

# How to Respond to a Motion for Child Support Adjustment

If you choose to respond, you must do so in writing **by noon 5 court days** (do not count weekends or holidays) prior to your hearing.

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>.

## 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="#">Declaration of (name):</a> _____	FL All Family 135	Tell the Court your side of the story	<input type="checkbox"/>
<a href="#">Financial Declaration of (name):</a> _____	FL All Family 131		<input type="checkbox"/>
<a href="#">Child Support Worksheets</a>	WSCSS- Worksheets	<a href="#">Child Support Schedule and Instructions (do not make copies of this form)</a> Use these instructions to calculate the Child Support Worksheets. Online Child Support Calculator available at: <a href="https://fortress.wa.gov/dshs/dcs/SSGen/Home">https://fortress.wa.gov/dshs/dcs/SSGen/Home</a>	<input type="checkbox"/>
<a href="#">Child Support Order</a>	FL All Family 130	Fill this out the way you want the Commissioner to decide	<input type="checkbox"/>
<a href="#">Order on Motion to Adjust Child Support Order</a>	FL Modify 522	Fill this out the way you want the Commissioner to decide	<input type="checkbox"/>
<a href="#">Sealed Financial Source Documents Coversheet</a>	All Family 011		<input type="checkbox"/>
<p>Gather the necessary 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> </ul> <p><i>Note:</i> The other parent can ask you for a copy of your check register. If this happens, you will have 14 days to provide it.</p>			

### Make copies of your paperwork.

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

## Step 2: File your completed forms with the Clerk's Office

At least 5 days before the hearing file the originals of all paperwork from step 1 **except** the Child Support Order and Order on Motion to Adjust Child Support Order, also known as Proposed Orders.

E-filing instructions can be found on the Clerk's Office website:  
<https://www.kingcounty.gov/courts/clerk/documents/efiling.aspx>

### Proposed orders

Proposed orders on the Family Law motions calendar should be emailed to:

- [KNTFLOrders@kingcounty.gov](mailto:KNTFLOrders@kingcounty.gov) for motions noted in Kent, and
- [SEAFLOrders@kingcounty.gov](mailto:SEAFLOrders@kingcounty.gov) for motions noted in Seattle

As the responding party (the person responding to the motion), the proposed order(s) is due 5 court days prior to the hearing.

**If this motion involves child support and if any of the children have ever been on public assistance, you must also deliver a set of copies to the King County Prosecuting Attorney Family Support Section.**

### Step 3: Submission List

Find this form here: <https://www.kingcounty.gov/courts/clerk/forms.aspx>

Form Name	Completed
<a href="#">Working Paper Submission List</a>	<input type="checkbox"/>

The Submission List is a list of the filed documents you want the court to review for your hearing. This list also tells the Court how to directly contact you for the hearing.

The Submission List form can be found at <https://www.kingcounty.gov/courts/clerk/forms.aspx>. It should be filed at least **5 court days by 12 noon** before your hearing. You must include the phone number and email address you want the court to use on the Submission List.

### Step 4: Have the other party served

<a href="#">Proof of Mailing or Hand Delivery</a>	FL All Family 112	<input type="checkbox"/>
<a href="#">Proof of Personal Service</a>	FL All Family 101	<input type="checkbox"/>

Serve the other party with a copy of all forms **except** the *Proof of Personal Service* or *Proof of Mailing or Hand Delivery* forms.

#### How to serve

Provided that no order restrains you from having contact with the other party, you may deliver or mail them yourself at least **5 court days by 12 noon** before the hearing (**add 3 more days for mailing**). If the other party has an attorney, deliver or mail the forms to the attorney instead. After you have delivered or mailed 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 and keep a copy for your records.

If you had someone else deliver the papers to the other party or attorney, then the server would fill out the *Proof of Personal Service* form. If someone else mails them for you then the server would fill out the *Proof of Mailing or Hand Delivery*.

### Step 5: Virtual hearing

All Family law motions hearings are being conducted by phone or video until further notice. Check the family law website frequently at <https://www.kingcounty.gov/courts/superior-court/family/confirmations.aspx> for the latest information on how the hearing will be conducted.

As of April 12, 2021, all family law motions hearings will be conducted by phone or videoconference. You must supply your email address and include the phone number you want the court to use to contact you on the Submission List. **You must provide a direct number that will not be routed through a receptionist.** You must be available from 1:30 to 4:30 for the court to call you.

If you do not turn in a submission list, or the court cannot reach you directly, the hearing may be conducted without you or stricken.