

# How to Change Child Support by Agreement

Use this packet ONLY if:

- You and the other parent have a **Superior Court** child support order now, and
- You and the other party **agree** to change the child support order

Do **not** use these instructions if you have an Administrative Order from DSHS or wish to address *back support*. Talk to the Division of Child Support (DCS) or a lawyer if you have questions about back 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 Child Support Order 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 can be downloaded at: <http://www.kingcounty.gov/courts/clerk/forms.aspx>

Form Name	Form Number	Notes	Completed
<a href="#">Case Assignment Area Designation and Case Information Cover Sheet</a>	None		Y
<a href="#">Confidential Information form</a>		<a href="#">Attachment to Confidential Information form</a> (for additional parties or children)	Y

This form can be downloaded at: [www.courts.wa.gov/forms](http://www.courts.wa.gov/forms)

<a href="#">Petition to Modify Child Support Order</a>	FL Modify 501		Y
File a <b>certified</b> copy of your current child support order			

**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/](http://www.courts.wa.gov/forms/)

Form Name	Form Number	Notes	Completed
<a href="#">Confidential Information</a>	FL All Family 001		Y
<a href="#">Child Support Worksheets</a>	WSCSS-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>	Y
<a href="#">Child Support Schedule &amp; Instructions</a>	Use this information to complete the Worksheets.		
<a href="#">Child Support Order</a>	FL All Family 130		Y
<a href="#">Final Order and Findings on Petition to Modify Child Support Order</a>	FL Modify 510		Y

## **Step 2: Make a copy for your records and submit your original forms to the Clerk's Office and pay a fee.**

### **Option 1:**

**The Clerk will ask you to pay the Ex Parte via the Clerk processing fee.** Complete the ex parte cover sheet and select the method for picking up your copies of the signed orders. The Clerk will present the orders to the Commissioner for you. After the orders are signed the Clerk will automatically file the originals and return the copies of the orders to you via the method you requested.

### **Option 2:**

**Electronically through the Clerk's online eFiling Application.** View the [Ex Parte via the Clerk Step-by-Step process guide](#). To access and learn more about the **eFiling application**.