

# How to Ask for a Parenting Plan (and Child Support if needed) when parents *agree*

You can use this packet ONLY if:

- You were never married to the other parent of your child,
- You want a parenting plan and maybe a child support order for that child,
- An *Acknowledgment of Paternity* was filed at the Washington Center for Health Statistics (or similar state agency if the child was born in another state), and
- The *Acknowledgment of Paternity* was filed at least 60 days before you file your request for a parenting plan.

## Do NOT use this packet if:

- You are married to the other parent of this child or
- There is already a custody or parenting plan order for this child, or
- You want to challenge paternity or ask the court to order blood tests.



Note: This instruction will **start** your case, but it will not give you immediate custody of the child(ren). If you would like to address immediate residential placement/custody, please ask the facilitator for information on how to file for a Temporary Parenting Plan.

## Talk to a lawyer, if you can

These instructions have been developed by the King County Superior Court Family Law Information Center. They are not intended to be a substitute for legal advice. They provide only legal *information*. It's a good idea to talk to a lawyer before you file any forms. If you cannot afford a lawyer, you can:

If you **cannot** afford a lawyer, you can:

- You can obtain a list of low-cost and free legal resources.  
<https://kingcounty.gov/~media/courts/superior-court/docs/family/facilitator/family-law-resources.ashx?la=en>
- Get help from the Family Law Facilitators office. You can get information about their services at <https://kingcounty.gov/courts/superior-court/family/facilitator.aspx>.

## Step 1: Fill out these forms

All of these forms in Step 1 can be downloaded at: <http://www.kingcounty.gov/courts/clerk/forms.aspx>

Form Name	Form Number	Notes	Completed
<a href="#">Case Assignment Area Form &amp; Case Index Cover Sheets</a>			<input type="checkbox"/>
<a href="#">Confidential Information Form</a>		<a href="#">Attachment to Confidential Information</a> (additional parties or children)	<input type="checkbox"/>

## Step 2: Fill out these forms and attachments, then make copies

All of these forms in Step 2 can be downloaded at: [www.courts.wa.gov/forms](http://www.courts.wa.gov/forms)

<a href="#">Petition for a Parenting Plan, Residential Schedule and/or Child Support</a>	FL Parentage 331		<input type="checkbox"/>
<a href="#">Sealed Birth Certificate or Paternity Document (Cover Sheet)</a>	FL Parentage 329	Attach a certified copy of Paternity Acknowledgment /Denial/Birth Certificate	<input type="checkbox"/>
Certified copy of Acknowledgment, Denial of Paternity or Birth Certificate	Contact WA Center of Health Statistics, or similar agency in the state where Acknowledgment or Denial was filed.		
<a href="#">Parenting Plan (Proposed)</a>	FL All Family 140		<input type="checkbox"/>
<a href="#">Declaration about Public Assistance</a>	FL All Family 132		<input type="checkbox"/>

### How many copies do I need?

- **Original** set to file with the Clerk's office.
- Copy **1** is for your records.
- Copy **2** is to serve the other parent.
- Make a **3rd** copy if you have a child(ren) who has received public assistance at some point. You must deliver copies of your filed forms to the King County Prosecuting Attorney's Office, Family Support Section.

### Fill out these forms when you are ready to finalize

<a href="#">Final Order and Findings for a Parenting Plan, Residential Schedule and/or Child Support</a>	FL Parentage 333		<input type="checkbox"/>
<a href="#">Parenting Plan (Final)</a>	FL All Family 140		<input type="checkbox"/>

## You will also need these forms to finalize if child support is requested

<a href="#">Child Support Order</a>	FL All Family 130	<input type="checkbox"/>
<a href="#">Child Support Worksheets</a>	WSCSS- Worksheets	<input type="checkbox"/>
<a href="#">Child Support Schedule &amp; Instructions</a>	Use this information to calculate Child Support Worksheets. Online Child Support Calculation software is available at <a href="https://fortress.wa.gov/dshs/dcs/SSGen/Home">https://fortress.wa.gov/dshs/dcs/SSGen/Home</a>	

### Step 3: Start (file) your case

You can start (file), your case by either bringing your original forms to the Clerk's Office (room 2C in Kent and E-609 in Seattle),

#### OR

You can file your case online on the Clerk's website at:

<https://www.kingcounty.gov/courts/clerk/documents/efiling.aspx>. If you have questions about e-filing call 206-477-3000, or email [eServices@kingcounty.gov](mailto:eServices@kingcounty.gov).

### Step 4: Pay the fee

**While starting the case, the Clerk will ask you to pay a filing fee.** If you cannot afford to pay the fee, apply to waive the fee. This application is available here:

- For **Kent**: <http://www.kingcounty.gov/~media/courts/Clerk/forms/waive-ff-inst-kent.ashx?la=en>
- For **Seattle**: <http://www.kingcounty.gov/~media/courts/Clerk/forms/waive-ff-inst-sea.ashx?la=en>

There are instructions about how to get a fee waiver approved during COVID-19 here:

<https://www.kingcounty.gov/~media/courts/Clerk/docs/misc/Updated-Instructions-for-Ex-Parte-via-the-Clerk-Fee-Waiver.ashx?la=en>

### Step 5: Attend “What About the Children” seminar

Both parents must attend the “What About the Children” seminar within 60 days after the case is filed. You cannot finish your case without going to this class.

You may register for the Parent Seminar online at <https://kingcounty.gov/courts/superior-court/family/parent-seminar.aspx>.

### Step 6: Finalize your Case

Email your completed and signed forms (from step 2) to [Facilitators@kingcounty.gov](mailto:Facilitators@kingcounty.gov)

Please send in your final documents two weeks before the 91 days. If it has been more than 91 days since you filed your joint petition, or the Joinder was signed, you may send in your completed and signed documents when you want your case finalized. Please send your documents to [Facilitators@kingcounty.gov](mailto:Facilitators@kingcounty.gov).

When emailing the Facilitators, please include:

1. SUBJECT LINE: King County Case Number (ex. 12-3-12345-6 SEA or KNT)
2. Attachments: WORD, PDF, or JPEG
  - a. Declaration in Lieu: This form allows Facilitators to finalize your case for you. Only ONE party needs to fill out and sign.
    - i. [CASE WITH KIDS](#)
    - ii. [CASE WITHOUT KIDS](#)
  - b. Completed and Signed Proposed Final Orders
    - i. [Can the Facilitators Finalize my Case?](#)
  - c. Phone Number or email address where you can be reached directly.

Once a Facilitator has reviewed your documents, they will provide corrections or an update. **DO NOT** call or email for an update *unless* it has been two weeks since you have heard a response.

You may also MAIL OR DROP OFF your completed and signed proposed final orders to either the Seattle or Kent offices. **Please write ATTENTION: FACILITATORS and include a letter stating why you are dropping off documents to the Facilitators.** For example, "Included in this packet are my final documents to finalize my family law case. My contact information is..." Any forms delivered without this information will be returned.

ATTN: FACILITATORS  
516 Third Avenue, Room W-382  
Seattle, Washington 98104 OR  
DROP OFF PAPERWORK: C-203

ATTN: FACILITATORS  
401 Fourth Avenue, Room 3-D  
Kent, Washington 98032 OR  
DROP OFF PAPERWORK: Facilitator Box at 2-D