

Instructions: Establishing a Parenting Plan and/ or Child Support When There is a Paternity Acknowledgment or a Final Parentage Order and the Parties Agree

****WARNING!** *Use this outline only if parentage has already been established by a:*

- *Paternity Acknowledgment or*
- *Court order that decided parentage.*

*If parentage was established by a court order, use this outline only if your proposed plan or schedule does not change the custodian named in the **Final Parentage Order**.*

*If you want to change the custodian, **DO NOT USE THIS OUTLINE**. Instead you must file a **Petition to Change a Parenting Plan, Residential Schedule or Custody Order (FL Modify 601)** and follow the outline for that type of case.*

1. Obtain the forms listed in this outline. The Skagit County Superior Court Clerk sells a packet to **Establish Parenting Plan or Child Support** which includes the required state and local forms. You may also download the forms for free at www.courts.wa.gov/forms . **Skagit County Local Court Rules** and local forms are available for purchase at the Clerk's Office or can be downloaded at www.skagitcounty.net (see links to Superior Court).
2. If you need assistance with forms or procedures, the Court Facilitator can review forms you have prepared yourself, answer questions, or help you with procedures. The Facilitator cannot give legal advice and does not represent you. The Facilitator may also assist the other party in your case. There is a \$20 fee per 30 minute appointment. Call for an appointment: (360) 416-1200 or (360) 416-1800.
3. Contact the Department of Vital Health and Statistics at (360) 236-4300 to order a copy of the Paternity Acknowledgment and/or Birth Certificate; **OR**; Get a certified copy of your Final Parentage Order.
4. Start your case by filling out and signing the following forms:
 - **Confidential Information (FL All Family 001);**
 - **Petition for a Parenting Plan, Residential Schedule and/or Child Support (FL Parentage 331)** (must be signed by both parties).
 - **Sealed Birth Certificate or Paternity Document (Cover Sheet) (FL Parentage 329)** with attached copy of the Paternity Acknowledgment, Birth Certificate or Certified Copy of your Final Parentage Order; and
 - **Parenting Plan (FL All Family 140)** filled out as a "Proposal" (must be signed by both parties).

If you are requesting child support then you will also need:

- **Child Support Worksheets (WSCSS Worksheets)** (must be signed by both parties)
- **Sealed Financial Source Document (FL All Family 131)** with attached proof of income (recent paystubs, W2 forms and 2 years of tax returns.)

The Court Facilitator can help you calculate child support or you can prepare a Child Support Worksheet using the Child Support Calculator found at <https://fortress.wa.gov/dshs/dcs/SSGen/Home>

5. Make two copies of all the documents except the **Confidential Information Form**. One set of copies will be for the other party, and the other set is for you to keep for your records.
6. File the documents listed above in #4 with the Skagit County Superior Court Clerk. The filing fee is \$260 payable only in cash, money order, Cashier's Check, Mastercard, Visa, Discover or American Express. There is an additional fee if a credit or debit card is used. You can have the filing fee waived if you qualify. The Clerk's Office has a free "**Fee Waiver Packet**" that explains this process.
7. At the time of filing, an **Automatic Temporary Restraining Order (TMRO)** is entered by the Court. This Court Order limits what both parties can do with children while the case is pending. Review the **TMRO** carefully. ***This is not a restraining order that prohibits the parties from contacting each other.*** You must have the other party served (by a third party) with a copy of the **TMRO** and file a **Proof of Personal Service (FL All Family 101)**, or you may hand the **TMRO** to the other party and have them sign a **Service Accepted (FL All Family 117)** and file that.
8. ***Local Court Rules require all persons involved in a custody/visitation action to complete an approved parenting seminar before final orders are entered.*** Your early completion of any one of these programs may decrease the stress for you and your child or children and speed up the resolution of your legal proceeding. The following parenting seminars are accepted in Skagit County: "**Successful Co-Parenting**" in person class www.SkagitMediation.com (360) 399-6429 (Available in English and Spanish); "**Children in Between**" Class at online.divorce-education.com (Select the 4 hour class-Available in English and Spanish); and "**Co-Parenting**" Class at www.OnlineParentingPrograms.com (Select the 4 hour class-Available in English and Spanish). You must file proof that you have completed a parenting seminar.

9. *Local Court Rules require that you meet with the Court Facilitator prior to finalizing your case.* Make an appointment and bring the documents listed below:

- **Final Order and Findings for a Parenting Plan, Residential Schedule and/or Child Support (FL Parentage 333);**
- **Parenting Plan (FL All Family 140);** and

If you requested Child Support then also fill out:

- **Child Support Worksheets (WSCSS Worksheets);** and
- **Child Support Order (FL All Family 130).**

The Court Facilitator will review your documents and help you set a hearing to have the final orders entered. Both parties must sign the final orders.

Helpful Phone Numbers and Websites

Skagit County Superior Court Clerk's Office (360) 416-1800
Skagit County Superior Court Administration (360) 416-1200
Skagit County Law Library (360) 416-1290
Volunteer Lawyer Program of Skagit County (360) 416-7585
CLEAR line for a referral to the VLP (888) 201-1014
State Prosecuting Attorney- Family Support Division (360) 336-9461

www.courts.wa.gov/forms to download standard family law forms.

www.washingtonlawhelp.org for general information on a variety of legal topics.

www.nwjustice.org for general information and resources.

www.skagitcounty.net county website (follow links to Superior Court). <https://fortress.wa.gov/dshs/dcs/SSGen/Home> DCS Support Calculator (use to create a child support worksheet).

www.dshs.wa.gov/dcs Washington Division of Child Support (forms and information).

This outline is not a substitute for legal advice. Before starting any legal action, it is always wise to consult an attorney regarding your rights and responsibilities. Many attorneys offer consultations. Your specific situation may require additional forms and procedures which may not be listed on this outline. The Family Law Facilitator and the Clerks Office cannot give legal advice. Only an attorney can give legal advice.