

How to Change a Final Parenting Plan When Parties Agree

Use these instructions ONLY if you have a final parenting plan or custody order in place and,

- You and the other parent **agree** to change the parenting plan, and
- You and the other parent **will sign** the court papers to show that s/he agrees.

Do not use these instructions if you **only** want to change child support. Contact the facilitator for information on how to change child support.

Due to COVID-19, all hearings are being done by phone or video and most offices are only providing remote services. You should consult the King County Superior Court webpage for the most up to date information.

<https://www.kingcounty.gov/courts/superior-court.aspx>

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:

- 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>.

If you have a Final Parenting Plan from a county other than King County: You will need to file the following forms with the Clerk's office first and then you can proceed to step 1:

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

| Form Name | Form Number | Notes | Completed |
|--|-------------------|---|--------------------------|
| Case Assignment Area Form and Case Information Cover Sheet | | Family Law | <input type="checkbox"/> |
| Confidential Information | FL All Family 001 | Attachment to Confidential Information (for additional parties or children) | <input type="checkbox"/> |

This form can be downloaded at: www.courts.wa.gov/forms

| | | | |
|--|---------------|---|--------------------------|
| Petition to Change a Parenting Plan, Residential Schedule or Custody Order | FL Modify 601 | "Joinder" on the last page of the petition needs to be signed by the other parent that is not starting the case. Or, a separate "Joinder" form should be signed filed to indicate that there is an agreement. | <input type="checkbox"/> |
| Important! You must attach a copy of the final Parenting Plan, Custody Order, or Judgment and Order Establishing Parentage you want to change to your petition. If the Parenting Plan, Custody Order or Judgment and Order Establishing Parentage was entered in another state or county, you need to provide a certified copy. | | | <input type="checkbox"/> |

When you go to file the forms at the Clerk's office, the Clerk will ask you to pay a filing fee. If you cannot afford to pay the fee, ask for an application to let you file for free. This application is called a *Motion and Declaration for Waiver of Civil Filing Fees and Surcharges* ([Seattle or Kent](#)).

You may also e-file your documents. For more information and step by step e-filing instructions, please visit the Clerk's Office website: <https://www.kingcounty.gov/courts/clerk/documents/efiling.aspx>

Step 1: Fill out these forms

All of these forms can be downloaded at: www.courts.wa.gov/forms

| Form Name | Form Number | Notes | Completed |
|--|-------------------|--|--------------------------|
| Parenting Plan | FL All Family 140 | | <input type="checkbox"/> |
| Order on Adequate Cause to Change a Parenting/Custody Order | FL Modify 604 | File this out the way you would like the court to rule | <input type="checkbox"/> |
| Final Order and Findings on Petition to Change a Parenting Plan, Residential Schedule or Custody Order | FL Modify 610 | File this out the way you would like the court to rule | <input type="checkbox"/> |

If you are requesting a new agreed child support order, you will also need:

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

Important! If your child(ren) have received public assistance at some point, you must deliver copies of your agreed child support forms to the King County Prosecuting Attorney’s Office, Family Support Section before Step 8. For more information about that office, visit <https://www.kingcounty.gov/depts/prosecutor/child-support.aspx>.

Step 2: You must complete the family law class(es)

Self-represented parties must complete the Family Law Orientation by the deadline listed on your Case Schedule. You can register online at: <https://kcscfamlaworientation.eventbrite.com>. If you have questions or need to waive the fee, email FamLawOrientation@kingcounty.gov.

All parties must also complete the parenting seminar “What About the Children,” by the deadline listed on your Case Schedule. You can register online at: <https://kcscparentseminar.eventbrite.com>. If you have questions or need to waive the fee, email Parentseminar@kingcounty.gov.

Step 3: Email your completed and signed forms to Facilitators@kingcounty.gov

Please send in your completed and signed documents when you want your case finalized. Please send your documents to 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. Completed and Signed Proposed Final Orders from Step 1
 - b. 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 three 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