

# How to Respond to a Petition for Child Support

## **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:

- Find a lawyer to help you with the *most difficult* parts of your case, such as reviewing your forms, explaining how to get ready for court and confirming this is the best legal action for your case. You can contact the King County Bar Association to ask for a referral.
- Ask the Family Law Facilitator's office for a list of low-cost and free legal resources.

King County Superior Court  
516 3<sup>rd</sup> Ave, Room W-382  
Seattle, WA 98104

Maleng Regional Justice Center  
401 4<sup>th</sup> Ave North, Room 3D  
Kent, WA 98032

## Step 1: Determine your response deadline

<b>20</b> days	If you were served in person in Washington state.
<b>60</b> days	If you were served in person outside of Washington state or by publication.
<b>90</b> days	If you were served by mail.

**Note:** If you agree with everything the other party has requested in the petition, you may fill out the *Agreement to Join Petition (Joinder) (FL All Family 119)* form.

## Step 2: Fill out these forms, then make a copy

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

Form Name	Form Number	Notes	Completed
<a href="#">Response to Petition for Parenting Plan, Residential schedule and/ or Child Support</a>	FL Parentage 332		<input type="checkbox"/>

### How many copies do I need?

- **Original** set to file with Clerk's office.
- **Copy 1** is to serve the other party
- **Copy 2** you will keep for your records

Fill out these forms after the other parent is served (see Step 4), make a copy and file them.

<a href="#">Proof of Mailing or Hand Delivery</a>	FL All Family 112	See Step 4	<input type="checkbox"/>
---	-------------------	------------	--------------------------

## Step 3: Take your original forms to the Clerk's Office and file

File with the Clerk's office (2C in Kent and E-609 in Seattle) the originals of all papers from Step 1 **except** the Order of Child Support and Proof of Mailing

## Step 4: Have the other party served

You may deliver or mail the documents yourself (provided that no order restrains you from having contact). If the other party has an attorney, deliver or mail the forms to the attorney instead. After you have delivered the forms to the other party or attorney, fill out the *Proof of Mailing or Hand Delivery* form. File the original with the Clerk's Office, keep a copy for your records, and bring it with you to the hearing.

You may also have someone else serve the other party or his/her attorney for you. The server must be over 18. After serving, the server fills out a *Proof of Mailing or Hand Delivery* form and returns it to you. File the original with the Clerk's Office, keep a copy for your records, and bring it with you to the hearing.

You have now responded to the Petition and must take the following additional steps.

## Step 6: Follow your Case Schedule

**If you do not have a copy of your case schedule, you may get it from the Clerk's office. The case schedule contains deadlines each party must follow. Some of these deadlines include:**

- **Status Conference:** If the Confirmation of Issues is not signed by both parties and filed, or if your case is otherwise not on track with your Case Schedule, you are required to attend your Status Conference. See your case schedule for your Status Conference date.
- **Alternative Dispute Resolution (ADR):** Also called mediation or settlement conference, parties must try to reach an agreement with the help of a professional, such as an attorney or social worker, prior to trial. The *Legal Resource List* available in the Facilitator's office contains information on programs that offer ADR.

**If you and the other party do come to an agreement:** You can finalize your case by presenting final orders (Step 7) in the Ex Parte department *Via the Clerk*. For instructions on finalizing your agreed Petition for Child Support, please visit the Facilitators office or the Ex Parte website at:

<http://www.kingcounty.gov/courts/clerk/documents/ExParte.aspx>

You may have to pay a document processing/review fee for this service.

**If you and the other party cannot agree:** Your case must be resolved at trial. See your case schedule for your trial date.

While you are waiting for trial, if you would like to have temporary orders (such as temporary parenting plan, child support, or temporary restraining orders), please ask the facilitators for information on filing for temporary orders.

## Step 7: Complete your final documents

To finalize your case by agreement or trial, you will need to fill out the forms below.

**Note:** If you have ever received public assistance on behalf of the minor children you must contact the King County Prosecuting Attorney's Family Support Section as early in your case as possible. They must sign off on the Child Support Order before you can finalize your case.

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

<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="#">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>		

### You will also need these forms if you are going to trial

<a href="#">Financial Declaration</a>	FL All Family 131		<input type="checkbox"/>
<a href="#">Sealed Financial Source Documents (Coversheet)</a>	FL All Family 011	This form goes on the front of the financial documents you file	<input type="checkbox"/>
<p>If your case involves financial matters you may have to provide copies of financial documents, including:</p> <ul style="list-style-type: none"> <li>▪ Your W-2s and complete personal tax returns for the past 2 years</li> <li>▪ Your most recent pay stubs (at least 6 months)</li> <li>▪ Complete partnership/corporate tax returns for the past 2 years if you have a 5% interest or more</li> <li>▪ Statements from all of your banks and financial institutions for the past 6 months</li> <li>▪ <i>Note:</i> The other party can ask you for a copy of your check register. If this happens, you will have 14 days to provide it.</li> </ul>			