting		A. Total Housing Expenses	
Clothes, diapers		B. Total Utilities Expenses	
Tuition, after-school programs, lessons		C. Total Food and Household Expenses	
Other expenses for children		D. Total Children's Expenses	
Total Children's Expenses		E. Total Health Care Expenses	
E. Health Care Expenses		F. Total Transportation Expenses	
Insurance premium (health, vision, dental)		G. Total Personal Expenses	
Health, vision, dental, orthodontia, mental health expenses not covered by insurance		H. Total Other Expenses	
Other health expenses not covered by insurance		I. All Total Expenses (add A - H above)	
Total Health Care Expenses		<i>Use section 10 below to explain any unusual expenses, or attach additional pages.</i>	

Financial Records – You must provide financial records as required by statute and state and local court rules. These records may include:

- Personal Income Tax Returns
- Partnership or Corporate Income Tax Returns
- Pay stubs
- Other financial records

Important! Do not attach financial records to this form. Financial records should be served on the other party and filed with the court separately using the *Sealed Financial Source Documents* cover sheet (FL All Family 011). If filed separately using the cover sheet, the records will be sealed to protect your privacy (although they will be available to all parties and lawyers in this case, court personnel and certain state agencies and boards.) See GR 22(c)(2).

Superior Court of Washington, County of _____

In re:

Petitioner/s *(person/s who started this case)*:

And Respondent/s *(other party/parties)*:

No. _____

Sealed Financial Source Documents
(Cover Sheet)

(SEALFN)

Clerk's action required.

For use in Family Law and Guardianship cases.

**Sealed Financial Source Documents
(Cover Sheet)**

Use this form as a cover sheet to keep your financial documents **private** from the public. On the first page of each document, write the word "SEALED" 1 inch from the top of the page.

Check the documents you are attaching to this cover sheet to be sealed:

- | | |
|---|---|
| <input type="checkbox"/> Income tax records | <input type="checkbox"/> Pay stubs or other proof of earnings |
| <input type="checkbox"/> Credit card statements | <input type="checkbox"/> Bank statements |
| <input type="checkbox"/> Checks or the equivalent | <input type="checkbox"/> Loan application documents |
| <input type="checkbox"/> Check registers | <input type="checkbox"/> Retirement plan orders |
| <input type="checkbox"/> Other financial information sealed by court order <i>(specify)</i> : _____ | |

Submitted by: Petitioner or lawyer Respondent or lawyer

▶ _____
Sign here

Print name (if lawyer, also provide WSBA #)

Important! The other person and the lawyers in your case can see your **sealed** documents. If you need to keep your address information private for safety reasons, you may cross out or delete your address information.

Superior Court of Washington, County of _____

In re:

Petitioner/s (*person/s who started this case*):

And Respondent/s (*other party/parties*):

No. _____

Proof of Personal Service
(AFSR)

Proof of Personal Service

Server declares:

1. My name is: _____. I am **not** a party to this case.
I am 18 or older.

2. Personal Service

I served court documents for this case to (*name of party*): _____
by (*check one*):

giving the documents directly to him/her.

giving the documents to (*name*): _____,
a person of suitable age and discretion who lives at the same address as the party.

3. Date, time, and address of service

Date: _____ Time: _____ a.m. p.m.

Address:

Number and street *city* *state* *zip*

4. List all documents you served (check all that apply):

(The most common documents are listed below. Check only those documents that were served. Use the "Other" boxes to write in the title of each document you served that is not already listed.)

<input type="checkbox"/> Petition to/for _____ _____	<input type="checkbox"/> Notice of Hearing _____
<input type="checkbox"/> Summons <i>(Attach a copy.)</i>	<input type="checkbox"/> Motion for Temporary Family Law Order <input type="checkbox"/> and Restraining Order
<input type="checkbox"/> Order Setting Case Schedule	<input type="checkbox"/> Proposed Temporary Family Law Order
<input type="checkbox"/> Notice Re: Military Dependent	<input type="checkbox"/> Motion for Immediate Restraining Order (Ex Parte)
<input type="checkbox"/> Proposed Parenting Plan	<input type="checkbox"/> Immediate Restraining Order (Ex Parte) and Hearing Notice
<input type="checkbox"/> Proposed Child Support Order	<input type="checkbox"/> Restraining Order
<input type="checkbox"/> Proposed Child Support Worksheets	<input type="checkbox"/> Motion for Contempt Hearing
<input type="checkbox"/> Sealed Financial Documents	<input type="checkbox"/> Order to Go to Court for Contempt Hearing
<input type="checkbox"/> Financial Declaration	<input type="checkbox"/> Motion for Adequate Cause Decision
<input type="checkbox"/> Information for Temporary Parenting Plan	<input type="checkbox"/> Notice of Intent to Move with Children (Relocation)
<input type="checkbox"/> Declaration of: _____	<input type="checkbox"/> Objection about Moving with Children and Petition about Changing a Parenting/ Custody Order (Relocation)
<input type="checkbox"/> Declaration of: _____	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____

5. Fees charged for service

Does not apply.

Fees: \$ _____ + Mileage \$ _____ = Total: \$ _____

6. Other Information (if any): _____

I declare under penalty of perjury under the laws of the state of Washington that the statements on this form are true.

Signed at *(city and state)*: _____ Date: _____

Signature of server

Print or type name of server

To the party having these documents served:

- File the original *Proof of Personal Service* with the court clerk.
- If you served a *Restraining Order* signed by the court, you must also give a copy of this *Proof of Personal Service* and a *Law Enforcement Information Sheet* to law enforcement.
- If the documents were personally served outside of Washington state, you must fill out and file form FL All Family 102 (*Declaration: Personal Service Could Not be Made in Washington*).

To the Server: check here if you personally served the documents *outside* Washington state. Your signature must be notarized or sworn before a court clerk.

*(For personal service in Washington state, your signature does **not** need to be notarized or sworn before a court clerk.)*

Signed and sworn to before me on *(date)*: _____.

▶ _____
Signature of notary or court clerk

Print name of notary or court clerk

I am a notary public in and for the state of: _____

My commission expires: _____

I am a court clerk in a court of record in *(county)*: _____

(state): _____

(Print seal above.)

Superior Court of Washington, County of _____

In re:

Petitioner/s *(person/s who started this case)*:

And Respondent/s *(other party/parties)*:

No. _____

Child Support Order

Temporary (TMORS)

Final (ORS)

Clerk's action required: WSSR, 1

Child Support Order

1. Money Judgment Summary

No money judgment is ordered.

Summarize any money judgments from section 23 in the table below.

Judgment for	Debtor's name <i>(person who must pay money)</i>	Creditor's name <i>(person who must be paid)</i>	Amount	Interest
Past due child support from _____ to _____			\$	\$
Past due medical support from _____ to _____			\$	\$
Past due children's exp. from _____ to _____			\$	\$
Other amounts <i>(describe)</i> :			\$	\$
Yearly Interest Rate for child support, medical support, and children's expenses: 12%. For other judgments: _____% <i>(12% unless otherwise listed)</i>				
Lawyer (name):		Represents (name):		
Lawyer (name):		Represents (name):		

➤ **Findings and Orders**

2. The court orders child support as part of this family law case. This is a (*check one*):
 temporary order.
 final order.
3. The *Child Support Schedule Worksheets* attached or filed separately are approved by the court and made part of this order.

4. **Parents' Contact and Employment Information**

Each parent must fill out and file with the court a *Confidential Information* form (FL All Family 001) including personal identifying information, mailing address, home address, and employer contact information.

Important! If you move or get a new job any time while support is still owed, you must:

- Notify the Support Registry, and
- Fill out and file an updated *Confidential Information* form with the court.

Warning! Any notice of a child support action delivered to the last address you provided on the *Confidential Information* form will be considered adequate notice, if the party trying to serve you has shown diligent efforts to locate you.

5. **Parents' Income**

<p>Parent (name): _____</p> <p>Net monthly income \$ _____ <small>(line 3 of the Worksheets)</small></p> <p>This income is (<i>check one</i>): <input type="checkbox"/> imputed to this parent. (<i>Skip to 6.</i>) <input type="checkbox"/> this parent's actual income <small>(after any exclusions approved below).</small></p> <p>Does this parent have income from overtime or a second job? <input type="checkbox"/> No. (<i>Skip to 6.</i>) <input type="checkbox"/> Yes. (<i>Fill out below.</i>)</p> <p>Should this income be excluded? (<i>check one</i>): <input type="checkbox"/> No. The court has included this income in this parent's gross monthly income on line 1 of the <i>Worksheets</i>. <input type="checkbox"/> Yes. This income should be excluded because:</p> <ul style="list-style-type: none"> ▪ This parent worked over 40 hours per week averaged over 12 months, and ▪ That income was earned to pay for <input type="checkbox"/> current family needs <input type="checkbox"/> debts from a past relationship <input type="checkbox"/> child support debt, and ▪ This parent will stop earning this extra income after paying these debts. 	<p>Parent (name): _____</p> <p>Net monthly income \$ _____ <small>(line 3 of the Worksheets)</small></p> <p>This income is (<i>check one</i>): <input type="checkbox"/> imputed to this parent. (<i>Skip to 6.</i>) <input type="checkbox"/> this parent's actual income <small>(after any exclusions approved below).</small></p> <p>Does this parent have income from overtime or a second job? <input type="checkbox"/> No. (<i>Skip to 6.</i>) <input type="checkbox"/> Yes. (<i>Fill out below.</i>)</p> <p>Should this income be excluded? (<i>check one</i>): <input type="checkbox"/> No. The court has included this income in this parent's gross monthly income on line 1 of the <i>Worksheets</i>. <input type="checkbox"/> Yes. This income should be excluded because:</p> <ul style="list-style-type: none"> ▪ This parent worked over 40 hours per week averaged over 12 months, and ▪ That income was earned to pay for <input type="checkbox"/> current family needs <input type="checkbox"/> debts from a past relationship <input type="checkbox"/> child support debt, and ▪ This parent will stop earning this extra income after paying these debts.
--	--

Parent (name): _____ The court has excluded \$ _____ from this parent's gross monthly income on line 1 of the <i>Worksheets</i> . <input type="checkbox"/> Other findings: _____ _____ _____ _____	Parent (name): _____ The court has excluded \$ _____ from this parent's gross monthly income on line 1 of the <i>Worksheets</i> . <input type="checkbox"/> Other findings: _____ _____ _____ _____
---	---

6. Imputed Income

To calculate child support, the court may **impute** income to a parent:

- whose income is unknown, or
- who the court finds is unemployed or under-employed by choice.

Imputed income is not actual income. It is an assigned amount the court finds a parent could or should be earning. (RCW 26.19.071(6))

Parent (name): _____ <input type="checkbox"/> Does not apply. This parent's actual income is used. (<i>Skip to 7.</i>) <input type="checkbox"/> This parent's monthly net income is imputed because (<i>check one</i>): <input type="checkbox"/> this parent's income is unknown. <input type="checkbox"/> this parent is voluntarily unemployed. <input type="checkbox"/> this parent is voluntarily under-employed. <input type="checkbox"/> this parent works full-time but is purposely under-employed to reduce child support. <input type="checkbox"/> this parent is currently enrolled in high school full-time and is voluntarily unemployed or under-employed. The imputed amount is based on the information below: (<i>Options are listed in order of required priority. The court used the first option possible based on the information it had unless a presumed option was rebutted.</i>) <input type="checkbox"/> Pay for 20 hours per week at the minimum wage where this parent lives because this parent is enrolled in high school full-time and is voluntarily unemployed or under-employed. <input type="checkbox"/> Full-time pay at current pay rate. <input type="checkbox"/> Full-time pay based on reliable information about past earnings.	Parent (name): _____ <input type="checkbox"/> Does not apply. This parent's actual income is used. (<i>Skip to 7.</i>) <input type="checkbox"/> This parent's monthly net income is imputed because (<i>check one</i>): <input type="checkbox"/> this parent's income is unknown. <input type="checkbox"/> this parent is voluntarily unemployed. <input type="checkbox"/> this parent is voluntarily under-employed. <input type="checkbox"/> this parent works full-time but is purposely under-employed to reduce child support. <input type="checkbox"/> this parent is currently enrolled in high school full-time and is voluntarily unemployed or under-employed. The imputed amount is based on the information below: (<i>Options are listed in order of required priority. The court used the first option possible based on the information it had unless a presumed option was rebutted.</i>) <input type="checkbox"/> Pay for 20 hours per week at the minimum wage where this parent lives because this parent is enrolled in high school full-time and is voluntarily unemployed or under-employed. <input type="checkbox"/> Full-time pay at current pay rate. <input type="checkbox"/> Full-time pay based on reliable information about past earnings.
--	--

Parent (name): _____ <input type="checkbox"/> Full-time pay based on incomplete or irregular information about past earnings. <input type="checkbox"/> Pay for 32 hours per week at the minimum wage where this parent lives because this parent: <input type="checkbox"/> recently graduated from high school. <input type="checkbox"/> is on TANF now, or recently came off TANF, public assistance, SSI, or disability. <input type="checkbox"/> was recently incarcerated. <input type="checkbox"/> Full-time pay at the minimum wage where the parent lives because this parent (<i>check all that apply</i>): <input type="checkbox"/> recently worked at minimum wage jobs. <input type="checkbox"/> has never been employed. <input type="checkbox"/> does not have information about past earnings. <input type="checkbox"/> Table of Median Net Monthly Income. <input type="checkbox"/> Other (<i>specify</i>): _____ _____	Parent (name): _____ <input type="checkbox"/> Full-time pay based on incomplete or irregular information about past earnings. <input type="checkbox"/> Pay for 32 hours per week at the minimum wage where this parent lives because this parent: <input type="checkbox"/> recently graduated from high school. <input type="checkbox"/> is on TANF now, or recently came off TANF, public assistance, SSI, or disability. <input type="checkbox"/> was recently incarcerated. <input type="checkbox"/> Full-time pay at the minimum wage where the parent lives because this parent (<i>check all that apply</i>): <input type="checkbox"/> recently worked at minimum wage jobs. <input type="checkbox"/> has never been employed. <input type="checkbox"/> does not have information about past earnings. <input type="checkbox"/> Table of Median Net Monthly Income. <input type="checkbox"/> Other (<i>specify</i>): _____ _____
--	--

7. Limits Affecting the Monthly Child Support Amount

Does not apply. The monthly amount was not affected by the upper or lower limits in RCW 26.19.065.

The monthly amount has been affected by (*check all that apply*):

Low-Income Limits. The self-support reserve and presumptive minimum payment have been calculated in the *Worksheets*, lines 8.a. - d.

The 45% Net Income Limit. The court finds that the paying parent's child support obligations for their biological and legal children are more than 45% of their net income (*Worksheets* line 18). Based on the children's best interests and the parents' circumstances, it is (*check one*): fair. **not** fair to apply the 45% limit. (*Describe both parents' situations*):

Combined Monthly Net Income over \$50,000. Together, the parents earn more than \$50,000 per month (*Worksheets* line 4). The child support amount (*check one*):

is the presumptive amount from the economic table.

is **more** than the presumptive amount from the economic table because (*specify*):

8. Standard Calculation

<i>Parent Name</i>	<i>Standard calculation worksheets line 17</i>
	\$
	\$

Check here if there is a residential split – (each parent has at least one of the children from this relationship living with them most of the time.)

These children (<i>names and ages</i>):	These children (<i>names and ages</i>):
Live with (<i>parent's name</i>):	Live with (<i>parent's name</i>):

The standard calculation for the parent paying support is \$_____.

This is from (*check one*):

The *Attachment for Residential Split Adjustment (Arvey calculation)*, line G (form WSCSS–Attachment for RSA). This *Attachment* to the *Child Support Schedule Worksheets* is approved by the court and made part of this Order.

Other calculation (*specify method and attach Worksheet/s*): _____

9. Deviation from Standard Calculation

Should the monthly child support amount be different from the standard calculation?

No – The monthly child support amount ordered in section **10** is the **same** as the standard calculation listed in section **8** because (*check one*):

No one asked for a deviation from the standard calculation. (*Skip to 10.*)

There is not a good reason to approve the deviation requested by (*name/s*): _____
_____. The facts supporting this decision are (*check all that apply*):

detailed in the *Worksheets*, Part VIII, lines 20 through 26.

the parent asking for a deviation:

has a new spouse or domestic partner with income of \$ _____.

lives in a household where other adults have income of \$ _____.

has income from overtime or a second job that was excluded in section 5 above.

Other (*specify*): _____.

Yes – The monthly child support amount ordered in section 10 is **different** from the standard calculation listed in section 8 because (*check all that apply*):

A parent or parents in this case has:

children from other relationships.

paid or received child support for children from other relationships.

gifts, prizes, or other assets.

income that is not regular (non-recurring income) such as bonuses, overtime, etc.

unusual unplanned debt (extraordinary debt not voluntarily incurred).

tax planning considerations that will not reduce the economic benefit to the children.

very different living costs, which are beyond their control.

The children in this case:

spend significant time with the parent who owes support. The non-standard amount still gives the other parent's household enough money for the children's basic needs. The children do not get public assistance (TANF).

have extraordinary income.

have special needs because of a disability.

have special medical, educational, or psychological needs.

There are (or will be) costs for court-ordered reunification or a voluntary placement agreement.

The parent who owes support has shown it is not fair to have to pay the \$50 per child presumptive minimum payment.

The parent who is owed support has shown it is not fair to apply the self-support reserve (calculated on lines 8.a. – d. of the *Worksheets*).

Other reasons: _____

The facts that support the reasons checked above are (*check all that apply*):

detailed in the *Worksheets*, Part VIII, lines 20 through 26.

the parent asking for a deviation:

has a new spouse or domestic partner with income of \$ _____.

- lives in a household where other adults have income of \$_____.
- has income from overtime or a second job that was excluded in section 5 above.
- as follows: _____

10. Monthly Child Support Amount (Transfer Payment)

After considering the standard calculation in section 8, and whether to apply a deviation in section 9, the court orders the following monthly child support amount (transfer payment).

- (Name): _____ must pay child support to (name): _____ each month as follows for the children listed below (add lines for additional children if needed):

	Child's Name	Age	Amount
1.			\$
2.			\$
3.			\$
4.			\$
5.			\$
Total monthly child support amount:			\$

- Residential Split** – Each parent has at least one of the children from this relationship living with them most of the time. (Name): _____ must pay child support to (name): _____ each month as follows:

Total monthly child support amount: \$

11. Starting Date and Payment Schedule

The monthly child support amount must be paid starting (month, year): _____ on the following payment schedule:

- in one payment each month by the ___ day of the month.
- in two payments each month: ½ by the _____ and ½ by the _____ day of the month.
- other (specify): _____

12. Step Increase or Decrease (for Modifications or Adjustments Only)

- Does not apply.
- Approved** – The court is changing a final child support order. The monthly child support amount is increasing or decreasing by more than 30% from the last final child support order. This causes significant financial hardship to the parent who owes or receives support, so the increase will be applied in 2 equal steps:

- On (date): _____, 6 months after the Starting Date in section 11, the monthly child support amount will be the full amount listed in section 10.
- For 6 months from the Starting Date in section 11 above, the monthly child support amount will be an amount exactly halfway between the old monthly amount and the new monthly amount for a total of \$_____ each month.

- Denied** – The court is changing a final child support order (*check one*):
- but the monthly payment increased or decreased by less than 30%.
 - and the monthly payment increased by more than 30%, but this does not cause a significant hardship to the parent who owes support.
 - and the monthly payment decreased by more than 30%, but this does not cause a significant hardship to the parent who receives support.

13. Periodic Adjustment

- Child support may be changed according to state law. The court is not ordering a specific periodic adjustment schedule below.
- Any party may ask the court to adjust child support periodically on the following schedule **without** showing a substantial change of circumstances:

The *Motion to Adjust Child Support Order* may be filed:

- every ____ months.
- on (date/s): _____
- other (*describe condition or event*): _____

Important! A party must file a *Motion to Adjust Child Support Order* (form FL Modify 521), and the court must approve a new *Child Support Order* for any adjustment to take effect.

- Deadlines, if any (*for example, deadline to exchange financial information, deadline to file the motion*): _____

14. Payment Method (*check either Registry or Direct Pay*)

- Registry** – Send payment to the Washington State Support Registry. The Division of Child Support (DCS) will forward payments to the person owed support and keep records of all payments.

Address for payment: Washington State Support Registry
PO Box 45868, Olympia, WA 98504

Phone number/s: 1 (800) 922-4306 or 1 (800) 442-5437

Important! If you are ordered to send your support payments to the Washington State Support Registry, and you pay some other person or organization, you will **not** get credit for your payment.

the court has approved the parents' written agreement for a different payment arrangement.

16. Temporary Reduction if Incarcerated (Abatement)

Important! Read Support Abatement Warnings at the end of this order.

If the person who owes support is incarcerated:

- The total monthly child support amount may be temporarily reduced to \$10 while the person who owes support is in jail, prison, or a correctional facility for at least 6 months (or serving a sentence of more than 6 months), and has no income or assets available to pay the support.
- If reduced, the support amount will be \$10 a month.
- Beginning the fourth month after the person who owes support is released, support will be 50% of the original amount, or \$50 per child, whichever is more.
- One year after release, support will return to the original amount in section 10.
- Reinstatement of the support amount at 50% does not automatically apply, if a *Petition to Modify Child Support Order* is filed during the period of abatement.

The person who owes support qualifies for abatement. Monthly child support is temporarily reduced (abated) to \$10 and will be reinstated as described above.

17. End Date for Support

Support must be paid for each child until the court signs a different order or (*check one*):

the child turns 18 or is no longer enrolled in high school, whichever happens last, unless the court makes a different order in section 18.

the child turns 18 or is emancipated, unless the court makes a different order in section 18.

after (*child's name*): _____ turns 18. Based on information available to the court, it is expected that this child will be unable to support them self and will remain dependent past the age of 18. Support must be paid until (*check one*):

this child is able to support themselves and is no longer dependent on the parents.

other: _____

Other (*specify*): _____

18. Post-Secondary Educational Support (for College or Vocational School)

Reserved – A parent or non-parent custodian may ask the court for post-secondary educational support at a later date without showing a substantial change of circumstances by filing a *Petition to Modify Child Support Order* (form FL Modify 501). The *Petition* must be filed *before* child support ends as listed in section 17.

Granted – The parents must pay for the children’s post-secondary educational support. Post-secondary educational support may include support for the period after high school and before college or vocational school begins. The amount or percentage each person must pay (*check one*):

will be decided later. The parties may make a written agreement or ask the court to set the amount or percentage by filing a *Petition to Modify Child Support Order* (form FL Modify 501).

is as follows (*specify*): _____

Denied – The request for post-secondary educational support is denied.

Other (*specify*): _____

19. Tax Issues

Important! Although personal tax exemptions are currently suspended under federal law through tax year 2025, other tax benefits may flow from claiming a child as dependent.

The parties will follow the law and IRS rules about claiming children on tax forms.

The parties have the right to claim the children as their dependents for purposes of personal tax exemptions and associated tax credits on their tax forms as follows (*check one*):

Every year – (*name*): _____
has the right to claim (*children’s names*): _____;
and (*name*): _____
has the right to claim (*children’s names*): _____.

Alternating – (*name*): _____
has the right to claim the children for (*check one*): even odd year and
(*name*): _____
has the right to claim the children for the opposite years.

Other (*specify*): _____

For tax years when a non-custodial parent has the right to claim the children, the parents **must** cooperate to fill out and submit IRS Form 8332 in a timely manner.

20. Medical Support

Important! Read the Medical Support Warnings at the end of this order. Medical Support includes health insurance (both public and private) and cash payments towards premiums and uninsured medical expenses.

The court is not ordering how healthcare coverage must be provided for the children because the court does not have enough information to determine the availability of accessible healthcare coverage for the children (coverage that could be used for the children’s primary care). The law requires every parent to provide or pay for medical support. DCS or any parent can enforce this requirement. (*Skip to 21.*)

Private Health Insurance Ordered. (Name): _____ must pay the premium to provide health insurance coverage for the children. The court has considered the needs of the children, the cost and extent of coverage, and the accessibility of coverage.

The other parent must pay their proportional share* of the premium paid. Health insurance premiums (*check one*):

are included on the *Worksheets* (line 14). No separate payment is needed.

are **not** included on the *Worksheets*. Separate payment is needed. A parent or non-parent custodian may ask DCS or the court to enforce payment for the proportional share.

* *Proportional share is each parent's percentage share of the combined net income from line 6 of the Child Support Schedule Worksheets.*

The other parent is **not** ordered to pay for any part of the children's insurance because (*explain*): _____

A parent cannot be excused from providing health insurance coverage through an employer or union solely because the child receives public healthcare coverage.

A parent has been ordered to pay an amount that is more than 25% of their basic support obligation (*Worksheets*, line 19). The court finds this is in the children's best interest because: _____

A parent cannot be ordered to pay an amount towards healthcare coverage premiums that is more than 25% of their basic support obligation (Worksheets, line 19) unless the court finds it is in the best interest of the children.

Public Healthcare Coverage. (Name): _____ has enrolled the child in public healthcare coverage and does not have available at no cost, accessible health insurance coverage through an employer or union.

The other parent must enroll the child in accessible health insurance coverage through their employer or union up to 25% of their basic support obligation.

The other parent must pay their proportional share* of the premium for public healthcare coverage for the child. Public healthcare premiums (*check one*):

are included on the *Worksheets* (line 14). No separate payment is needed.

are **not** included on the *Worksheets*. Separate payment is needed. A parent or non-parent custodian may ask DCS or the court to enforce payment for the proportional share.

* *Proportional share is each parent's percentage share of the combined net income from line 6 of the Child Support Schedule Worksheets.*

The other parent is **not** ordered to pay for any part of the children's healthcare coverage because (*explain*): _____

A parent cannot be excused from providing health insurance coverage through an employer or union solely because the child receives public healthcare coverage.

A parent has been ordered to pay an amount that is more than 25% of their basic support obligation (*Worksheets*, line 19). The court finds this is in the children’s best interest because: _____

Other (*specify*): _____

21. Healthcare Coverage if Circumstances Change or Court has not Ordered

If the parties’ circumstances change, or if the court is not ordering how healthcare coverage must be provided for the children in section **20**:

- A parent, non-parent custodian, or DCS can enforce the medical support requirement.
- If a parent does not provide proof of accessible healthcare coverage (coverage that can be used for the children’s primary care), that parent must:
 - Get (or keep) insurance through their work or union, unless the insurance costs more than 25% of their basic support obligation (line 19 of the *Worksheets*),
 - Pay their share of the other parent’s monthly premium up to 25% of their basic support obligation (line 19 of the *Worksheets*), or
 - Pay their share of the monthly cost of any public healthcare coverage, such as Apple Health or Medicaid, which is assigned to the state.

22. Children’s Expenses Not Included in the Monthly Child Support Amount

Uninsured Medical Expenses – Each parent is responsible for a share of uninsured medical expenses as ordered below. Uninsured medical expenses include premiums, co-pays, deductibles, and other healthcare costs not paid by healthcare coverage.

Children’s Expenses for:	Parent (<i>name</i>): _____ pays monthly	Parent (<i>name</i>): _____ pays monthly	Make payments to:	
			Person who pays the expense	Service Provider
Uninsured medical expenses	Proportional Share*	Proportional Share*	[]	[]

* *Proportional Share is each parent’s percentage share of the combined net income from line 6 of the Child Support Schedule Worksheets.*

Other Shared Expenses (check one):

Does not apply. The monthly amount covers all expenses, except healthcare expenses.

The parents will share the cost of the expenses listed below (*check all that apply*):

Children's Expenses for:	Parent (name):	Parent (name):	Make payments to:	
	pays monthly	pays monthly	Person who pays the expense	Service Provider
[] Daycare: _____ _____	[] Proportional Share* [] \$ _____ [] _____%**	[] Proportional Share* [] \$ _____ [] _____%**	[]	[]
[] Education: _____ _____	[] Proportional Share* [] \$ _____ [] _____%**	[] Proportional Share* [] \$ _____ [] _____%**	[]	[]
[] Long-distance transportation: _____ _____	[] Proportional Share* [] \$ _____ [] _____%**	[] Proportional Share* [] \$ _____ [] _____%**	[]	[]
[] Other (specify): _____ _____	[] Proportional Share* [] \$ _____ [] _____%**	[] Proportional Share* [] \$ _____ [] _____%**	[]	[]

* Proportional Share is each parent's percentage share of the combined net income from line 6 of the Child Support Schedule Worksheets.

** If any percentages ordered are different from the Proportional Share, explain why:

[] Other (give more detail about covered expenses here, if needed): _____

A person receiving support can ask DCS to collect:

- expenses owed directly to them.
- reimbursement for expenses the person providing support was ordered to pay.
- an order for a money judgment from the court.

23. Past Due Child Support, Medical Support, and Other Expenses

[] This order does not address any past due amounts or interest owed.

[] As of (date): _____, no parent owes (check all that apply):

[] past due child support

[] interest on past due child support

25. Other Orders

All of the *Warnings* below are required by law and are incorporated and made part of this order.

Other (*specify*): _____

Ordered.

Dated: _____  _____
Judge or Commissioner

Petitioner and Respondent or their lawyers fill out below:

This document (*check any that apply*):

is an agreement of the parties

is presented by me


may be signed by the court without notice to me


This document (*check any that apply*):

is an agreement of the parties

is presented by me

may be signed by the court without notice to me

 _____
Petitioner signs here or lawyer signs here + WSBA No.

 _____
Respondent signs here or lawyer signs here + WSBA No.

Print Name *Date* *Print Name* *Date*

If any parent or child received public assistance:


The state Department of Social and Health Services was notified about this order through the Prosecuting Attorney's office, and has reviewed and approved the following:

child support

medical support


past due child support

other (*specify*): _____

 _____
Deputy Prosecutor signs here *Print name and WSBA No.* *Date*

Parent or Non-Parent Custodian applies for Division of Child Support Enforcement Services:

I ask the DCS to enforce this order. I understand that DCS will keep \$35 each year as a fee if DCS collects more than \$550, unless I ask to be excused from paying this fee in advance. (You may call DCS at 1-800-442-5437. DCS will **not** charge a fee if you have ever received TANF, tribal TANF, or AFDC.)

 _____
Parent or Non-Parent Custodian signs here *Print name* *Date*
(lawyer cannot sign for party)

**All the warnings below are required by law and are part of the order.
Do not remove.**

Warnings!

If you don't follow this child support order...

- DOL or other licensing agencies may deny, suspend, or refuse to renew your licenses, including your driver's license and business or professional licenses, and
- Dept. of Fish and Wildlife may suspend or refuse to issue your fishing and hunting licenses and you may not be able to get permits. (RCW 74.20A.320)

If you receive child support...

You may have to:

- Document how that support and any cash received for the children's healthcare was spent.
- Repay the other parent for any daycare or special expenses included in the support if you didn't actually have those expenses. (RCW 26.19.080)

Support Abatement Warnings!

The Division of Child Support (DCS), the person required to pay support, the payee under this order, or the person entitled to receive support **may ask the court or DCS to temporarily reduce** child support to \$10 per month when the person required to pay support is in jail, prison, or a correctional facility for at least 6 months, or serving a sentence of more than 6 months.

There is a rebuttable presumption that an incarcerated person cannot pay child support. DCS, the payee under this order, or the person receiving the support may overcome the presumption by showing that the person required to pay support has income or other assets available to pay support.

When a request for abatement is made, DCS will review its records and other available information, and decide if abatement is appropriate. DCS will send notice of the decision to the person required to pay support, and to the payee under this order or the person entitled to receive support. Any of those persons may object to DCS's decision.

If at any point during the period of incarceration, a person or DCS later learns of income or other assets available to pay support, a request to terminate or reverse the abatement may be made through DCS or the Office of Administrative Hearings.

Medical Support Warnings!

The parents must keep the Support Registry informed about whether they have access to healthcare coverage for the children at a reasonable cost and to provide the policy information for any such coverage.

If you are ordered to provide children's healthcare coverage...

You have **20 days** from the date of this order to send:

- proof that the children are covered , or
- proof that healthcare coverage is not available as ordered.

Send your proof to the other parent or to the Support Registry (if your payments go there).

If you do **not** provide proof of healthcare coverage:

- The other parent or the support agency may contact your employer or union, without notifying you, to ask for direct enforcement of this order (RCW 26.18.170), and
- The other parent may:
 - Ask the DCS for help,
 - Ask the court for a contempt order, or
 - File a Petition in court.

Don't cancel your employer or union health insurance for your children unless the court approves or your job ends, and you no longer qualify for insurance as ordered in section **20**.

If an insurer sends you payment for a medical provider's service:

- you must send it to the medical provider if the provider has not been paid; or
- you must send the payment to whoever paid the provider if someone else paid the provider; or
- you may keep the payment if you paid the provider.

If the children have public healthcare coverage, the state can make you pay for the cost of the monthly premium.

Always inform the Support Registry and any parent if your access to healthcare coverage changes or ends.

Superior Court of Washington, County of _____

In re:

Petitioner/s (as listed on the Petition):

And Respondent/s (as listed on the Petition):

No. _____

**Final Order and Findings on Petition to
Modify Child Support Order**
(ORMDD)

Clerk's action required: **1, 17**

**Final Order and Findings on Petition to Modify
Child Support Order**

1. Money Judgment Summary

- No money judgment is ordered.
- Summarize any money judgment from section 13 in the table below.

Judgment for	Debtor's name <i>(person who must pay money)</i>	Creditor's name <i>(person who must be paid)</i>	Amount	Interest
Lawyer fees				
Court costs			\$	\$
Other (specify):			\$	\$

Yearly Interest Rate: ____% (12% unless otherwise listed)

Lawyer (name): _____ represents (name): _____

Lawyer (name): _____ represents (name): _____

2. Court findings based on (check all that apply):

- Parents' agreement.
- Order on Motion for Default signed on (date): _____.
- The court's decision after a hearing on (date): _____, at which (check one):
 - no one testified.

these people testified (*name/s*): _____

➤ **Findings & Conclusions**

3. Jurisdiction

- The court has authority to modify the current child support order because it was issued by a (*check one*):
 - Washington** state court.
 - Different** state or jurisdiction, but has been registered in a Washington state court and (*check one*):
 - All parties live In Washington now.**
 - All the parties to the current order (other than a State party) now live in this state; and
 - The children do not live in the state or jurisdiction where the order was issued.
 - No one left in issuing state.**
 - None of the children or parties to the current order (other than a State party) live in the state or jurisdiction where the order was issued;
 - The person asking to modify the order (Petitioner) lives outside of Washington; and
 - Washington has personal jurisdiction over the Respondent because they (*check all that apply*):
 - live in this state now.
 - will be personally served in this state with a *Summons* and *Petition* for this case.
 - lived in this state with the children.
 - lived in this state and paid for pregnancy costs or support for the children.
 - did or said something that caused the children to live in this state.
 - had sex in this state, which may have produced the children.
 - signed an agreement to join this *Petition* or other document agreeing that the court can decide his or her rights in this case.
 - other (*specify*): _____
- Parties have consented.**
 - At least 1 child or party to the current order lives in Washington state now; and
 - Each party to the current order (other than a State party) has filed a consent with the court that issued the current order agreeing that a Washington court may modify the order and take continuing, exclusive jurisdiction.

- The court does **not** have authority to modify the current child support order because (explain): _____

4. Should the court modify the monthly child support amount?

- Does not apply. No change was requested.
- No.** The monthly child support amount should **not** be changed because there are no valid reasons to change it. (Explain why the reasons in the Petition are not valid):

- Yes.** The monthly child support amount should be changed as written in the new *Child Support Order* because (check all that apply):

- Agreement** – The parties agree to the changes.
- One year or more has passed** – The current order was signed at least 1 year ago and (check all that apply):
 - the current order causes severe financial hardship for the requesting party or the children.
 - the court should add a Periodic Adjustment provision according to RCW 26.09.100. Support may be adjusted periodically as described in the new *Child Support Order*.
 - a child is still in high school and there is a need to extend support beyond their 18th birthday to complete high school.
- Two years or more have passed** – The current order was signed at least 2 full years (24 months) ago and (check all that apply):
 - the parents' income has changed.
 - the economic table or standards in RCW 26.19 have changed.
- Default or Past Agreement** – The current order was issued by default or agreement, without the court independently examining the evidence to decide a reasonable amount of support according to the law.
- Change of Circumstances** – There has been a substantial change in circumstances since the current order was signed. (Describe): _____

5. Should the court modify the order to add language allowing for a temporary reduction due to incarceration? (Abatement)

- Does not apply. No change was requested.

- No.** The person who owes support is not currently incarcerated.
- Yes.** The current order does not provide for a temporary reduction (abatement) based on incarceration, and the person who owes support is in jail, prison, or a correctional facility for at least 6 months (or serving a sentence of more than 6 months). Abatement language should be included in the new Child Support Order.

6. Should the court order a temporary reduction due to incarceration? (Abatement)

- Does not apply. No change was requested.
- No.** The presumption in favor of abatement has been rebutted because it has been shown that the person who owes support has, or has access to, income or assets to provide support while incarcerated.
- No.** DCS can administer the abatement.
- Yes.** It has not been shown that the person who owes support has, or has access to, income or assets to provide support while incarcerated. The court should temporarily reduce the total monthly child support amount to \$10 while the person who owes support is in jail, prison, or a correctional facility for at least 6 months (or serving a sentence of more than 6 months).

The support will remain \$10 a month through the third month after the person who owes support is released. After the third month, the support will be 50% of the original amount stated in the current order or \$50 per child, whichever is more, unless a petition for modification has been filed. One year after release, the support will return to the original amount stated in the current order. This temporary abatement of the child support obligation does not constitute modification or adjustment of the order.

7. Should the court change the temporary reduction (abatement) already in effect?

- Does not apply. No change was requested.
- No. The current temporary reduction (abatement) should remain as previously ordered by the court or as administered by DCS.
- Yes. The temporary reduction (abatement) previously ordered by the court or as administered by DCS should be changed because:

The monthly child support amount should be as written in the new *Child Support Order*.

8. Should the court modify the end date for child support?

- Does not apply. No change was requested.
- No.** The end date for child support should **not** be changed because there are no valid reasons to change it. (*Explain why the reasons in the Petition are not valid*):

- Yes.** The end date should be changed as written in the new *Child Support Order* because *(check all that apply)*:
 - Agreement** – The parties agree to the changes.
 - Finish High School** – The current order was signed at least 1 year ago. *(Child's name)*: _____ will still be in high school when they turn 18 and will need support until they finish high school.
 - Dependent Adult Child** – The current order says support must be paid for each child until each child turns 18 or is no longer enrolled in high school, whichever happens last. Support should continue past this time for *(child's name)*: _____ because this child will be unable to support themselves and will remain dependent past the age of 18. This child's situation has changed substantially since the current order was signed. *(Describe)*:

 - Default or Past Agreement** – The current order was issued by default or agreement, without the court independently examining the evidence to decide a reasonable end date for support according to the law.
 - Other** – *(Specify)*: _____

9. Should the court modify post-secondary educational support?

- Does not apply. No change was requested.
- No.** The court should **not** change or order post-secondary support because there are no valid reasons. *(Explain why the reasons in the Petition are not valid)*: _____

- Yes. Issue was reserved** – The current order allows a parent/custodian to ask the court for post-secondary support at a later date. The children depend on the parents for the reasonable necessities of life. The court has considered the factors in RCW 26.19.090(2) and decided that post-secondary support should be ordered as written in the new *Child Support Order*.
- Yes. Support was granted, need to set an amount** – The current order says the parents must pay for the children's post-secondary support, but did not set a payment amount or percentage. The court has considered the financial resources of the parents and the child, the expenses for post-secondary education, and other relevant information. The court approves the post-secondary support amount or percentage of expenses written on the new *Child Support Order*.
- Yes. Modify** – The court should change post-secondary support as follows *(check all that apply)*:
 - Require** – The current order says post-secondary support is not required. The court should modify the order so that post-secondary support is required for *(Children's names)*: _____.
 This child depends on the parents for the reasonable necessities of life. The court has considered the factors in RCW 26.19.090(2) and decided that post-

secondary support should be ordered as written on the new *Child Support Order*.

- Cancel** – The current order says the parents must pay for the children’s post-secondary (college or vocational school) support. The court should change the order so that post-secondary support is no longer required.
- Change Amount** – The current order requires the parents to pay a specific amount or percentage of expenses for the children’s post-secondary (college or vocational school) support. The court should change the amount or percentage as written on the new *Child Support Order*.

These changes should be made because (*check all that apply*):

- Agreement** – The parties agree to the changes in the new *Child Support Order*.
- Default or Past Agreement** – The current order was issued by default or agreement, without the court independently examining the evidence to decide these issues.
- Change of Circumstances** – There has been a substantial change in circumstances since the current order was signed.
 - See change of circumstances described in section 4 above.
 - Other (*Describe*): _____

10. Should the court modify payment for children’s expenses or tax issues?

Important! *Although personal tax exemptions are currently suspended under federal law through tax year 2025, other tax benefits may flow from claiming a child as dependent.*

- Does not apply. No change was requested.
- No.** The court should **not** change payment for other expense or tax issues because there are no valid reasons for change. (*Explain why the reasons in the Petition are not valid*): _____

- Yes.** The court should order or modify the following as written in the new *Child Support Order* (*check all that apply*):
 - daycare expenses.
 - educational expenses.
 - long-distance transportation expenses.
 - other expenses.
 - tax issues.

These changes should be made because *(check all that apply)*:

- Agreement** – The parties agree to the changes.
 - 2 years or more have passed** – It has been at least 2 full years (24 months) since the order was signed and these requests are based only on changes in the parents' income or the economic table or standards in RCW 26.19.
 - Default or Past Agreement** – The current order was issued by default or agreement, without the court independently examining the evidence to decide these issues.
 - Change of Circumstances** – There has been a substantial change in circumstances since the current order was signed.
 - See change of circumstances described in section 4 above.
 - Other *(Describe)*: _____
-
-

11. Should the court modify health insurance orders?

- Does not apply. No change was requested.
- No.** The court should **not** change health insurance orders because there are no valid reasons for change. *(Explain why the reasons in the Petition are not valid)*:

- Yes.** The court should change health insurance orders as written in the new *Child Support Order*. These changes should be made because *(check all that apply)*:
 - Agreement** – The parties agree to the changes in the new *Child Support Order*.
 - 2 years or more have passed** – It has been at least 2 full years (24 months) since the order was signed and these changes are based only on changes in the parents' income or the economic table or standards in RCW 26.19.
 - Default or Past Agreement** – The current order was issued by default or agreement, without the court independently examining the evidence to decide these issues.
 - Change of Circumstances** – There has been a substantial change in circumstances since the current order was signed.
 - See change of circumstances described in section 4 above.
 - Other *(Describe)*: _____
-
-

12. Overpayment / underpayment caused by modification

- Does not apply.

- Underpayment** – The changes to the *Child Support Order* caused an underpayment of support or other expenses. The underpayment must be paid according to the judgment in section 23 of the new *Child Support Order*.
- Overpayment** – The changes to the *Child Support Order* caused an overpayment of support or other expenses. The overpayment must be repaid according to section 24 of the new *Child Support Order*. However, if the changes are because of a temporary reduction in support (abatement) due to the incarceration of the person who owes support, there is **no** credit or refund for payments received **before** the Division of Child Support is notified of the incarceration.

13. Fees and costs

- Does not apply. Neither party asked that the other party pay their lawyer fees and costs.
- (Name): _____ should pay court costs, lawyer fees, and other reasonable costs listed in the Money Judgment in section 16 below because (explain): _____
- (Name): _____ should **not** have to pay court costs, lawyer fees, and other reasonable costs because (explain): _____
- Other: _____

14. Other findings, if any

➤ **Court Orders**

15. Decision

- The *Petition* is denied. The current final *Child Support Order* remains in effect.
- The final *Child Support Order* and *Worksheets* signed by the court today or on (date): _____ are approved and filed separately.

16. Money judgment for fees and costs (summarized on page 1)

- No money judgment is ordered.
- The court orders a money judgment for fees and costs as follows:

Judgment for	Debtor's name <i>(person who must pay money)</i>	Creditor's name <i>(person who must be paid)</i>	Amount	Interest
<input type="checkbox"/> Lawyer fees			\$	\$
<input type="checkbox"/> Court costs			\$	\$
<input type="checkbox"/> Other fees and expenses <i>(specify):</i>			\$	\$

The **interest rate** is 12% unless another amount is listed below.

The interest rate is ____% because (*explain*): _____

17. Other orders (if any)

Ordered.

Date ▶ _____
Judge or Commissioner

Petitioner and Respondent or their lawyers fill out below.

This document (*check any that apply*):

- is an agreement of the parties
- is presented by me
- may be signed by the court without notice to me

This document (*check any that apply*):


- is an agreement of the parties
- is presented by me
- may be signed by the court without notice to me

▶ _____ ▶ _____
Petitioner signs here or lawyer signs here WSBA # *Respondent signs here/lawyer signs here WSBA #*

Print Name *Date* *Print Name* *Date*

(Copy Receipt)

(Clerk's Date Stamp)

 <p style="text-align: center;">SUPERIOR COURT OF WASHINGTON COUNTY OF SPOKANE</p>	<p>CASE NO.</p> <p>NOTICE TO REQUEST HEARING (CHILD SUPPORT MODIFICATION)</p>
<p>_____</p> <p style="text-align: center;">Petitioner</p> <p>vs.</p> <p>_____</p> <p style="text-align: center;">Respondent</p>	

I. BASIS

_____ represents that:

- Summons and Petition for Modification of Child Support was filed on _____
- Financial Declaration and proposed Child Support Worksheets were filed pursuant to Local Rule 94.04 on _____
- Response to Petition was filed on _____
- Proof of Service of the Summons and Petition for Modification of Child Support was filed on _____
- All discovery has been completed.

II. REQUEST

The requesting party requests that this matter be scheduled for hearing.

The requesting party is unavailable for hearing the following dates:

DATED THIS _____ day of _____, 20_____.

Signature of Attorney/Moving Party

Name of Attorney/Responding Party

Print or Type Name

Print or Type Name

Address

Address

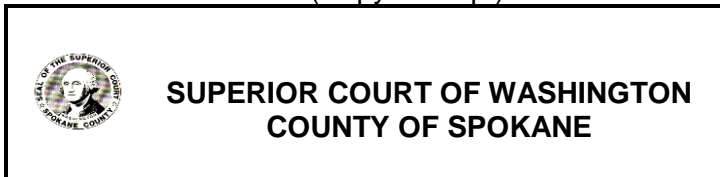
Phone Number

Phone Number

Pursuant to Local Rule 94.04(n)(2), a copy of the request to schedule a hearing must be given to the Family Law Coordinator in room 200 with proof of service on the non-moving party.

(Copy Receipt)

(Clerk's Date Stamp)



Petitioner(s) _____

and

Respondent(s) _____

CASE NO. _____

CHILD SUPPORT MODIFICATION
HEARING STATUS REPORT (CSMR)

A. **NATURE OF PETITION:** Provide a joint, brief, non-argumentative description of the petition as to why the child support order is seeking to be modified and the date the petition was filed:

B. PRIOR ORDER:

a. Date of Prior Order _____; Administrative Order ___yes ___no
(if yes, ensure copy is in the court file)

b. Parent 1 _____ (name) gross/net income in prior order: _____

c. Parent 2 _____ (name) gross/net income in prior order: _____

d. Transfer payment \$ _____ paid by _____ (name).

e. Deviations ___yes ___no. If yes, basis for deviation _____
_____.

C. INCOME AND DEDUCTIONS THAT ARE NOT IN DISPUTE: Briefly describe what agreements have been reached such as “Wages”, “Federal taxes” “Medical insurance premiums”:

D. INCOME AND DEDUCTIONS THAT ARE DISPUTED: Briefly describe what is in dispute such as “Monthly Income” or “Health Care Expenses” or “Start Date”.

E. PROPOSED CHILD SUPPORT WORKSHEETS: Ensure that each party’s proposed child support worksheet that they want the court to consider for the hearing is attached. The court may NOT consider worksheets that are not attached to this status sheet.

1. Provide the proposed gross and net incomes for each parent and if different, an explanation of how each parent calculated the gross and net incomes to explain the differences.
 - a. Parent 1 _____ (name) proposal for gross and net income:
 - i. Parent 1 gross _____ Parent 1 net _____
 - ii. Parent 2 gross _____ Parent 2 net _____
 - b. Parent 2 _____ (name) proposal for gross and net income:
 - i. Parent 1 gross _____ Parent 1 net _____
 - ii. Parent 2 gross _____ Parent 2 net _____
 - c. State’s proposal for gross and net income:
 - i. Parent 1 gross _____ Parent 1 net _____
 - ii. Parent 2 gross _____ Parent 2 net _____
2. If proposed gross and/or net incomes are different, explain why they are different. (e.g., Parent 1 used year-to-date information from a W2; Parent 2 used hourly wages and multiplied by 40 hours; State used Employment Security data.)

F. Is this a Post-Secondary Educational Support case? Yes No

1. If yes, is it contested that post-secondary educational support should be order?
 Yes No
2. If yes to #1 above, what evidence exists to prove the statutory factors under RCW 26.19.090? After answering this question, go to section G.
3. If no to #1 and it is the amount that is contested, go to section G.

G. List all issues in dispute regarding amount of post-secondary educational support.

1. Describe all requests the parties have of the court and the evidence that supports those requests.
2. Describe in detail all FAFSA dollars and scholarships the youth will receive.
3. Describe in detail the costs of attending the chosen school and if an out of state or private school, the difference in cost of an in-state public school.

(attach additional pages writing out joint answers instead of typing on a computer)

H. Attorneys, parties, or witnesses have the following special need that needs to be addressed:
 Hearing Impaired Language Interpreter Other _____ (Please contact the assigned court department involving special needs requests **seven days** before scheduled court hearings.)

I certify under penalty of perjury under the laws of the State of Washington that the fore going is true and correct and that the parties have discussed proposed settlement, but have been unsuccessful:

DATED: _____

Signed: _____

Print Name: _____

Attorney for: _____

WSBA No.: _____

DATED: _____

Signed: _____

Print Name: _____

Attorney for: _____

WSBA No.: _____

DATED: _____

Signed: _____

Print Name: _____

Attorney for: _____

WSBA No.: _____

DATED: _____

Signed: _____

Print Name: _____

Attorney for: _____

WSBA No.: _____

GR 34
(WAIVER OF CIVIL FILING FEE AND SURCHARGES)
SPOKANE COUNTY FAMILY COURT FACILITATOR

Checklist of Steps to Complete:

_____ 1. If you are on a low or fixed income and feel you may qualify to have all or part of the filing fee waived, pick up in Clerk's Office, Room 300, between the hours of 8:30 a.m. – 12:00 noon and 1:00 p.m. – 4:00 p.m., Monday through Friday, Cashier's Window and fill out the **GR 34 Motion and Declaration for Waiver of Civil Filing Fees and Surcharges** (fee waiver form) completely and sign. Print clearly in black ink or type.

Current filing fees are as follows:

- \$314 for divorce, legal separation or invalidity action;
- \$260 for paternity action;
- \$260 for minor guardianship action;
- \$56 modification of child support or parenting plan/custody decree action;
- \$260 for modification of out of county or out of state order

_____ 2. Make one copy of the original form for your records.

_____ 3. Take all original documents you intend to file and the **GR 34 Motion and Declaration for Waiver of Civil Filing Fees and Surcharges** (on top) to Superior Court Courtroom 202 (Ex Parte Court) between the hours of 9:00 a.m. - 12:00 p.m. and 1:30 p.m. - 4:00 p.m, Mondays, Wednesdays or Fridays **OR** 1:30 p.m. – 4:00 p.m., on Tuesdays or Thursdays. Give these documents to the Clerk and take a seat in the courtroom. The Commissioner will review your documents. If there are any questions from the court, answer respectfully.

_____ 4. If your Waiver is signed by the Court Commissioner, take all documents to the Spokane County Superior Court Clerk, Room 300, between the hours of 8:30 a.m. – 4:00 p.m., Monday through Friday, Cashier's Window (to the far right when you enter). The Court Clerk will file all documents to start the action. Enter the case number and date stamp on the front page of each of your copies.