

INSTRUCTIONS: HOW TO MODIFY CHILD SUPPORT IF THE PARTIES AGREE

1. Obtain the forms listed in this outline. The Skagit County Superior Court Clerk sells a packet for **Modification of 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 understanding forms or procedures, the Court Facilitator can review forms that 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. Make an appointment by calling (360) 416-1200 or (360) 416-1800.
3. Start by filling out and signing the following forms:
 - **Petition to Modify Child Support Order (FL Modify 501)** Signed by both parties;
 - **Confidential Information Form (FL All Family 001)**;
 - **Sealed Financial Source Document Cover Sheet (FL All Family 011)** with attached proof of income for both parties (recent paystubs, W2 forms and two years of tax returns.); and
 - **Child Support Worksheets (WSCSS-Worksheets)** Signed by both parties. The Court Facilitator can help you calculate child support or you can prepare a **Child Support Worksheet** using the Support Calculator found at: <http://fortress.wa.gov/dshs/dcs/SSGen/Home> .

If the original child support order was in Skagit County, make sure that your caption on the first page of each document is the same as your original case. Whoever was the Petitioner in your original Skagit County case is still the Petitioner in this case, and you use the same case number. The person bringing the modification is called "the requesting party".

4. File the documents listed in #3 above Skagit County Superior Court Clerk. The filing fee is \$56 payable only in cash, money order, cashier's check, MasterCard, Discovery, Visa or American Express. There is a process by which you can waive the filing fee if you qualify. The Clerk's office has a "**Fee Waiver Packet**" that explains this process.

NOTE: If the Child Support Order that you want to modify is from another county in Washington or another state the filing fee is \$260 and you must obtain a certified copy of your original order and file it with your Petition.

5. **Local Court Rules require that the Court Facilitator review your final orders.** Make an appointment with the Facilitator. Fill out and bring the documents listed below in #6 with you to the appointment. The Facilitator will review your documents and help you set your hearing. Both parties must sign the final documents prior to the hearing.

6. Final orders include:

- **Child Support Worksheets (WSCSS-Worksheets)** (a duplicate of the first ones that you filed);
- **Order of Child Support (FL All Family 130);**
- **Final Order and Findings on Petition to Modify Child Support Order (FL Modify 510)**

6. At your hearing, present the Documents listed in #6 to the Judge or Commissioner. The Judge or Commissioner will sign the documents at the hearing if they are all in order. After your hearing you may purchase copies of your signed orders at the Clerk's office for a fee.

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 Skagit County website (follow the links to Superior Court).

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

<https://fortress.wa.gov/dshs/dcs/SSGen/Home> Support Calculator (use to create a **Child Support Worksheet**)

This list of instructions 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 Clerk's office cannot give legal advice. Only an attorney can give legal advice.