

File a Motion to Adjust a Child Support Order

Instructions and Forms



Northwest Justice Project

Contents

- Part 1. Important Information..... 3**
 - A. What is a Motion to Adjust Child Support Order? 3
 - B. When should I file this Motion? 3
 - C. Should I use this packet? 3
 - D. Try Using Washington Forms Online 3
 - E. Where should I file my motion? 3
 - F. How much will this cost? 4
 - G. What if I have questions that this packet does not answer? 4
- Part 2. Checklist of Steps..... 5**
- Part 3. Court forms in this packet..... 7**
- Part 5. Other court forms and documents you may need to get..... 8**
- Part 7. Checklist of forms and financial documents..... 10**
 - A. The other parent and I agree on the change in child support. Which forms do we need?..... 10
 - C. The other parent will not agree to an adjustment. Which forms do I need? 11
- Part 8. General instructions for filling out forms 13**
- Part 9. Identifying information in court forms 16**
 - A. Things you should not put in most court papers 16
 - B. Private information you should file with sealed cover sheets..... 16
 - C. What forms to put private information on 17
- Part 10. How to fill out each form 18**
 - A. Washington State Child Support Worksheets..... 18
 - B. Instructions for Financial Declaration of: – FL All Family 131 21
 - C. Sealed Financial Source Documents (Cover Sheet) – FL All Family 011 23
 - D. Child Support Order – FL All Family 130 23
 - E. Confidential Information Form - FL All Family 001..... 31
 - F. Instructions for the Notice of Hearing – FL All Family 185 32

- G. Instructions for Motion to Adjust Child Support Order – FL Modify 521 33
- H. Order on Motion to Adjust Child Support Order- FL Modify 522 34
- I. Declaration of: – FL All Family 135..... 35
- J. Some brief rules about witness Declarations..... 36
- K. Filling out the Declaration form 37
- L. Sealed Personal Health Care Records (Cover Sheet) – FL All Family 012 38
- M. Sealed Confidential Reports (Cover Sheet) - FL All Family 013..... 39
- N. Notice of Appearance – FL All Family 118 39
- Part 11. How to file forms with the court 40**
 - Step 1. Copy and File Your Papers 40
 - Step 2. How to serve forms 41
 - Step 3. Finding the Other Parent’s Address 41
 - Step 4. Serving your Motion 42
 - Step 5. Filling Out the Proof of Mailing or Hand Delivery – FL All Family 112 43
 - Step 6. Working Papers and Confirming Your Hearing..... 44
 - Step 7. Replying to the Other Party’s Response 44
 - Step 8. Going to the Hearing 45
 - Step 9. If you disagree with the Court’s Order 46
- Part 12. Entering an Agreed Order on Motion to Adjust Child Support Order .. 47**
- Part 13. Words and expressions you should know 48**
- Part 14. Blank Forms 50**

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Part 1. Important Information

A. What is a Motion to Adjust Child Support Order?

It asks the court to change the amount of child support your children get. If you make this motion and give the court enough evidence to support a change, the judge will grant the motion and issue an Order on Motion to Adjust Child Support Order.

B. When should I file this Motion?

You may only file this motion in limited cases. Read [I want to change \(modify\) my Child Support court order](#) to learn more.

C. Should I use this packet?

This packet will help you file a Motion to Adjust a Washington State child support order. **Before using this**, ask your county's family law facilitator (if there is one) or court clerk if they have their own Motion to Adjust Child Support Order. A local packet may be easier to use. It will have your county's rules and forms.

If you have received a Motion to Adjust, do not use this packet. Use our [Respond to a Motion to Adjust a Child Support Court Order](#) packet instead.

D. Try Using Washington Forms Online

If you're able to use a computer and printer, WashingtonLawHelp.org has a program called **Washington Forms Online** that asks you questions and then creates completed court forms based on your answers. We currently have self-help court forms and instructions to calculate child support. It completes a proposed Child Support Order, Worksheets, and a Financial Declaration if you need one.

E. Where should I file my motion?

If you have a valid Washington State court order, you can file your Motion to Adjust Child Support Order in any of these:

1. The county where the Child Support Order you have now was filed
2. The county where the child lives



3. The county where the person who has primary custody of the child lives

However, we do **not** explain here how to file your motion in the superior court of a different county than the one that entered your Child Support Order.

F. How much will this cost?

It should not cost you anything to file a motion. You may have to pay for copies.

G. What if I have questions that this packet does not answer?

Talk to a lawyer familiar with family law before filing anything with the court. Many counties have family law facilitators who can help you fill out forms or free legal clinics where you may get legal advice about your case.

If you are low-income, you may contact legal aid:

- **Apply online** - nwjustice.org/apply-online
- **Facing a legal issue in King County** (other than Eviction or Foreclosure)? Call 2-1-1 (or toll-free 1-877-211-9274) weekdays 8:00 am - 6:00 pm. They will refer you to a legal aid provider.
- **Facing a legal issue outside of King County** (other than Eviction or Foreclosure)? Call the CLEAR Hotline at 1-888-201-1014 weekdays between 9:15 am - 12:15 pm or apply online at nwjustice.org/apply-online.



Part 2. Checklist of Steps

We explain many of these steps in more detail later.

- Learn child support law.** Read [I want to change \(modify\) my Child Support court order](#) and [How is child support set](#) to learn more. Try to talk with a family law attorney or call CLEAR. Make sure this is the right legal case for you.
- Check for special local rules and forms.** Ask the court clerk or family law facilitator if your county has its own Motion to Adjust Child Support Order packet. If so, use theirs instead of ours. If you use ours, get any other forms you need. Make sure you know any special deadlines for filing family law motions in the county where you are filing yours.
- Gather needed financial papers and other forms that are not in this packet.**
- Make sure you know the other party's address.** You need the address for each party you must serve. The other parent may be the only other party. The State may be a party. There may be still other parties besides the other parent and the State.
- Follow the General Instructions.**
- Fill out all the forms you need.**
- Make one copy of each of the completed forms and financial documents you are filing.**
- File your papers with the court clerk's office in the superior courthouse of the county where you are filing this motion.**
- Make any needed extra copies of the forms. Arrange to serve the papers on the other parties.**
- Fill out and file the Proof of Mailing or Hand Delivery.**
- Deliver a set of working papers to the judge.**
- Review the other party's response.**
- Confirm your hearing** (if local rules require this).

- Fill out and file your reply** (if your county has one) *or* **get ready to reply at the hearing.**
- Go to your hearing.**
- Get copies of the Order on Motion to Adjust Child Support Order. Give them to the other parties.**
- If you disagree with the order, see a lawyer right away.**
- Once the judge has signed the orders and they have been filed with the clerk and delivered to the other parties, your child support adjustment is final!**



Part 3. Court forms in this packet

This packet has many of the forms you need to file your Motion for Adjustment. Read the next section to decide what else you will need.

Forms you need in this packet:

- WSCSS Schedule: “Child Support Schedule with Instructions”
- WSCSS Worksheets: “Child Support Worksheets”
- FL All Family 131: “Financial Declaration of: _____”
- FL All Family 011: “Sealed Financial Source Documents (Cover Sheet)”
- FL All Family 130: “Child Support Order”
- FL All Family 001: “Confidential Information Form”
- FL All Family 185: “Notice of Hearing”
- FL Modify 521: “Motion to Adjust Child Support Order”
- FL Modify 522: “Order on Motion to Adjust Child Support Order”
- FL All Family 135: “Declaration of: _____”
- FL All Family 012: “Sealed Personal Health Care Records”
- FL All Family 118: “Notice of Appearance”
- FL All Family 112: “Proof of Mailing or Hand Delivery”





Part 5. Other court forms and documents you may need to get

You will need more than just this packet to file and finalize your case. Check the boxes by what else you need. Get those documents before filling out your forms.

- Your Current Child Support Order and worksheets** – (most recently signed by a judge). If you do not have a copy, get one at the Superior Court Clerk’s office in the county that entered the order. Alternatively, call the Division of Child Support to ask them to send you one.
- Declaration about Public Assistance** – FL All Family 132: This optional form is not in our packets. We tell you to serve the State in any case where TANF, Medicaid, or foster care is involved. We tell you to get the state’s signature on all default and agreed orders where the state might have an interest in the child support obligation in your case. You may need the form if your county requires it, or to confirm that no public assistance has been paid or that the children are not in foster care or out-of-home placement. Get this form at courts.wa.gov/forms.
- Serving Papers on the State** - if any party is asking for a child support order, and any of the children has gotten public assistance, medical coupons, or Medicaid, or is in foster care or out-of-home placement. You must include the state as a party and serve them with papers you file.
- County Local Court Forms and Rules** - Some counties have special forms you will need. Most have “local rules” you must know about to file a Motion to Adjust Child Support Order there. Some counties’ family law facilitators have do-it-yourself packets on how to file family law cases there. Their packets may be easier to use. They will have that county’s rules and forms. **Check with the clerk or facilitator to learn more.**
- Notice of Address Change (FL All Family 120):** If you move during or after your case, you must fill this out, file with the court, and get all other parties a copy. Get it at courts.wa.gov/forms.

Check if your county’s local rules or forms are available online at access.wa.gov/government/awco.asp.



- ❑ **Financial Information** -You must prove what your income is, and that the order needs an adjustment. If you do not provide enough financial info, the judge can deny your motion.
- ❑ [How is child support set?](#): Basic information.
- ❑ [I want to change \(modify\) my Child Support court order](#): For more about the laws that apply to this type of case.



Part 7. Checklist of forms and financial documents

Which forms you will need depends on the facts of your situation.

A. The other parent and I agree on the change in child support. Which forms do we need?

If you agree on how much support should change, and you sign all the papers to show your agreement, you probably do not need to fill out all the forms listed above.

You should only fill out:

- Child Support Worksheets
- Order on Motion to Adjust Child Support
- Child Support Order
- Locally required forms
- Confidential Information Form & Attachment (Do not serve this form on the other party. Each party should their own form.)

You may also need to bring proof of both parties' incomes to the court, such as pay stubs and tax returns.

You and the other parent must both sign all these forms after filling them out.

If your children have ever gotten TANF or Medicaid, of are in foster care or out-of-home placement, the prosecuting attorney's office must also sign all final orders. Use our [Serving Papers on the State](#) packet.

After the forms are signed, go to the section on entering an Agreed Order on Motion to Adjust Child Support.

C. The other parent will not agree to an adjustment. Which forms do I need?

You must use these forms and documents:

- Notice of Hearing (also called Notice for Motion Docket, Calendar Note). Use your county's form if it has one. Otherwise, use the one here.
- Motion to Adjust Child Support Order
- Declaration
- Financial Declaration
- Child Support Worksheets
- Locally Required forms
- Proposed Order Re on Motion to Adjust Child Support
- Child Support Order
- Proof of Mailing or Hand Delivery
- Confidential Information Form & Attachment (do not serve this form on the other party)
- Sealed Financial Source Documents Cover Sheet
- Notice of Appearance
- A copy of your most recent Child Support Order and worksheets.
- Your Financial Evidence, including:
 - Your federal income tax return forms from the last two years.
 - If you have no copies of your tax returns (the forms you filed with the IRS), ask the IRS for copies (there is a fee). If you did not file federal tax returns in the last two years, state in your declaration that you did not file an income tax return. Explain why. Give the court other proof of your income for the last two years. **Examples:** W2 or 1099 forms, paystubs, or a declaration from your employer.
 - Your paystubs. (You should give at least a month's worth, and for longer if possible. Some counties require more paystubs.)

- If you are self-employed, or you have no paystubs or tax returns, get other proof of your income. **Examples:**
 - Official letters from Social Security, L&I, Employment Security, or DSHS saying how much you get in benefits
 - Bank account statements
 - Business tax returns or records, or 1099 forms
- ☐ Any other information required by your Child Support Order periodic adjustment paragraph if you are filing this motion on that basis.

In some counties, you may need to provide more financial information, such as bank statements. Ask the clerk or facilitator if your county requires more information.

If you are filing personal health care records, use the form called Sealed Health Care Records (Cover Sheet).



Part 8. General instructions for filling out forms

Read these before you start filling out any forms.

The caption is the name of your case. It appears at the top of the first page of every form. See the sample below:

<p style="text-align: center;">Superior Court of Washington, County of _____</p> <p>In re <u>the marriage of:</u></p> <p>Petitioner (<i>person who started this case</i>):</p> <p style="margin-left: 40px;">Jane Brown _____</p> <p>And Respondent (<i>other spouse</i>):</p> <p style="margin-left: 40px;">John Brown _____</p>	<p>No. _____</p> <p>Notice of Hearing (NTHG) ← This is the form's title.</p> <p><input checked="" type="checkbox"/> Clerk's action required: 1</p>
--	--

This **case type** is for a divorce.

Put the **county** where you are filing this form.

Put the **case number**. The court clerk assigns this number when the Petitioner files the case.

In re the marriage of:

Petitioner (*person who started this case*):

Jane Brown _____

And Respondent (*other spouse*):

John Brown _____

No. _____

Notice of Hearing (NTHG)

This is the form's **title**.

Clerk's action required: **1**

Look at the caption of the Child Support Order you are trying to change. Copy the names from the upper left-hand side of that form onto your blank form. List the petitioner(s) and respondent(s) just as they appear on your current Child Support Order.

Case number. When Petitioner started the case by filing the initial papers, the court clerk assigned a case number. You must put that number on every paper you file with the court and serve on other parties. Put it near the top on the right-hand section of the first page of every form after "No." (Abbreviation for "number")

-
- ❖ You can print the case number **or** you may be able to use a special stamp at the court clerk's counter to stamp the case number on each paper. If you do not put the case number on the first page of everything that you file with the court and copies for other parties, your papers may be lost, or the clerk may return them to you. Some courts will fine you for filing incorrect forms.
-

Title. Each form has a title directly under the case caption. You might have to add to it.

Example: On a declaration, you put the name of the person filling out the declaration.

Format: Pleadings (legal forms) you file with the court and attachments to pleadings must follow court rules about size and margins. You must use regular size (8 ½ x 11") white paper. You may write on only one side of the paper. The first page of each paper you file must have a three-inch margin (three inches of space) at the top. The other margins (left, right and bottom, and the top from the second page on) must be at least one inch wide. Use black or dark blue ink. If your forms do not follow these rules, the court clerk may refuse to file them or may make you pay a fine.

The contents. Fill out each form according to the form's instructions. In most counties, you may print or type. It must be readable. After filling out each form, re-read it. Make sure you have correctly filled in all blanks needed. Any corrections must be neat and readable.

Do not write in the margins of any page. The clerk may reject your form.

Dates. The last page of most forms (not including orders) has a space for the person who filled the form out to put the date they signed it. The judge puts dates in orders when signing the order.

Signatures.

- **Your Signature:** After you fill out a form, look for the place(s) to sign your name:
- When you file motions, you are the moving party. On the last page of the motion, you must fill out and sign the section called **Person making this motion (or asking for this order)** fills out below.
- When you prepare an order and plan to present it for the judge to sign, look for the place at the end for your signature. Check **is presented by me**.
- **Judge's Signature:** Leave the judge's signature line and the date blank.
- **Other party's signature:** Some forms have a place for other parties to sign. You cannot force another party to sign a court paper. If you have prepared an order after a



hearing, the other parent may be willing to sign it if they agree it accurately states the judge's decisions, or the judge may require the other parent to sign.

- **Agreed orders.** A party who agrees with the orders you have written should sign in the right place on each court order they agree to.
- **Other signatures:** A witness or person serving papers who signs a form must fill out all information correctly and sign in the right space.

Place signed. Declarations and Proofs of Service must include the place you signed them and the date. (**Example:** Signed this 10th day of October 2018 at Seattle, WA.)



Part 9. Identifying information in court forms

Court rules try to protect privacy but also allow public access to some information in court files.

A. Things you should not put in most court papers

Court rules try to protect privacy in family law cases. Almost everything filed with the court is available to the public. It may also be publicly available online.

Except where instructions about a specific form tell you otherwise (Example: the forms in Box #3), use these rules for papers you file with the court.

- **Address (Where you Live) and Phone Number:** Put an address where you can get mail from the court. It does not have to be your home address. Give the court a phone number where they can reach you.
- **Social Security/Driver's License, ID Numbers of Adults and Children:** Put only the last 4 digits.
- **Bank Account, Credit Card Numbers:** Put the bank name, type of account (savings, checking, and so on), and last four digits of the account number.

B. Private information you should file with sealed cover sheets

If you use a sealed cover sheet, this information is usually available to the other party and the court. It is not available to the public.

- **Financial Information:** You must attach any file paystubs, checks, loan applications, tax returns, credit card statements, check registers, W-2 forms, bank statements, or retirement plan orders you file to a Sealed Financial Source Documents form. Then the public cannot access them.
- **Medical or Mental Health Records or Information:** You must attach anything with information about someone's past, present, or future physical or mental health, including insurance or payment records to a Sealed Personal Health Care Records form. Then the public cannot access them.

- **Confidential Reports:** Reports intended for court use must have public and private sections. You attach the private section to a Sealed Confidential Reports Cover Sheet.
- **Retirement Plan Orders:** Certain retirement information belongs in the public file. “Retirement Plan Orders” do not. Use the Sealed Financial Source Documents Cover Sheet for the Retirement Plan Order. See a lawyer if this affects your case.
- **Other Kinds of Confidential or Embarrassing Information Not Mentioned Above.** If the paper you want kept confidential is not in the above list, you may need to file a motion to have that paper, or part of it, sealed. Talk to a lawyer.

C. What forms to put private information on

These forms are not in the public file. Information in them is usually not available to the other party.

You must fill out your personal information completely (including your home address, social security number, and so on):

- **Confidential Information Form**
- **Vital Statistics Form**
- **Domestic Violence Information Form**
- **Law Enforcement Information Sheet**





Part 10. How to fill out each form

A. Washington State Child Support Worksheets

Fill these out first. It will take time but will give you an idea how much the support amount will change. You will also need the information when filling out other forms.

Before deciding to file a motion for adjustment:

-
- ❖ **If your current Child Support Order does not already include payment for health care, daycare, or other special costs, you may not be able to add them in a motion for adjustment.** Ask the facilitator or clerk what your county's policy is. To add payment for health care or daycare expenses to your support order, it may be better to file a Petition to Modify Child Support Order.
-

The judge will sign a set of worksheets when entering a child support order. The judge may sign worksheets you prepared. Alternatively, the judge may ask you to fill out a new set of worksheets with the specific income, expense, and child support amounts the judge announced at hearing or trial.

-
- ❖ The instructions in this packet only cover a few special issues.
-

The instructions and worksheets here are current as of May 2022. Use them with the Washington State Child Support Schedule published by the Administrative Office of the Courts. Get it from courts.wa.gov/forms, or call (360) 705-5328. Also, read [How Child Support is Set](#).

These instructions are for filling out the worksheets based on the income, support amounts, and expense figures you propose at the start of the case and/or before a hearing or trial.

If the parties all agree on the income, child support amounts, and expense figures, you must fill out the worksheets using the agreed figures. You may still need to show the judge that those amounts are correct.

If you are filling in these worksheets after the judge has announced a decision, you must use the income, child support amounts, expenses, and other information the judge



announced, even if you disagree with them and/or they are different from what you proposed.

To fill out the worksheets, follow the instructions in the Washington State Child Support Schedule (WSCSS).

They explain:

- the meaning of gross and net income
- how to list your income
- how and when to impute (estimate) income to the other party
- how to fill out the rest of the financial info

Our instructions address gaps in the WSCSS instructions:

- 1. Above the caption**, check the box to show if these worksheets are proposed or an order signed by the judge. If they are proposed, check the box showing who is proposing them and put your name.
- 2. Caption your worksheets:** At the top of worksheet page 1, put the county, case number, parents' and children's names, and children's ages in the appropriate spaces. Each parent will get a column where that parent's information will go.
- 3. List your information on the Worksheet in Column 1. Put the other parent's information in Column 2.**
- 4. Put information for the other parent only if you know or can estimate their income and expenses.** You should put if you have used estimates. If you have any income information for the other parent, even an estimate, use that info. Explain in **Other Factors for Consideration at Line 26** any income information or estimates you listed which you did not base on wage stubs or tax returns. The other parent will have a chance to correct any incorrect info.
- 5. If any party gets SSI, TANF, or Food Stamps, list that income on line 22(f), Income from Assistance Programs, and not line 1, Gross Monthly Income.** You should list income from other common programs such as social security, worker's compensation, unemployment benefits, and pension or retirement benefits on line **1(e)**, "Other Income."
- 6. If you cannot get accurate income information about the other parent or estimate their income based on what you know, or you believe they are**



voluntarily unemployed or underemployed, follow the instructions for *imputing* income to that parent. See the WSCSS Definitions and Standards, **income standard #6, on page 2**.

7. **Health Care Expenses (Part III):** You should include here only expenses you pay regularly (**example:** monthly health insurance premium). Do not include doctor bills that may change over time. If you are listing health care expenses on lines **10a** and **10b**, you should also list monthly payments you actually made for those expenses on line **16a, Monthly Health Care Expenses Credit**.
8. **Including Daycare, Education & Travel Expenses:** In **section 11**, put your daycare, tuition, or other special childcare expense, IF that amount was previously included in the transfer payment. Then mark the first box in section 21 of the Child Support Order under **Other shared expenses:** “Does not apply. The monthly amount covers all expenses, except health care expenses.” If you are listing day care or other special expenses in part III of the Worksheets, you must also list monthly payments that parent actually made for those expenses on line **16b, Day Care and Special Expenses Credit**.

In most cases, you should **not** list your daycare, education and travel expenses here. Instead, you should list them in section 21 of the Child Support Order under **Other shared expenses**, after checking **the parents will share the cost for the expenses listed below**. This allows for changes in these expenses that may take place over time. Then you may not need to change your support order in the future. The downside of putting these expenses in the Order (instead of the Worksheets) is that it may be harder to collect payment from the other parent for these expenses.

9. In the **“Other Factors for Consideration” part of the Worksheet**, you explain how you calculated income and expenses, and show factors that may allow “deviation” from the “standard calculation.” If there are special circumstances, you should list this information on the worksheet. See the “Limitation Standards” and the “Deviation Standards” on pages 3 - 4 of the Definitions and Standards section of the Child Support Schedule to decide what information to put.

You can also explain how you calculated the support amount. State how you calculated each parent’s income. If the income you put for someone is imputed or estimated, put how you figured out the income amount. If you believe support should be less than the standard calculation, state how much it should be and why.

If a parent gets disability benefits like Social Security and the child is eligible for them on the parent’s account, you must report both parent’s and child’s shares under “net income.” You should then explain in the **Other factors for**

Consideration box the child's share of the benefit, who is currently getting the child's benefit, and that the parent should get credit against their support obligation as long as the child's benefit continues.

Fill out the Worksheet *completely*. It takes time and patience. The judge decides support based on the worksheets.

Signature. Sign where it says on the last page. Show the date and place (city) you signed.

B. Instructions for Financial Declaration of: – FL All Family 131

Both parties must file a Financial Declaration.

Caption. Fill this out.

1. Your personal information. Give the information requested. Check **yes** if you are currently working and put your hire date. Check **no** if you are **not** currently working and give the information provided.

2. Summary of your financial information. Skip this section. Come back to it after filling out the rest of the form.

3. Income.

❖ If you do not know how much the other parent's income is, give your best estimate, or use the support schedule's instructions to impute income.

Use the column titled "You" for your information and "Other party" for the other parent.

Fill out the income information and income deduction information requested. Make sure you use the correct column for each party.

Income from Benefits. If a parent gets Social Security Disability (SSDI) or workers' compensation (L&I, or other disability benefits from an employer), put the amount in "Other Income."

Work-Related Disability Benefits: If a parent gets SSDI, L&I and some employer-paid disability benefits or Social Security retirement, and the children get dependent benefits as a result, the payments they get directly count as income to that parent even if the money actually goes to the other parent or custodian. You should add those amounts under 3A to income of the parent getting benefits. **Those benefits should also be credited as child support paid by the parent.** The paying parent's support should go down dollar for dollar by the amount of dependent benefits their children get directly for current child support.

Deductions from Income. If you include any deductions from income other than income tax, FICA, and L&I payments, you must be able to prove each deduction. Paystubs may show union and pension plan deductions. You must have extra proof (such as pages from a collective bargaining agreement or employee handbook, or a letter from the employer) that these deductions are required. If pension deductions are voluntary, you need proof that you have had the deduction taken for at least two years. If the other parent disputes your claims, be ready with business records and receipts showing any business expenses you are claiming. Follow the instructions at the end of the Financial Declaration Form. Attach private financial information to the Financial Source Documents Cover Sheet.

4. Other Income and Household Income.

A. Other income. Put the name and amount of any other income (including TANF, SSI, and/or food stamps) a parent gets regularly.

B. Household Income. List the gross monthly income of other adults in the household. The court does not include that income in calculating the basic child support obligation. The court might consider it if someone asks for a deviation from the standard child support amount.

5. Disputed income. If you think anyone will dispute a parent's income, state what you believe the correct amount of is. Explain why you believe that is the true amount.

6. Available Assets. List your cash and things that you own that you could easily sell for cash. (**Examples:** stocks, bonds, and so on.)

7. Monthly Expenses after Separation. Fill out your monthly household expenses. Put your best estimate of each expense. Many expenses are not monthly. For those, take the actual amount you pay. Calculate the monthly average. **Example:** If you pay your car insurance every six months, take the amount you pay, divide it by 6, and put that amount in the blank under 7F.

Your total monthly expenses may end up being more than your net monthly household income. This is especially common for people who have low incomes. You may put off paying a certain bill or make other cutbacks in your expenses. Your monthly expenses do not need to be equal to or less than your income. But if your expenses are far more than your income, the court might ask how you are meeting your expenses. Be ready to show how you are doing it.

8. & 9. Section 8 is for giving more details about expenses *you already listed in 7.*

11. Attorney Fees. If you hire a lawyer for this case, put those expenses here.



Signed at: Put the city or town and state where you are signing this form, and the date. Sign and print where it says.

C. Sealed Financial Source Documents (Cover Sheet) – FL All Family 011

You must use this form whenever filing private financial documents with the court. Keep a blank copy in case you must file more financial documents later. You may attach one form to a stack of documents.

Caption. Fill out the caption.

Check the boxes next to each type of paper that you are filing. If you are submitting child support worksheets, the instructions to the worksheets tell you which documents you need to file.

If you are afraid for your safety or the children’s safety, you may block out information that identifies your location on the copies you file with the court and deliver to the other parties.

Submitted by: Check the box that applies to you. In the blanks, sign and print your name.

D. Child Support Order – FL All Family 130

Our instructions for this form cover several different types of family law cases:

- If this is a **proposed order**, it must show what you want the judge to order.
- If you have reached **agreement**, it must show your agreement.
- If you are filling it out after the judge has announced a decision, it must show **what the judge decided**, even if you disagree.

After the judge signs your Child Support Order, get a conformed (date-stamped) copy from the court clerk. The main packets you are using have more about orders the judge has signed.

Caption. Fill out the caption. Check if this order is temporary (entered before your case is over) or final (entered with other final orders at the end of the case).

1. Money judgment summary. Check the first box and skip to 2 if you do **not** want a judgment for back support, or the judge did not award a judgment for back support or attorney fees after hearing.

Check the second box and come back to fill in the table after filling out section 23 **if one of these is true:**

- This is a final order
- One or both parents owes child support or attorney fees (for temporary or final orders)

Findings and Order

2. Check the appropriate box.

3. Do not change this section.

4. **Parents' contact and employment information.** Read this.

5. **Parents' Income.** Put all the info you can. Each parent gets their own column. Use the same numbers as the Child Support Worksheets.

-
- ❖ If a parent has no income, or you do not know it, you must *impute* income to them (make a reasonable guess), unless there is reason not to. **Examples:** do not impute income to a parent who is in prison or long-term drug treatment. Check "imputed to this parent" and skip to 6 if you impute income.
 - ❖ **If this order is based on the judge's decision at your trial or hearing:** put the income info the judge announced for each parent. Check the box showing if the judge found this amount was the parent's imputed or actual income.
-

6. **Imputed Income.** Check the first box for a parent and skip to 7 if you are NOT imputing income.

Check **This parent's monthly net income is imputed because** and then the boxes below showing why you are imputing income. Pages 2 and 6 of the Child Support Schedule Definitions and Standards have more about imputing income.

7. **Limits affecting the monthly child support amount.**

Check the first box and skip to 8 if any of these is true:

- The paying parent's monthly income is more than 125% of the federal poverty guidelines.
- The child support amount will be 45% of the paying parent's income or less.

- The parents' combined monthly net income is less than \$12,000.

Check the second box and then:

- **low-income limits** if in anywhere in line 8 of the worksheets, you put that a parent will pay \$50 monthly.
- **the 45% net income limit** if the child support amount is more than 45% of the paying parent's net income.
- **Combined Monthly Net Income over \$12,000** if that is true. Check the box immediately under if the paying parent will pay the advisory amount. Fill in the blank if it is more than the amount the economic table advises.

❖ Read the Child Support Schedule at page 3 to learn more about setting support when the parents' combined monthly net income is over \$12,000.

8. Standard Calculation. List each party's name on the left-hand side of the first table. Put the amount listed on line 17 of the Worksheets for each party. Put the amounts from the Worksheets for both parents.

Check here if there is a Residential Split: check this only if you want or are agreeing to this, or the judge ordered it. Put which child is living with which parent. Put the amount a parent is paying support in this situation. Give the other info requested.

9. Deviation from standard calculation. Check **No** if you do not want a deviation or the judge denied a request for one. Check underneath why there will be no deviation. Fill in any blanks needed. If you check **there is no good reason to approve**, you must check the appropriate indented boxes underneath.

Check **Yes** if you agree to a deviation. Check underneath all your reasons. If you check **A parent or parents in this case has** or **The children in this case**, you must check the appropriate indented boxes underneath.

❖ You might check **other reasons** in the case of, for example, a parent's temporary unemployment to get schooling or training.

10. Monthly child support amount (transfer payment). Most people will check the first box, put the paying person's name in the first blank, and the other's in the second. You then list the children's names and ages. If you can calculate the amount of support for each child,



list those amounts and the total at the bottom. Otherwise, just put the **Total Monthly Transfer Amount** on the last line.

If support will be the standard calculation child support amount (not a deviation), the total support amount will be the amount listed at line 17 of the child support worksheets for the party this order covers.

If there are **no** special expenses or credits in lines 10-16 of the Worksheets, you can figure out the support for each child. Multiply the basic support obligation for each child (in the left-hand box at line 5 on the worksheets) by the paying person's share of income (line 6 of the Worksheets). The amounts for each child must add up to the **Total Monthly Transfer Amount** on the last line.

If there are special expenses or credits in lines 10-16 of the Worksheets, you may not be able to figure out the amount per child.

If you are agreeing to a deviation or the judge ordered one after hearing, put the amount a parent will pay, after applying the deviation.

Check **Residential Split** and fill this part out only if you want or are agreeing to this, or the judge ordered it.

11. Starting date and payment schedule. In the blank, put when support under this order will start. (Usually, the earliest a new Support Order can become effective is the date the petition was filed and served.) Check the box showing the schedule. Fill in blanks where needed.

12. Step Increase. Most people will check **Does not apply**. Check **Approved** and fill in the blanks if all these are true:

- This changes an earlier support order.
- The support payment will go up by more than 30%.
- You agree payments should go up gradually

Check **Denied** if you do not agree to a gradual increase.

13. Periodic Adjustment. Most people will check the first box. Then you can adjust or change this order according to Washington law.

Check the second box if you agree to have the support amount adjusted periodically, such as every year due to small changes in income. Then check the boxes underneath showing

when adjustments should take place. **You must still go back to court for the adjustment. It does not automatically happen.**

14. Payment Method. Check the first box if one of these is true:

- the child has ever gotten public assistance
- you want DCS to help collect support

Having DCS collect can be good. DCS must help you if the parent paying support pays late or stops paying. DCS will have documented proof of all payment dates and amounts.

❖ For more about the differences between enforcement and payment processing services, contact your local DCS office.

DCS Enforcement. Check the boxes that apply.

Direct Pay. Check this if you want this or the judge ordered this after hearing. Check the first box if you want payment by mail. Put the address where the paying parent should mail payments. Check the second box if you do not want payment by mail. Put how you want payments made.

❖ If you are concerned about your home address being in a public record, put an address where you can get your legal mail regularly even after the case is final. If you change your address for legal mail, **give DCS, the other party and the court your new address as soon as possible** by filing a Notice of Address Change (available at www.courts.wa.gov/forms). If you do not, orders could be entered without notice to you.

15. Enforcement through income withholding (garnishment). Usually, support is deducted from the paying parent's wages and sent to the registry. Most people check the first box.

Check the second box and the boxes after it that apply if you want or agree to a special exception, or the judge ordered this after hearing. **The judge must find good cause not to order wage withholding.**

❖ You should not be fired because your paycheck is being garnished for child support. If your employer threatens to fire you if you are garnished, contact DCS, a lawyer, your local legal services office, or CLEAR at 1-888-201-1014.

16. Temporary reduction if incarcerated: Read this section. Check the box only if the person who owes child support is in jail or prison for at least 6 months.

17. End date for support.

Most people will check the first box if the child is not yet in high school and does not have a disability, unless the judge has ordered otherwise.

Check the second box if you checked **Reserved** or **Granted** in 18, or the judge ordered one of those after hearing.

Check the third box if a child has a disability and will need support even after age 18. In the blank, put the child's name. Check the box immediately underneath showing when support should end. Fill in the blanks as appropriate.

-
- ❖ Child support usually ends when the child turns 18 years old or completes high school, whichever happens later. Check **other** if you want child support to end at some other time, or the judge ordered this. Put when support will end.
-

18. Post-secondary educational support (for college or vocational school).

Check **Reserved** if you want the court to decide later, but before the support obligation ends, if a parent should pay post-secondary support, or the judge reserved this decision after hearing. You might want to do this if, for example, the child is too young for you to know what her needs after high school will be, or the child's plans are not yet certain.

Check **Granted** if you want a parent to pay post-secondary support, or the judge ordered this. Check the first box immediately underneath if you agree the court should decide the amount later, or the judge decided to do this later. **Example:** You want the court to order both parents to pay for college, but the child is not going soon.

Check the second box immediately underneath if you want the judge to decide the amount now. In the blank, put how much you want or what the judge ordered.

Check **Denied** if someone asked for post-secondary support but you do not want the court to order it, **or** the court denied the request.

Check **Other** to describe any agreement you and the other parent have made about post-secondary support, or to add specifics from the judge's ruling.

19. Tax issues.

If you know how you want to divide the tax exemption, check the second box and fill in the rest of the section to show what you want. For example, if you know you want the custodian to have the exemption, check the second box and the first box immediately underneath. In the first blank, put the custodian's name. In the second, put the children's names.

If you're not sure how you want to divide the tax exemption, check the first box. Then the IRS rules will apply.

The noncustodial parent can claim the children if the IRS' special rule for children of divorced or separated parents (or parents who live apart) applies. This rule requires, among other things:

- The custodial parent must sign a [Form 8332, Release/Revocation of Release of Claim to Exemption for Child by Custodial Parent](#) or a substantially similar statement, and
- The noncustodial parent must attach the Form 8332 or a similar statement to their tax return

Read the IRS' [Publication 504, Divorced or Separated Individuals](#) to learn more.

❖ The court can order one of you to have the tax exemption even if the IRS rules say otherwise if it would be a real benefit for that person to have the exemption.

20. Medical Support. Check the first box and skip to 20 if true in your case.

Otherwise, check either **Private health insurance ordered** and all the boxes underneath it that apply, or **Public health care coverage** and all the applicable boxes underneath it, depending on what you want or can afford, or what the judge ordered. Public health coverage means Medicaid programs, such as Apple Health.

21. Health insurance if circumstances change or court has not ordered. Do not make any changes to this section.

22. Children's expenses not included in the monthly child support payment

Uninsured medical expenses: In each blank at the top of the chart, put a parent's name. Then check **proportional share** and put that parent's share of uninsured expenses from the worksheets at line 6 in the blank.

Other shared expenses: Check **does not apply** if that is what you want or what the judge ordered. Otherwise, check the second box. In the chart, check the children's expenses for

whatever you want the order to cover or whatever the judge ordered. Then follow the instructions in uninsured medical expenses above for filling out the chart.

23. Past due child support, medical support and other expenses. Check the first box and skip to 23 if you do not want the judge to decide about past support or interest or the judge did not do so.

Check the second box if you want an order stating neither parent owes back amounts, or the judge ordered this. Put the date the judge will sign this order. Check all boxes that apply.

-
- ❖ Check the second box only if you know a paying parent owes no back child support, or the judge ordered this. If you check the first box, a paying parent could be excused from paying back support owed.
-

Check **money judgments** if you want the judge to award back support OR the judge did this after hearing. Then fill out the chart with the info requested.

-
- ❖ In **from** and **to**, put the dates the support is owed for.
-

24. Overpayment caused by change. Check **does not apply** and skip to 24 if true in your case, or the judge ordered this.

Check the second box if you are asking for an order that would cause someone to have overpaid support, or the judge made an order that did this. Give the info requested.

25. Other Orders. The judge may use this.

Ordered: LEAVE THIS FOR THE JUDGE.

Petitioner and Respondent or their lawyers fill out below: Check **presented by me** in the column for you (Petitioner or Respondent). Sign and print your name and the date where it says.

If any parent or child received government assistance: An assistant prosecutor who handles support cases in this county fills out and signs this section.

-
- ❖ If the child has ever gotten public assistance (TANF) or Medicaid or is in foster care or out-of-home placement, and the lawyer for DCS will not sign the child support order, you must schedule a court hearing to present the order to the

judge for signature and give the other parties advance notice of the hearing. This packet does not explain how to do that.

Parent or Non-Parent Custodian applies for DCS enforcement services: Check this, and sign and print your name and put the date if you want this. Having DCS collect can be good. DCS must help you if the parent paying support pays late or stops paying. DCS will have documented proof of the dates and amounts of all payments.

-
- ❖ For more about the differences between enforcement and payment processing services, contact your local DCS office.
-

E. Confidential Information Form - FL All Family 001

In family law cases, you must give the court certain information about yourself and the other people involved in the case. This form is where you give this info.

You must fill out this form and file it with the court clerk. Keep a copy for yourself. **Do not serve this form on the other parties.**

The Confidential Information Form is generally not available to the other parties or their lawyers. There are some exceptions if, for example, your family is involved with DCS (Division of Child Support) or other parts of DCYF (Washington State Department of Children, Youth & Families).

-
- ❖ When your address changes, you must update the court by filing a [Notice of Address Change](#), form # FL All Family 120, even after your case is final. If you do not, legal papers may go to you at your old address. The court may enter orders against you without actual notice to you.
-

In the box in the top left-hand corner, put the county where you are filing this case. Put the case number when the clerk gives it to you.

1. Put your name.

2. Check “yes” if restraining orders or protection orders are currently in place. In the blank, put who the orders protect. If the orders go into effect after you filed this form, you will need to file a revised and updated version of this form.

Check **no** and skip to 3 if there is no current restraining order or protection order in place.

3. Check the first box if you believe the safety of an adult or child would be at risk by listing your home address. In the blank, explain why.



4. Your Information: In the first table, put the information requested, including your driver's license number and social security number (if you have these).

5. Other Party's Information. In the first table, put as much of the information requested as you can. Use the Attachment to Confidential Information if there is more than one respondent in your case.

6. Children's Information. If your case involves children, put as much of the information requested as you can.

7. Have the children lived with anyone other than... Check **no** if the children have only lived with you or another party to the case in the past five years. Skip to 8. Check **yes** if the children have lived with someone besides you or another party to the case in the past five years. Put the information requested.

8. Do other children (not parents)... Check **no** and skip to 9 if only you and the other parent or parents have custody or visitation rights to the children involved in this case. Check **yes** if other people besides you and the other parent or parents have custody or visitation rights. Put as much the information requested as you know.

Sign and date the form and put the place you signed it.

F. Instructions for the Notice of Hearing – FL All Family 185

This form tells the court and other parties your hearing date, time, place, and reason. **Many counties have a special form for this.** If your county has no special form to set up a hearing, use the form here.

How to get a hearing date: Ask the facilitator or clerk when to schedule your hearing. Motions about child support are usually scheduled in the family law department or on the family law calendar. Some counties schedule family law hearings only on certain days. If the State is a party to your case (**example:** when the children have received public assistance), you may have to schedule your hearing on a date that the prosecutor is there for family law motions.

How Much Notice to Give the Other Parent: You must give the other parties and the court your motion and other legal papers at least **5 court days** (business days that are not court holidays) **before the hearing date.** Do not count weekend days or holidays. Some counties require more than 5 days' notice. Ask the facilitator or clerk how much notice to give. Count "day one" as the day **after the date the papers are mailed or delivered.**



Add Days for Mailing. If you have the papers mailed, instead of hand-delivered, add at least 3 days to the number of days' notice your county requires.

Example: You mail a document on a Monday. It will be presumed to have been served on Thursday.

If the third day after the papers are mailed is a weekend or holiday, add days so that the papers arrive on a business day.

Give more than the minimum notice. If for some reason the other parent does not get enough notice, you must reschedule the hearing, even if the other parent does not show up and object.

Caption. Fill out the caption.

1. To the Clerk of the Court and to all parties: Put

- Your hearing date and time.
- The courthouse address and room number where your hearing is scheduled.
- The docket name or judge's name.

2. List every matter you intend to bring up, including whether the orders are by agreement (**Example:** "Motion for Adjustment of Child Support").

This hearing was requested by: Sign and print your name and put the date where requested.

I agree to accept legal papers for this case at: Read the box to the right. Put an address where you can get papers quickly.

G. Instructions for Motion to Adjust Child Support Order – FL Modify 521

This form says what you are asking for, and why.

Caption. Fill out the caption.

1. Put your name.

2. Is the state filing this motion? Check No and skip to 3.

3. Two years or more have passed. Check the first box and skip to 4 if 2 years have not passed since the last order, and neither parent's income has changed.

Check the second box if at least 2 years have passed since the date of your Child Support Order. Check the second box immediately underneath if either parent's income has changed at all. **Example:** One parent's income has gone down since the entry of the last order because that parent lost their job. In the blank, explain. (If you need more room, you can use a Declaration or Financial Declaration form to explain.)

-
- ❖ Most people will not check the first box immediately underneath "at least two full years..." The Economic Table (in the Washington State Child Support Schedule) changed only slightly when last revised.
-

4. Current order allows periodic adjustment. If your Child Support Order allows for a periodic adjustment (often section 13 of the Child Support Order form), and you are making this motion according to that Order, check the second box.

Otherwise, check "does not apply."

5. Other. Most people will not put anything here.

Person making this motion fills out below: Date the form and sign where it says to. Print or type your name in the next blank.

Check the second box. Put your name and address. If you do not want the other parent to know where you live, put a P.O. box number if you have one, or put the address of a friend or relative you trust to tell you immediately if you receive any legal papers.

H. Order on Motion to Adjust Child Support Order- FL Modify 522

You will ask the judge to sign this form at the end of your hearing.

If you fill this out before your hearing, mark it as a proposed order. Show what you want the judge to decide.

If you fill it out after the hearing, show what the judge ordered, even if this is not what you wanted.

Caption. Fill out the caption.

1. Put your name.

2. Jurisdiction. Do not change this section.



3. Findings. Check the first box (denying the motion) only if the judge denies the motion at your hearing. In the blank, explain the reasons.

Otherwise, mark the second box (granting the motion) if you are writing your proposed order OR the judge ordered this after hearing. Then check the same boxes underneath that you checked in sections 3 and 4 of your motion.

❖ If you are filling this out after the hearing, check the boxes showing what the judge ordered.

4. Check **Denied** only if the judge denies the motion at your hearing.

Otherwise, check **Granted** if this is your proposed order, OR after the hearing if the judge grants the adjustment. Put the date the judge signs the new child support order, if different from the date the judge will sign this Order.

5. Other orders (if any). The judge may put something here.

Ordered. Leave this for the judge.

Petitioner or their lawyer fills out below: Date the form and sign where it says. Print or type your name in the blank below that.

Check the second box. Put your name and address. If you do not want the other parent to know where you live, put a P.O. box number if you have one, or put the address of a friend or relative you trust to tell you immediately if you receive any legal papers.

I. Declaration of: – FL All Family 135

Use this form to tell the court more about why you:

- need to change your child support OR
- do not agree to another party's motion to adjust child support

Other witnesses whose statements you want to use in court may use copies of this form to write them. Fill out the caption on this form and make several copies of it before you fill out the rest.

A declaration is a written statement made “under penalty of perjury.” The person signing the declaration swears that the information in the statement is true, and that they know they could face prosecution if the information is not true.

Your own declaration: You probably will not get a chance to testify. You should fill out a declaration to help the court to understand your financial situation, and why you want a support adjustment. Use the declaration to tell the judge what you believe the judge needs to know. It can help the judge if you use headings at the top of each paragraph. **Examples:** put *Why I Need an Adjustment*, *My Financial Situation*, *The Other Parent's Financial Situation*, and so on. Consider carefully which details to include. Try to keep the declaration short.

Witness Declarations: Try to get other people to write declarations for you, too. Think about anyone else who knows important facts about your case.

Example 1: You work a 33-hour week. Your company considers that full-time. Try to get declarations from your employer or supervisor explaining that.

Example 2: The other parent is asking that the court lower support, but a friend of yours recently saw the other parent driving a brand new expensive car. Try to get a declaration from that friend.

You can ask **doctors or counselors** to fill out declarations. They can state the reasons why the children have special needs for certain expenses.

You could also ask your **daycare provider** to make out a declaration about how much daycare costs.

Your witness can write or type a letter instead of writing on the declaration form. However, that witness should also sign a declaration form as a cover sheet that says “see attached letter.”

Any attachments must follow format rules for court forms. (See the “General Instructions” section.) The witness must sign the last part of the declaration that certifies the witness makes the statement under penalty of perjury. Otherwise, the court may not consider it.

J. Some brief rules about witness Declarations

The person making the declaration is the **Declarant**.

Put the most important points at the start. Less important points should come later.

The declarant should base their statement on their own personal knowledge (what they saw or experienced firsthand), not what someone else told the declarant. **Exception:** the declarant may talk about what one of the other parties has said.

The declarant should explain how well they know you or the people they are writing about, how often they see the people, and in what situations. **Example:** “Mr. Jones has worked for me

at Acme Plumbing for 15 years. I see him almost every day at the office. In addition, because our sons are on competing soccer teams, I have seen him coaching his son's games three or four times this season. He has invited me into his home a two or three times for dinner with his family over the years I have known him."

The writer must type the declaration or print it neatly in **black or dark blue ink**. (A few courts require that you type all declarations.) If the declaration is hard to read, the judge may not try.

❖ Do not make the declaration too long.

Stick to issues the judge will be deciding. Be specific on those issues.

Attach extra pages to the declaration if you need more space. Any extra pages should also have margins of at least one inch. You should number all the pages at the bottom.

Some courts limit the number of pages you can file with a motion. Check your local rules, or ask the clerk or facilitator.

If you attach documents to declarations, such as printouts of bills, school records, medical or treatment records, police records, and so on, refer to them in the declaration and call the attached documents exhibits and number them Exhibit Number 1, Exhibit Number 2, and so on.

If the papers you are attaching do not require a sealed cover sheet (see the General Instructions section), staple them to the declaration.

If the papers you are attaching have personal medical or mental health information, or financial records, or confidential court reports, put an exhibit number or letter on each paper you are attaching. When the declarant mentions that paper, they should use that exhibit number or letter and put it is "filed with the Sealed Personal Health Care Records cover sheet on _____ (date)." **Do not staple** the paper to the declaration. Attach it to the appropriate Sealed Cover Sheet form before you file and serve it. We describe the sealed cover sheet forms elsewhere here. (Also see the General Instructions section about what to keep out of the public file.)

K. Filling out the Declaration form

Caption. Fill out the caption and make as many copies of this form as you will need before adding any other information. This way, you will have blank forms with just the caption on them. You may give a copy to each witness to fill out and have one for you to use, where needed.

On the right side of the caption, after the words “declaration of...,” put the witness’s name.

Declaration of: The witness puts their name here.

1. In the first blank, the witness puts their name again. Then they put their age and check the box showing what they are.
2. This is where the witness tells their story.

Signed at (*city and state*): The witness must sign, date, and print their name in the appropriate blanks.

L. Sealed Personal Health Care Records (Cover Sheet) – FL All Family 012

Use this cover sheet on any records or correspondence with information relating to someone’s past, present, or future physical or mental health condition, including past, present, or future payments for health care.

Some of the papers you should use this cover sheet for are:

- Medical or mental health records and bills
- Letters or declarations from doctors and counselors
- Medical bills and statements of medical coverage (or denial)
- Cost estimates for medical care
- Social security and L&I and other disability program letters and records
- Medical evaluations
- Medical insurance records
- Dental records
- Records of alternative health care practitioners such as massage therapists, acupuncturists or chiropractors
- Genetic parentage testing

Put this cover sheet on declarations that mention medical or mental health conditions.

Keep a blank copy of this form. You might need to file more health care records later.

Attach the confidential personal health care records to this form.

Fill out the caption. Check the boxes showing what type of records you are attaching.

Submitted by: Check the box that applies to you. Sign and print your name.

M. Sealed Confidential Reports (Cover Sheet) - FL All Family 013

Use this whenever filing certain confidential reports with the court. You probably will not need it in a support adjustment motion. Get the form and instructions, if needed, at courts.wa.gov/forms.

N. Notice of Appearance – FL All Family 118

You will use this form to tell the court you are taking part in the case and you want notice of what is happening.

Caption. Fill out the caption.

1. Put your name.

2. Read this.

3. Put your mailing address. If you are afraid to give the other parties your address, use an address where you will **reliably and immediately** learn about mail that arrives for you.

If the mailing address you use on the Notice of Appearance changes during this case, you must fill out and file a new Notice of Address Change, FL All Family 120.

4. You can list an email address if you want, and if you will check that email account often.

Sign and date where it says to.

❖ If the mailing address you use in the Notice of Appearance later changes, you must fill out, file, and serve the other parent with a Notice of Address Change, FL All Family 120.





Part 11. How to file forms with the court

You may file your motion before or after you serve it. If you are filing it in a different county from the one that entered the last order, file the motion first, so your papers will have the correct case number.

Check Your Deadlines. Make sure you file your motion with the court far enough before your hearing date. You should file your motion a few days before the last date for serving the other parties. File your motion no later than the last day that you could serve the other parties before the hearing.

❖ **Example:** Your local rules say you must serve your motion five court days before the hearing. Your papers must be filed with the court and working papers delivered to the judge by five business days before the hearing, not counting the hearing day. Do not count weekends, court holidays, or the date the papers are mailed or delivered.

Step 1. Copy and File Your Papers

- 1. Make one copy of every paper**, including the proposed orders and financial documents.
- 2. Make two full sets of your papers (one set of originals and one set of copies).** Compare each set with the checklist of forms near the beginning of this packet. Make sure you have all of the forms you are using.
- 3. Take the originals and the copies to the county court clerk's office** in the superior courthouse where you are filing your motion. (If you do not live in that county, ask a friend there to file the case for you, or call the clerk's office to ask about filing the motion by mail.) Give the clerk the original copies of everything but the proposed Child Support Order and Order on Motion to Adjust Child Support Order. Ask the clerk if you should give the clerk the originals of the proposed Child Support Order and Proposed Order on Motion to Adjust Child Support Order. (If not, keep the orders. Do not file them now. Bring them to the hearing.)

4. **Ask the clerk to stamp your copies** to show the date you filed the originals. Take the stamped copies back from the clerk. The clerk will keep the originals.
5. **If your county requires you to leave a copy of your forms for the judge as working papers**, deliver the working papers (include copies of your proposed orders) before you leave the courthouse. See section C below for more info.

Step 2. How to serve forms

After filing your papers, **you** must have them properly served on (delivered to) the other parties. **The court does not serve the other parties.** You must arrange for service and make sure your server delivers the papers properly. **You cannot serve the papers on another party yourself.** The next paragraphs explain the rules for service. **Carefully follow the rules. If you do not do service properly, your court orders could be set aside, even years later.**

If your last Child Support Order was entered in Washington, you may start a Motion to Adjust Child Support Order by serving the papers on the other parties by certified mail. You do not need to get an order allowing service by mail. Nor do you need to have the papers hand delivered to (personally serve) the other parent. (You can if you wish.) You do need to know the other parent's address.

Step 3. Finding the Other Parent's Address

If you do not know the other parent's address, you may be able to get it from DCS or your court file.

DCS Address Disclosure: DCS records, including the other parent's address and workplace, are confidential. DCS has a process through which you may request the other parent's address in order to modify support. Call your DCS officer. Ask for an Address Disclosure Request form. Fill out the form and get it notarized. (Notaries are often available at local banks.)

After you send DCS the address disclosure request form, DCS will decide whether to:

- Withhold the address
- Give the other parent notice of your request and a chance to object
- Release the address to you outright

DCS rules for disclosure state when they will release or withhold the address, when they notify the other parent of the address request, and when a party may appeal their decision.

Court File: Try to check your court file to find the last address the other parent gave the court on the Child Support Order. You may be able to serve the other parent at the address on the Child Support Order if you can show you made “diligent efforts” to find the other party.

Both parties must update their addresses on the Confidential Information Form. You can also file a motion for access to a sealed form to try to get the most recent address it lists. Talk with a lawyer, or the family law facilitator or court clerk.

Step 4. Serving your Motion

Make sure your motion is served in time to give the other parent enough notice before the hearing date. For civil motions, that is usually five business days, plus at least three extra days for mailing, before the hearing date. You may need to give more notice in your county. See the Instructions for the Notice of Hearing form. **You must serve all the parties on time.** This includes the other parent, and any other parties in the case, such as the State of Washington, if the child has gotten public assistance (TANF), Medicaid, or foster care. Use our [Serving Papers on the State](#) packet.

Copy and Organize Your Papers. Make a copy of every paper you are using (except the Proof of Mailing or Hand Delivery and Confidential Information Form) for each of the other parties and one for the judge (if you need working papers – see the Working Papers section below).

Make an extra copy of the Summons to attach to the Proof of Mailing or Hand Delivery.

Make a set of the papers for each of the other parties and the judge. Put all the originals into the set for the court. Make sure every other set has a copy of each form you are using. (Do not give the other parties the Proof of Mailing or Hand Delivery or Confidential Information Form.)

Compare each set to your checklist. Make sure you included everything.

Keep a full set of copies for yourself. Put each of the other parties’ sets of papers in an envelope, addressed to that party, with your return address. You will use these sets for service.

Do not serve the papers yourself. Get a friend or relative age 18 or older to mail or personally serve the papers for you, and to sign the Proof of Mailing or Hand Delivery.

Service by Mail: Your server may mail the papers *Certified Mail, Return Receipt Requested*. Take the person who is serving the papers for you to the post office. Have that person send the other parties’ copies of forms for you. You may pay for the postage, but do

not be the one who mails the forms. Have the server fill out the Proof of Mailing or Hand Delivery.

Personal Service: Your server may personally serve the other parties.

Follow the rules carefully when you are having the other parties personally served. You may hire a process server. Alternatively, you can ask a competent adult friend to serve the papers for you.

Your friend must understand how important it is to serve the papers and fill out the Proof of Mailing or Hand Delivery correctly. If you do not serve the other parties properly, then your court orders could be set aside, even years later.

- **If possible, your Server should hand the papers directly to the other party.** Your server may hand the papers to the other parent at home, work, or anywhere else they can be found.
- **If the other parent is not home, your Server may give the papers at the other party's home** to any competent adult who lives with the other party. If your server does this, they should ask the person they leave the papers with for their name and age. They should also ask if the other parent lives at that address and if the person with whom they are leaving the papers lives there.

Step 5. Filling Out the Proof of Mailing or Hand Delivery – FL All Family 112

Make some blank copies of this form. You may need to fill it out and file it several times. You will use this form to show that copies of papers you filed in court have been delivered to the other parties. Use a separate form for each party to whom papers were mailed or delivered.

Caption. Fill out the caption.

1. Have your server check the third box and put their name.
2. In the first blank, the server should put the date they served the papers. In the second blank, they should put who they served. Then they should check the boxes and fill out any blanks as needed to show how they served the other party.
3. **List all documents you served:** Your server must check the box for **every form** they sent or delivered to the other party. If you they leave out a form, you will have no proof it was served.

I declare under penalty of perjury. Your server should sign and date the form, state the place signed (city and state), and print their name where it says.

Step 6. Working Papers and Confirming Your Hearing

In many counties, you must:

- **Deliver an extra copy of all of papers** (including proposed orders) for your hearing for the judge to read. We call this set of copies Working Papers or Working Copies. Read [What are Working Copies](#) to learn more.
- **Confirm the hearing** a few days before the hearing date. “Confirming the hearing” means telling the court the hearing will take place as scheduled. Ask the facilitator or clerk how to confirm.

To learn the rules for working papers and confirming the hearing in your county, read local court rules, and ask the facilitator or clerk.

❖ If you do not give the judge working papers or confirm your hearing in a county requiring it, the judge may cancel your hearing or not read your papers.

Step 7. Replying to the Other Party’s Response

The other parent must respond in writing to your motion before the hearing. In most counties, the other parent must deliver their response to you and the court no later than one court day before the hearing.\

If the other parent sends no response, go to the hearing anyway. If the other parent does not show up, you ought to get your order. (See “Going to the Hearing,” below.)

If the other parent comes to the hearing, tell the judge the other parent did not send you a written response on time. The judge may decide not to consider the other party’s papers, or to reschedule the hearing to a later date, or to go ahead with the hearing.

Read the other party’s response carefully. If you do not get a chance to file a reply, be ready to tell the judge what you disagree with in the other party’s response.

Filing a Reply: Most counties do not let you file a reply. If yours does, use the Declaration form to write your reply. Put **Declaration of (Petitioner or Respondent) in Reply** under the title of the declaration form. In the declaration, explain what you disagree with in the other party’s response, and why. **Do not bring up new issues in the reply.** You may only

respond to things that the other parent talks about in their response. If needed, give the court extra papers or declarations from other witnesses.

When you have filled out your declaration, make a copy of it (and every other paper that you need to respond to the other party's response) for each of the other parties, yourself, and the judge (if you need working papers).

File a set of the papers with the court clerk. Have the clerk stamp the copy that you keep, so you can prove when you filed it.

Deliver a set of the papers to each of the other parties (and to the judge if you need working papers – see the instructions for working papers, above). **You must file and serve the papers by the deadline for your reply.** Check local rules, or ask the family law facilitator or court clerk what the reply deadline is. If you do not serve your reply by the deadline, the judge may not read it.

Step 8. Going to the Hearing

If the Other parent Gets a Lawyer. If at any time before the hearing another party's lawyer contacts you or shows up at a hearing, you may decide to get a lawyer yourself. If so, tell the lawyer and the court that you need to postpone (continue) the hearing. Do not panic. The lawyer may ask you to sign some documents. Do not sign anything you do not understand.

Get Ready for the Hearing. Try to go to court before the day of your hearing. Watch how the court holds hearings. Try also to make some notes to yourself about the main points that you want to make when you have a chance to talk during the hearing.

Get to Your Hearing Early. Try to dress neatly. Bring a pad of paper and black pen to write notes with. Bring your set of the papers, and your copies of any papers the other parties gave you in response. It is better not to bring your children if you can help it. The judge will usually not let them sit in the courtroom. If you are not there on time, the hearing will be cancelled (or the other parent may win).

When You Get to the Courtroom. Tell the person in charge in the courtroom (the clerk or the bailiff) your name and the name and number of your case. Take a seat. When the judge walks in the room, stand. When they call your case name, tell the court you are present. Remain in court until they call your case for hearing.

Come forward when told to do so. Give the court the originals of your proposed child support order forms: Order on Adjustment of Support, Child Support Order and Child Support Worksheets that you filled out.



Getting a Default Judgment. If the other parent does not appear, show the judge your Proof of Mailing or Hand Delivery. Ask the judge to sign your orders. Tell the clerk or bailiff that you need a copy of the order.

Presenting Your Case. If the other parent shows up at the hearing, each of you will have a chance to tell your side of the case. Stand while speaking. Tell the judge briefly what you want and why. Try to keep your argument short and only outline your main points. In most cases, the judge will have read your papers before the hearing. Do not repeat everything in your papers. Try to make notes to use at the hearing.

Do not interrupt the judge.

Hearing the Judge's Decision. After the judge has heard both sides, they will decide on your requests. Listen carefully. Make notes. The judge may make changes to the orders one party filled out, or they may direct you, the other party, or the other party's lawyer to do it. If the other party's lawyer makes changes to the orders, read them carefully. Make sure they say what the judge said. If you are not sure about any of the changes, do not sign the orders. Ask the lawyer to go back before the judge to make sure the order says what the judge said.

-
- ❖ Usually you want to have court orders showing the judge's decision signed the day of your hearing. Some counties require orders be signed before the parties leave the courthouse.
-

Getting Copies of the Orders. Make sure you get a conformed copy of the orders as signed by the judge. Ask the clerk how to do this. The clerk may give you the originals and tell you to go make copies in the library or at the clerk's office. **Do not leave the courthouse with or change or destroy court orders the judge has signed.** If you do not know what to do with the originals, ask someone at the clerk's office to help you.

Make sure the other parties to your hearing also get a copy of the orders, especially if they are entered by agreement. Use the Proof of Mailing or Hand Delivery procedure to prove this has been done.

Step 9. If you disagree with the Court's Order

Your options are limited. Talk to a lawyer right away. Your deadline may be short!



Part 12. Entering an Agreed Order on Motion to Adjust Child Support Order

In some cases, you and the other parties might come to an agreement before the hearing. If so, you do not need a contested hearing.

You may not even need to fill out all of the forms. If you think the other parent will agree with the adjustment, fill out the child support worksheets, the Order on Motion to Adjust Child Support Order, and the Child Support Order. See the Checklist section of this packet for the list of forms where the parties agree. You may also need to have proof the parties' incomes (**Examples:** tax returns and recent pay stubs) for the court to review.

You and the other parties must sign all the orders (Order on Motion to Adjust Child Support Order, Child Support Order and worksheets) in **black or dark blue ink**. Take the originals to the courthouse. If your courthouse has an ex parte department, take the orders there to get them signed. If it does not, ask the court clerk's office or family law facilitator how to get an agreed order re: adjustment of child support signed.

If you come to an agreement on the day of the hearing while you are waiting for your turn to call your case, stand up when they call your case and tell the judge that you have agreed orders. Take them to the judge to sign them.





Part 13. Words and expressions you should know

Appearance: Informing the court and parties where you can get notice and that you plan to take part in your case. You can do this in person at a Court hearing, or in writing, usually by filing and serving a Notice of Appearance. Certain informal actions, such as negotiating, phoning about the case, or writing a letter, might also be an appearance.

Attachment: A document stapled to a court form and referred to in the form. Attachments should follow format rules for court forms. (Basic information about format rules is in the General Instructions section of this packet.)

Bailiff: A member of the judge's staff, in charge of courtroom procedure and security. The bailiff and clerk may be the same person.

Calendar: The court's schedule of cases to be heard. Also called a Docket.

Caption: The heading of each legal document. It has the names of the court and the parties, case number, name of the document itself, and, sometimes, type of case.

Certified Copy: A copy of a document from the court file made by the court clerk that has an official stamp on it stating it is a true copy. Usually, you pay for a certified copy.

Clerk of the Court: Officer of the court handling matters like keeping records, entering judgments and providing certified copies. Each courthouse has a Superior Court Clerk's Office. Someone from the clerk's staff is usually in the courtroom during hearings.

Confirm a Hearing or Trial: Notifying the court that you still plan to have the hearing or trial scheduled in your case. How to confirm varies by county. Not all counties require it. Often a phone call to the court a few days before the hearing or trial is required. Local rules explain each county's requirements. If notice is required and you do not give it, the court may cancel the hearing or trial.

Conformed Copy: A copy of any court document you have filed with the clerk. It must be stamped with the date filed. If it is an order, it must also have the name of the judge who signed it written or stamped on it.

Continuance: Delaying your court hearing to a later date. In some counties, the judge must approve any request for a continuance.

Custodian: The person the children live with most of the time.



DCS: Division of Child Support: The state office (part of DSHS) that establishes, enforces and changes child support obligations in many cases.

Declaration: A written statement made to the court under oath.

Default: When you do not respond to court papers within the legal deadline.

Ex Parte: Going before the court without notifying the other party. Sometimes also refers to the courtroom where you see a judge without notifying the other party.

Exhibit: Documents, records, and photos introduced into evidence at hearing. Attachments to legal forms that are exhibits should follow format rules for court forms. (Basic information about format rules is in the General Instructions section of this packet.)

Filing: Giving court papers to the Court Clerk to place in the case file.

Hearing: Going before a judge to ask for a court order or defend against another party's request. Hearings usually take place before the trial and are about specific issues. **Example:** temporary relief. Hearings on important issues (**example:** motions to dismiss) may end the case. The judge might not allow live witness testimony at a hearing. Instead, you might have to file and serve materials in advance in writing. The court might decide certain types of child support cases by hearing rather than by trial.

Motion: A formal request to the court for an order.

Motion Docket: The court's schedule of motions it will hear.

Moving Party: The person who files the Motion to Adjust Child Support Order. The moving party can be either a Petitioner or Respondent in the original case.

Note/Notice of Hearing/Note for Motion Docket: A form letting the clerk know to schedule a hearing and telling the other parties the hearing time, place, and subject.

Order: A court document a judge signs ordering someone to do or not do something. Restraining orders, orders re adequate cause, Residential Schedules or decrees, are all examples of orders, if the judge has signed them. If you disobey a court order, the judge may hold you in contempt. An order is not in effect until a judge has signed it. (See "proposed order" definition.)

Other party: Every party to the case, other than yourself. In court forms, the "other party" can also mean one party. **Example:** when the Motion for Default says "other party," it means the party you believe is in default.

Party: Any Petitioner or Respondent. GALs and the State of Washington may also be parties.



Proposed Order: A document you ask the judge to sign. It will not yet have the judge’s signature on it. In many counties, you must file and serve your proposed order with your motion or response to a motion to show how you want the court to decide the motion. Even if your county does not require it, you should prepare proposed orders anyway. A proposed order becomes an order if the judge signs it.

Response: A formal written answer to a court Petition. Can also mean the papers someone files in response to a motion. It can be confusing. We use the word “Response” with a capital “R” to refer to the Response form. We say “response” with a small “r” to refer to all types of responses (**Example:** responses to motions *and* petitions).

Ruling: A decision by the court.

Service: Giving court papers to the other party in a legally correct way.

Transfer Payment: The amount of child support the court orders a parent to pay.

Working copies/working papers: Local court rules may require you to deliver a set of working papers to the judge before a hearing. Read [What are Working Copies](#).



Part 14. Blank Forms

The rest of this packet has blank forms for your use. Make a copy of each form so you have an extra in case your first draft needs many changes. You may need forms from other packets. You may not need all the forms here.

The Washington Administrative Office of the Courts also has Microsoft Word and PDF versions of many of these forms available on their web site at courts.wa.gov/forms.

Washington State Child Support Schedule Worksheets

Proposed by (name) _____ State of WA (CSWP)
 Or, Signed by the Judicial/Reviewing Officer. (CSW)

County _____ Case No. _____

Child/ren and Age/s: _____

Parents' names: _____
(Column 1) (Column 2)

	Column 1	Column 2
Part I: Income (see Instructions, page 6)		
1. Gross Monthly Income		
a. Wages and Salaries	\$	\$
b. Interest and Dividend Income	\$	\$
c. Business Income	\$	\$
d. Maintenance Received	\$	\$
e. Other Income	\$	\$
f. Imputed Income	\$	\$
g. Total Gross Monthly Income (add lines 1a through 1f)	\$	\$
2. Monthly Deductions from Gross Income		
a. Income Taxes (Federal and State)	\$	\$
b. FICA (Soc. Sec.+ Medicare)/Self-Employment Taxes	\$	\$
c. State Industrial Insurance Deductions	\$	\$
d. Mandatory Union/Professional Dues	\$	\$
e. Mandatory Pension Plan Payments	\$	\$
f. Voluntary Retirement Contributions	\$	\$
g. Maintenance Paid	\$	\$
h. Normal Business Expenses	\$	\$
i. Total Deductions from Gross Income (add lines 2a through 2h)	\$	\$
3. Monthly Net Income (line 1g minus 2i)	\$	\$
4. Combined Monthly Net Income (add both parents' monthly net incomes from line 3)	\$	
5. Basic Child Support Obligation Number of children: _____ x \$ _____ per child (enter total amount in box →)	\$	
6. Proportional Share of Income (divide line 3 by line 4 for each parent)	.	.

	Column 1	Column 2
Part II: Basic Child Support Obligation (see Instructions, page 7)		
7. Each Parent's Basic Child Support Obligation without consideration of low income limitations. (Multiply each number on line 6 by line 5.)	\$	\$
8. Calculating low income limitations: Fill in only those that apply.		
Self-Support Reserve: (125% of the federal poverty guideline for a one-person family.)	\$	
a. Is Combined Net Income Less Than \$1,000? If yes, for each parent enter the presumptive \$50 per child.	\$	\$
b. Is Monthly Net Income Less Than Self-Support Reserve? If yes, for that parent enter the presumptive \$50 per child.	\$	\$
c. Is Monthly Net Income equal to or more than Self-Support Reserve? If yes, for each parent subtract the self-support reserve from line 3. If that amount is less than line 7, enter that amount or the presumptive \$50 per child, whichever is greater.	\$	\$
9. Each parent's basic child support obligation after calculating applicable limitations. For each parent, enter the lowest amount from line 7, 8a - 8c, but not less than the presumptive \$50 per child.	\$	\$
Part III: Health Care, Day Care, and Special Child Rearing Expenses (see Instructions, page 8)		
10. Health Care Expenses		
a. Monthly Health Insurance Premiums Paid for Child(ren)	\$	\$
b. Uninsured Monthly Health Care Expenses Paid for Child(ren)	\$	\$
c. Total Monthly Health Care Expenses (line 10a plus line 10b)	\$	\$
d. Combined Monthly Health Care Expenses (add both parents' totals from line 10c)	\$	
11. Day Care and Special Expenses		
a. Day Care Expenses	\$	\$
b. Education Expenses	\$	\$
c. Long Distance Transportation Expenses	\$	\$
d. Other Special Expenses (describe)	\$	\$
	\$	\$
	\$	\$
	\$	\$
e. Total Day Care and Special Expenses (add lines 11a through 11d)	\$	\$
12. Combined Monthly Total Day Care and Special Expenses (add both parents' day care and special expenses from line 11e)	\$	
13. Total Health Care, Day Care, and Special Expenses (line 10d plus line 12)	\$	
14. Each Parent's Obligation for Health Care, Day Care, and Special Expenses (multiply each number on line 6 by line 13)	\$	\$
Part IV: Gross Child Support Obligation		
15. Gross Child Support Obligation (line 9 plus line 14)	\$	\$

	Column 1	Column 2
Part V: Child Support Credits (see Instructions, page 9)		
16. Child Support Credits		
a. Monthly Health Care Expenses Credit	\$	\$
b. Day Care and Special Expenses Credit	\$	\$
c. Other Ordinary Expenses Credit (describe)	\$	\$
d. Total Support Credits (add lines 16a through 16c)	\$	\$
Part VI: Standard Calculation/Presumptive Transfer Payment (see Instructions, page 9)		
17. Standard Calculation (line 15 minus line 16d or \$50 per child whichever is greater)	\$	\$
Part VII: Additional Informational Calculations		
18. 45% of each parent's net income from line 3 (.45 x amount from line 3 for each parent)	\$	\$
19. 25% of each parent's basic support obligation from line 9 (.25 x amount from line 9 for each parent)	\$	\$
Part VIII: Additional Factors for Consideration (see Instructions, page 9)		
20. Household Assets (List the estimated present value of all major household assets.)		
a. Real Estate	\$	\$
b. Investments	\$	\$
c. Vehicles and Boats	\$	\$
d. Bank Accounts and Cash	\$	\$
e. Retirement Accounts	\$	\$
f. Other (describe)	\$	\$
	\$	\$
21. Household Debt (List liens against household assets, extraordinary debt.)		
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
22. Other Household Income		
a. Income Of Current Spouse or Domestic Partner (if not the other parent of this action) Name _____ Name _____	\$ \$	\$ \$
b. Income Of Other Adults In Household Name _____ Name _____	\$ \$	\$ \$

	Column 1	Column 2
c. Gross income from overtime or from second jobs the party is asking the court to exclude per Instructions, page 8 _____	\$	\$
d. Income Of Child(ren) (if considered extraordinary) Name _____ Name _____	\$ \$	\$ \$
e. Income From Child Support Name _____ Name _____	\$ \$	\$ \$
f. Income From Assistance Programs Program _____ Program _____	\$ \$	\$ \$
g. Other Income (describe) _____ _____	\$ \$	\$ \$
23. Non-Recurring Income (describe) _____ _____	\$ \$	\$ \$
24. Monthly Child Support Ordered for Other Children		
Name/age: _____ Paid <input type="checkbox"/> Yes <input type="checkbox"/> No	\$	\$
Name/age: _____ Paid <input type="checkbox"/> Yes <input type="checkbox"/> No	\$	\$
Name/age: _____ Paid <input type="checkbox"/> Yes <input type="checkbox"/> No	\$	\$
25. Other Child(ren) Living In Each Household		
(First name(s) and age(s))		
26. Other Factors For Consideration		

Other Factors for Consideration (continued) (attach additional pages as necessary)	

Signature and Dates			
I declare, under penalty of perjury under the laws of the State of Washington, the information contained in these Worksheets is complete, true, and correct.			
_____		_____	
Parent's Signature (Column 1)		Parent's Signature (Column 2)	
_____		_____	
Date	City	Date	City

 Judicial/Reviewing Officer

 Date

**This worksheet has been certified by the State of Washington Administrative Office of the Courts.
 Photocopying of the worksheet is permitted.**

WASHINGTON STATE CHILD SUPPORT SCHEDULE

Including:

- Definitions and Standards
- Instructions
- Economic Table
- Worksheets

Effective Dates:

Definitions & Standards	January 1, 2023
Instructions - only	January 1, 2023
Economic Table	January 1, 2019
Worksheets	January 1, 2023



WASHINGTON
COURTS

ADMINISTRATIVE OFFICE OF THE COURTS

Internet--download forms:

<http://www.courts.wa.gov/>

Child Support Hotline, State DSHS, 1 (800) 442-KIDS

WASHINGTON STATE CHILD SUPPORT SCHEDULE

DEFINITIONS AND STANDARDS

Definitions

Unless the context clearly requires otherwise, these definitions apply to the standards following this section. RCW 26.19.011.

Basic child support obligation: means the monthly child support obligation determined from the economic table based on the parties' combined monthly net income and the number of children for whom support is owed.

Child support schedule: means the standards, economic table, worksheets and instructions, as defined in chapter 26.19 RCW.

Court: means a superior court judge, court commissioner, and presiding and reviewing officers who administratively determine or enforce child support orders.

Deviation: means a child support amount that differs from the standard calculation.

Economic table: means the child support table for the basic support obligation provided in RCW 26.19.020.

Full-time: means the customary number of maximum, non-overtime hours worked in an individual's historical occupation, industry, and labor market. "Full-time" does not necessarily mean hours per week.

Instructions: means the instructions developed by the Administrative Office of the Courts pursuant to RCW 26.19.050 for use in completing the worksheets.

Standards: means the standards for determination of child support as provided in chapter 26.19 RCW.

Standard calculation: means the presumptive amount of child support owed as determined from the child support schedule before the court considers any reasons for deviation.

Support transfer payment: means the amount of money the court orders one parent to pay to another parent or custodian for child support after determination of the standard calculation and deviations. If certain expenses or credits are expected to fluctuate and the order states a formula or percentage to determine the additional amount or credit on an ongoing basis, the term "support transfer payment" does not mean the additional amount or credit.

Worksheets: means the forms developed by the Administrative Office of the Courts pursuant to RCW 26.19.050 for use in determining the amount of child support.

Application Standards

1. **Application of the support schedule:** The child support schedule shall be applied:
 - a. in each county of the state;
 - b. in judicial and administrative proceedings under titles 13, 26 and 74 RCW;
 - c. in all proceedings in which child support is determined or modified;
 - d. in setting temporary and permanent support;
 - e. in automatic modification provisions or decrees entered pursuant to RCW 26.09.100; and
 - f. in addition to proceedings in which child support is determined for minors, to adult children who are dependent on their parents and for whom support is ordered pursuant to RCW 26.09.100.

The provisions of RCW 26.19 for determining child support and reasons for deviation from the standard calculation shall be applied in the same manner by the court, presiding officers and reviewing officers. RCW 26.19.035(1).

2. **Written findings of fact supported by the evidence:** An order for child support shall be supported by written findings of fact upon which the support determination is based and shall include reasons for any deviation from the standard calculation and reasons for denial of a party's request for deviation from the standard calculation. RCW 26.19.035(2).
3. **Completion of worksheets:** Worksheets in the form developed by the Administrative Office of the Courts shall be completed under penalty of perjury and filed in every proceeding in which child support is determined. The court shall not accept incomplete worksheets or worksheets that vary from the worksheets developed by the Administrative Office of the Courts. RCW 26.19.035(3).
4. **Court review of the worksheets and order:** The court shall review the worksheets and the order setting child support for the adequacy of the reasons set forth for any deviation or denial of any request for deviation and for the adequacy of the amount of support ordered. Each order shall state the amount of child support calculated using the standard calculation and the amount of child support actually ordered. Worksheets shall be attached to the decree or order or if filed separately, shall be initialed or signed by the judge and filed with the order. RCW 26.19.035(4).

Income Standards

1. **Consideration of all income:** All income and resources of each parent's household shall be disclosed and considered by the court when the court determines the child support obligation of each parent. Only the income of the parents of the children whose support is at issue shall be calculated for purposes of calculating the basic support obligation. Income and resources of any other person shall not be included in calculating the basic support obligation. RCW 26.19.071(1).
2. **Verification of income:** Tax returns for the preceding two years and current paystubs shall be provided to verify income and deductions. Other sufficient verification shall be required for income and deductions which do not appear on tax returns or paystubs. RCW 26.19.071(2).
3. **Income sources included in gross monthly income:** Monthly gross income shall include income from any source, including: salaries; wages; commissions; deferred compensation; overtime, except as excluded from income in RCW 26.19.071(4)(h); contract-related benefits; income from second jobs except as excluded from income in RCW 26.19.071(4)(h); dividends; interest; trust income; severance pay; annuities; capital gains; pension retirement benefits; workers' compensation; unemployment benefits; maintenance actually received; bonuses; social security benefits; disability insurance benefits; and income from self-employment, rent, royalties, contracts, proprietorship of a business, or joint ownership of a partnership or closely held corporation. RCW 26.19.071(3).

Veterans' disability pensions: Veterans' disability pensions or regular compensation for disability incurred in or aggravated by service in the United States armed forces paid by the Veterans' Administration shall be disclosed to the court. The court may consider either type of compensation as disposable income for purposes of calculating the child support obligation. See RCW 26.19.045.

4. **Income sources excluded from gross monthly income:** The following income and resources shall be disclosed but shall not be included in gross income: income of a new spouse or domestic partner or income of other adults in the household; child support received from other relationships; gifts and prizes; temporary assistance for needy families (TANF); Supplemental Security Income; general assistance; food stamps; and overtime or income from second jobs beyond forty hours per week averaged over a twelve-month period worked to provide for a current family's needs, to retire past relationship debts, or to retire child support debt, when the court finds the income will cease when the party has paid off their debts. Receipt of income and resources from temporary assistance for needy families, Supplemental Security Income, general assistance and food stamps shall not be a reason to deviate from the standard calculation. RCW 26.19.071(4).

VA aid and attendant care: Aid and attendant care payments to prevent hospitalization paid by the Veterans Administration solely to provide physical home care for a disabled veteran, and special compensation paid under 38 U.S.C. Sec. 314(k) through (r) to provide either special care or special aids, or both to assist with routine daily functions shall be disclosed. The court may not include either aid or attendant care or special medical compensation payments in gross income for purposes of calculating the child support obligation or for purposes of deviating from the standard calculation. See RCW 26.19.045.

Other aid and attendant care: Payments from any source, other than veterans' aid and attendance allowance or special medical compensation paid under 38 U.S.C. Sec. 314(k) through (r) for services provided by an attendant in case of a disability when the disability necessitates the hiring of the services or an attendant shall be disclosed but shall not be included in gross income and shall not be a reason to deviate from the standard calculation. RCW 26.19.055.

5. **Determination of net income:** The following expenses shall be disclosed and deducted from gross monthly income to calculate net monthly income: federal and state income taxes (see the following paragraph); federal insurance contributions act deductions (FICA); mandatory pension plan payments; mandatory union or professional dues; state industrial insurance premiums; court-ordered maintenance to the extent actually paid; up to \$5,000 per year in voluntary retirement contributions actually made if the contributions show a pattern of contributions during the one-year period preceding the action establishing the child support order unless there is a determination that the contributions were made for the purpose of reducing child support; and normal business expenses and self-employment taxes for self-employed persons. Justification shall be required for any business expense deduction about which there is a disagreement. Items deducted from gross income shall not be a reason to deviate from the standard calculation. RCW 26.19.071(5).

Allocation of tax exemptions: The parties may agree which parent is entitled to claim the child or children as dependents for federal income tax exemptions. The court may award the exemption or exemptions and order a party to sign the federal income tax dependency exemption waiver. The court may divide the exemptions between the parties, alternate the exemptions between the parties or both. RCW 26.19.100.

6. **Imputation of income:** The court shall impute income to a parent when the parent is voluntarily unemployed or voluntarily underemployed. The court shall determine whether the parent is voluntarily underemployed or voluntarily unemployed based upon that parent's assets, residence, employment and earnings history, job skills, educational attainment, literacy, health and age, criminal record, dependency court obligations, and other employment barriers, record of seeking work, the local job market, the availability of employers willing to hire the parent, the prevailing earnings level in the local community, or any other relevant factors. A court shall not impute income to a parent who is gainfully employed on a full-time basis, unless the court finds that the parent is voluntarily underemployed and finds that the parent is purposely underemployed to reduce the parent's child support obligation. Income shall not be imputed for an unemployable parent. Income shall not be imputed to a parent to the extent the parent is unemployed or significantly underemployed due to the parent's efforts to comply with court-ordered reunification efforts under chapter 13.34 RCW or under a voluntary placement agreement with an agency supervising the child. Except as provided below regarding high school students, in the absence of records of a parent's actual earnings, the court shall impute a parent's income in the following order of priority:

- (a) Full-time earnings at the current rate of pay;
- (b) Full-time earnings at the historical rate of pay based on reliable information, such as employment security department data;
- (c) Full-time earnings at a past rate of pay where information is incomplete or sporadic;
- (d) Earnings of 32 hours per week at minimum wage in the jurisdiction where the parent resides if the parent is on temporary assistance for needy families (TANF) now or recently came off TANF or recently came off aged, blind, or disabled assistance benefits, pregnant women assistance benefits, essential needs and housing support, Supplemental Security Income, or disability, has recently been released from incarceration, or is a recent high school graduate. Imputation of earnings at 32 hours per week under this provision is a rebuttable presumption;
- (e) Full-time earnings at minimum wage in the jurisdiction where the parent resides if the parent has a recent history of minimum wage earnings, has never been employed and has no earnings history, or has no significant earnings history;
- (f) Median net monthly income of year-round full-time workers as derived from the United States Census Bureau, current population reports, or such replacement report as published by the Census Bureau. (See "Approximate Median Net Monthly Income" table on page 7.) RCW 26.19.071(6).

When a parent is currently enrolled in high school full-time, the court shall consider the totality of the circumstances of both parents when determining whether each parent is voluntarily unemployed or voluntarily underemployed. If a parent who is currently enrolled in high school is determined to be voluntarily unemployed or voluntarily underemployed, the court shall impute income at earnings of 20 hours per week at minimum wage in the jurisdiction where that parent resides. Imputation of earnings at 20 hours per week under this provision is a rebuttable presumption.

Allocation Standards

1. **Basic child support:** The basic child support obligation derived from the economic table shall be allocated between the parents based on each parent's share of the combined monthly net income. RCW 26.19.080(1).

2. **Healthcare expenses:** Healthcare costs are not included in the economic table. Monthly healthcare costs shall be shared by the parents in the same proportion as the basic support obligation. Healthcare costs shall include, but not be limited to, medical, dental, orthodontia, vision, chiropractic, mental health treatment, prescription medications, and other similar costs for care and treatment. RCW 26.19.080(2).
3. **Daycare and special child rearing expenses:** Daycare and special child rearing expenses, such as tuition and long distance transportation costs to and from the parents for visitation purposes, are not included in the economic table. These expenses shall be shared by the parents in the same proportion as the basic child support obligation. RCW 26.19.080(3).
4. The court may exercise its discretion to determine the necessity for and the reasonableness of all amounts ordered in excess of the basic child support obligation. RCW 26.19.080(4).

Limitations Standards

1. **Limit at 45% of a parent's net income:** No parent's child support obligation owed for all of their biological or legal children may exceed 45% of net income except for good cause shown.
 - a. Each child is entitled to a pro rata share of the income available for support, but the court only applies the pro rata share to the children in the case before the court.
 - b. Before determining whether to apply the 45% limitation, the court must consider the best interests of the children and the circumstances of each parent. Such circumstances include, but are not limited to, leaving insufficient funds in the custodial parent's household to meet the basic needs of the children, comparative hardship to the affected households, assets or liabilities, and any involuntary limits on any parent's earning capacity including incarceration, disabilities, or incapacity.
 - c. Good cause includes, but is not limited to, possession of substantial wealth, children with daycare expenses, special medical need, educational need, psychological need, and larger families. RCW 26.19.065(1).
2. **Presumptive minimum support obligation:** When a parent's monthly net income is below 125% of the federal poverty guideline for a one-person family, a support order of not less than \$50 per child per month shall be entered unless the obligor parent establishes that it would be unjust to do so in that particular case. The decision whether there is a sufficient basis to go below the presumptive minimum payment must take into consideration the best interests of the children and circumstances of each parent. Such circumstances can include leaving insufficient funds in the custodial parent's household to meet the basic needs of the children, comparative hardship to the affected households, assets or liabilities, and earning capacity. RCW 26.19.065(2)(a).
3. **Self-support reserve:** The basic support obligation of the parent making the transfer payment, excluding healthcare, daycare, and special child-rearing expenses, shall not reduce their net income below the self-support reserve of 125% of the federal poverty level for a one-person family, except for the presumptive minimum payment of \$50 per child per month or when it would be unjust to apply the self-support reserve limitation after considering the best interests of the children and the circumstances of each parent. Such circumstances include, but are not limited to, leaving insufficient funds in the custodial parent's household to meet the basic needs of the children, comparative hardship to the affected households, assets or liabilities, and earning capacity. This section shall not be construed to require monthly substantiation of income.

(See the Self-Support Reserve memorandum on the courts' website www.courts.wa.gov/forms and at www.WashingtonLawHelp.org.) RCW 26.19.065(2)(b).

4. **Income above \$12,000:** The economic table is presumptive for combined monthly net incomes up to and including \$12,000. When combined monthly net income exceeds \$12,000; the court may exceed the maximum presumptive amount of support upon written findings of fact. RCW 26.19.065(3).

Deviation Standards

1. Reasons for deviation from the standard calculation include but are not limited to the following:
 - a. **Sources of income and tax planning:** The court may deviate from the standard calculation after consideration of the following:
 - i. Income of a new spouse or new domestic partner if the parent who is married to the new spouse or the parent who is in a domestic partnership with the new domestic partner is asking for a deviation based on any other reason. Income of a new spouse or domestic partner is not, by itself, a sufficient reason for deviation;
 - ii. Income of other adults in the household if the parent who is living with the other adult is asking for a deviation based on any other reason. Income of the other adults in the household is not, by itself, a sufficient reason for deviation;
 - iii. Child support actually received from other relationships;
 - iv. Gifts;
 - v. Prizes;
 - vi. Possession of wealth, including but not limited to savings, investments, real estate holdings and business interests, vehicles, boats, pensions, bank accounts, insurance plans or other assets;
 - vii. Extraordinary income of a child; or
 - viii. Tax planning considerations. A deviation for tax planning may be granted only if children would not receive a lesser economic benefit due to the tax planning;
 - ix. Income that has been excluded under RCW 26.19.071(4)(h) if the person earning that income asks for a deviation for any other reason. RCW 26.19.075(1)(a).
 - b. **Nonrecurring income:** The court may deviate from the standard calculation based on a finding that a particular source of income included in the calculation of the basic support obligation is not a recurring source of income. Depending on the circumstances, nonrecurring income may include overtime, contract-related benefits, bonuses or income from second jobs. Deviations for nonrecurring income shall be based on a review of the nonrecurring income received in the previous two calendar years. RCW 26.19.075(1)(b).
 - c. **Debt and high expenses:** The court may deviate from the standard calculation after consideration of the following expenses:
 - i. Extraordinary debt not voluntarily incurred;
 - ii. A significant disparity in the living costs of the parents due to conditions beyond their control;
 - iii. Special needs of disabled children; or
 - iv. Special medical, educational or psychological needs of the children.

- v. Costs anticipated to be incurred by the parents in compliance with court-ordered reunification efforts under chapter 13.34 RCW or under a voluntary placement agreement with an agency supervising the child. RCW 26.19.075(1)(c).
- d. **Residential schedule:** The court may deviate from the standard calculation if the children spend(s) a significant amount of time with a parent who is obligated to make a support transfer payment. The court may not deviate on that basis if the deviation will result in insufficient funds in the household receiving the support to meet the basic needs of the child or if the child is receiving temporary assistance for needy families (TANF). When determining the amount of the deviation, the court shall consider evidence concerning the increased expenses to a parent making support transfer payments resulting from the significant amount of time spent with that parent and shall consider the decreased expenses, if any, to the party receiving the support resulting from the significant amount of time the child spends with the parent making the support transfer payment. RCW 26.19.075(1)(d).
- e. **Children from other relationships:** The court may deviate from the standard calculation when any or all of the parents before the court have children from other relationships to whom the parent owes a duty of support.
 - i. The child support schedule shall be applied to the parents and children of the family before the court to determine the presumptive amount of support.
 - ii. Children from other relationships shall not be counted in the number of children for purposes of determining the basic support obligation and the standard calculation.
 - iii. When considering a deviation from the standard calculation for children from other relationships, the court may consider only other children to whom the parent owes a duty of support. The court may consider court-ordered payments of child support for children from other relationships only to the extent that the support is actually paid.
 - iv. When the court has determined that any or all parents have children from other relationships, deviations under this section shall be based on consideration of the total circumstances of both households. All child support obligations paid, received, and owed for all children shall be disclosed and considered. RCW 26.19.075(1)(e).
- 2. All income and resources of the parties before the court, new spouses or domestic partners, and other adults in the household shall be disclosed and considered as provided. The presumptive amount of support shall be determined according to the child support schedule. Unless specific reasons for deviation are set forth in the written findings of fact and are supported by the evidence, the court shall order each parent to pay the amount of support determined by using the standard calculation. RCW 26.19.075(2).
- 3. The court shall enter findings that specify reasons for any deviation or any denial of a party's request for any deviation from the standard calculation made by the court. The court shall not consider reasons for deviation until the court determines the standard calculation for each parent. RCW 26.19.075(3).
- 4. When reasons exist for deviation, the court shall exercise discretion in considering the extent to which the factors would affect the support obligation. RCW 26.19.075(4).
- 5. Agreement of the parties is not by itself adequate reason for any deviations from the standard calculations. RCW 26.19.075(5).

Benefits paid that apply toward a person's child support obligation

If an injured worker, person with disabilities, deceased person, retired person, or veteran who owes a child support obligation receives one of these benefits:

- Department of Labor and Industries payments
- Self-Insurer's payment
- Social Security Administration:
 - Social Security disability dependency benefits
 - Retirement benefits
 - Survivors insurance benefits
- Veteran's Administration benefits

and shows that the child or the child's household receives a payment from those benefits, then, the amount of the payment made on behalf of the child or on account of the child applies toward the person's child support obligation for the same period covered by the benefit.

Post-Secondary Education Standards

1. The child support schedule shall be advisory and not mandatory for post-secondary educational support. RCW 26.19.090(1).
2. When considering whether to order support for post-secondary educational expenses, the court shall determine whether the child is in fact dependent and is relying upon the parents for the reasonable necessities of life. The court shall exercise its discretion when determining whether and for how long to award post-secondary educational support based upon consideration of factors that include but are not limited to the following: age of the child; the child's needs; the expectations of the parties for their children when the parents were together; the children's prospects, desires, aptitudes, abilities or disabilities; the nature of the post-secondary education sought and the parent's level of education, standard of living and current and future resources. Also to be considered are the amount and type of support that the child would have been afforded if the parents had stayed together. RCW 26.19.090(2).
3. The child must enroll in an accredited academic or vocational school, must be actively pursuing a course of study commensurate with the child's vocational goals and must be in good academic standing as defined by the institution. The court-ordered post-secondary educational support shall be automatically suspended during the period or periods the child fails to comply with these conditions. RCW 26.19.090(3).
4. The child shall also make available all academic records and grades to both parents as a condition of receiving post-secondary educational support. Each parent shall have full and equal access to the post-secondary education records as provided by statute (RCW 26.09.225). RCW 26.19.090(4).
5. The court shall not order the payment of post-secondary educational expenses beyond the child's 23rd birthday, except for exceptional circumstances, such as mental, physical, or emotional disabilities. RCW 26.19.090(5).
6. The court shall direct that any or all parents' payments for post-secondary educational expenses are made directly to the educational institution if feasible. If direct payments are not feasible, then the court in its discretion may order that any or all parents' payments are made directly to the child if the child does not reside with any parent. If the child resides with one of the parents, the court may direct that the parent making the support transfer payments make the payments to the child or to the parent who has been receiving the support transfer payments. RCW 26.19.090(6).

WASHINGTON STATE CHILD SUPPORT SCHEDULE INSTRUCTIONS FOR WORKSHEETS

Two parent families should use WSCSS – Worksheets 2. For families with three legal parents, use WSCSS – Worksheets 3. For families with more than three legal parents, you will need to create your own worksheets.

Worksheets:

Immediately below the form title, check the box showing if the worksheets are proposed or an order signed by the judge. If they are proposed, check the box showing who proposed them and put your name.

Fill in your county, the case number, and the names and ages of only those children whose support is at issue.

Write your name above **Column 1** and write the other parent's name above **Column 2** (and **Column 3** if applicable). In the rest of the worksheet, list your information under **Column 1** and list the other parent's information under **Column 2** (and **Column 3** if applicable).

Part I: Income

Pursuant to INCOME STANDARD #1: Consideration of all income, "only the income of the parents of the children whose support is at issue shall be calculated for purposes of calculating the basic support obligation." (See page 1.)

Pursuant to INCOME STANDARD #2: Verification of income, "tax returns for the preceding two years and current paystubs are required for income verification purposes. Other sufficient verification shall be required for income and deductions which do not appear on tax returns or paystubs." (See page 1.)

Gross Monthly Income

Gross monthly income is defined under INCOME STANDARD #3: Income sources included in gross monthly income. (See page 1.)

Income exclusions are defined under INCOME STANDARD #4: Income sources excluded from gross monthly income. (See page 2.) Excluded income must be disclosed and listed in Part VIII of the worksheets.

Monthly Average of Income:

- If income varies during the year, divide the annual total of the income by 12.
- If paid weekly, multiply the weekly income by 52 and divide by 12.
- If paid every other week, multiply the two-week income by 26 and divide by 12.
- If paid twice a month (bi-monthly), multiply the bi-monthly income by 24 and divide by 12

LINE 1a, Wages and Salaries: Enter the average monthly total of all salaries, wages, contract-related benefits, bonuses, and income from overtime and second jobs that is not excluded from income by RCW 26.19.071(4)(i).

LINE 1b, Interest and Dividend Income: Enter the average monthly total of dividends and interest income.

LINE 1c, Business Income: Enter the average monthly income from self-employment, rent, royalties, contracts, proprietorship of a business, or joint ownership of a partnership or closely held corporation.

LINE 1d, Maintenance Received: Enter the monthly amount of maintenance actually received.

LINE 1e, Other Income: Enter the average monthly total of other income. (Other income includes, but is not limited to: income tax refunds, trust income, severance pay, annuities, capital gains, pension retirement benefits, workers compensation, unemployment benefits, social security benefits and disability insurance benefits.)

LINE 1f, Imputed Income: Enter the imputed gross monthly income for a parent who is voluntarily unemployed, underemployed or if you do not have records of a parent's actual earnings. Refer to "INCOME STANDARD #6: Imputation of income." (See page 2.) Impute income using the first method possible based on the information you have in the following order:

Calculate full-time earnings using either:

1. Current rate of pay;
2. Historical rate of pay based on reliable information;
3. Past rate of pay, if current information is incomplete or sporadic;
4. Earnings of 32 hours per week at minimum wage where the parent lives if the parent is on TANF now or recently came off government assistance, is recently released from incarceration, or is a recent high school graduate (if currently enrolled in high school and voluntarily unemployed or underemployed, impute income at 20 hours per week at minimum wage where the parent lives); or
5. Minimum wage where the parent lives when the parent has a history of minimum wage, has never been employed, or has no significant earnings history.

Historical rate of pay information may be available from the Division of Child Support. Use form 18-701: "Request for Income Information for Purposes of Entering a Child Support Order", available online at: <http://www.dshs.wa.gov/dcs/Resources/Forms.asp> employed, or has no significant earnings history.

If you impute income using one of the five methods, above, enter the amount in line 1f. Also, in line 26 of the Worksheets, explain which method you used to impute income and how you calculated the amount of imputed income.

If you cannot use any of the above methods, impute the parent’s net monthly income using the table below, and enter the appropriate amount for the parent’s age and gender on **line 1f and on line 3**. The table, below, shows net income, after deductions. So if you impute using this table, you will not enter any deductions on the worksheet under line 2. Leave lines 2a through 2i blank. For this parent, go to line 4.

Also, in line 26 of the Worksheets, explain that net income was imputed using the Approximate Median Net Monthly Income Table.

Approximate Median Net Monthly Income

MALE	age	FEMALE
\$2,339	15-24	\$2,234
\$3,703	25-34	\$3,542
\$4,851	35-44	\$4,008
\$5,102	45-54	\$4,067
\$5,000	55-64	\$4,107
\$5,982	65 +	\$4,334

U.S. Census Bureau, Current Population Survey, 2021 Annual Social and Economic Supplement, Table PINC-01. Selected Characteristics of People 15 Years Old and Over by Total Money Income in 2020, Work Experience in 2020, Race, Hispanic Origin, and Sex, Worked Full Time, Year Round.

[Net income has been determined by subtracting FICA (7.65%) and the tax liability for a single person (one withholding allowance).]

LINE 1g, Total Gross Monthly Income: Add the monthly income amounts for each parent (lines 1a through 1f) and enter the totals on line 1g.

Monthly Deductions from Gross Income

Allowable monthly deductions from gross income are defined under INCOME STANDARD #5: Determination of net income. (See page 2.)

Monthly Average of Deductions: If a deduction is annual or varies during the year, divide the annual total of the deduction by 12 to determine a monthly amount.

LINE 2a, Income Taxes: Enter the net monthly amount actually owed for state and federal income taxes. (The amount of income tax withheld on a paycheck may not be the actual amount of income tax owed due to tax refunds, deductions, etc. It is appropriate to consider tax returns from prior years as indicating the actual amount of income tax owed if income has not changed.)

LINE 2b, FICA/Self Employment Taxes: Enter the total monthly amount of FICA, Social Security, Medicare and Self-employment taxes owed.

LINE 2c, State Industrial Insurance Deductions: Enter the monthly amount of state industrial insurance deductions such as Medical Aid Fund Tax, Accident Fund Tax, and Supplement Pension Fund Tax. Self-insured employers may use different terms for the deductions.

LINE 2d, Mandatory Union/Professional Dues: Enter the monthly cost of mandatory union or professional dues.

LINE 2e, Mandatory Pension Plan Payments: Enter the monthly cost of mandatory pension plan payments amount.

LINE 2f, Voluntary Retirement Contributions: Enter the monthly cost of voluntary Retirement Contributions. Divide the amount of the voluntary retirement contribution, up to \$5,000 per year, by 12 to calculate the monthly cost. (For more information regarding limitations on the allowable deduction of voluntary retirement contributions, refer to INCOME STANDARD #5: Determination of net income. See page 2.)

LINE 2g, Maintenance Paid: Enter the monthly amount of maintenance actually paid pursuant to a court order.

LINE 2h, Normal Business Expenses: If self-employed, enter the amount of normal business expenses. (Pursuant to INCOME STANDARD #5: Determination of net income, “justification shall be required for any business expense deduction about which there is a disagreement.” See page 2.)

LINE 2i, Total Deductions From Gross Income: Add the monthly deductions for each parent (lines 2a through 2h) and enter the totals on line 2i.

LINE 3, Monthly Net Income: For each parent, subtract total deductions (line 2i) from total gross monthly income (line 1g) and enter these amounts on line 3.

LINE 4, Combined Monthly Net Income: Add the parents’ monthly net incomes (line 3) and enter the total on line 4.

LINE 5, Basic Child Support Obligation: In the work area provided on line 5, enter the basic support obligation amount determined for each child. Add these amounts together and enter the total in the box on line 5. (To determine a per child basic support obligation, see the following economic table instructions.)

Economic Table Instructions

To use the Economic Table to determine an individual support amount for each child:

- Locate in the left-hand column the combined monthly net income amount closest to the amount entered on line 4 of Worksheet (round up when the combined monthly net income falls halfway between the two amounts in the left-hand column);

- Locate on the top row the family size for the number of children for whom child support is being determined (when determining family size for the required worksheets, do not include children from other relationships) and circle the number in the column below the family size that is across from the net income. The amount circled is the basic support amount for each child.

LINE 6, Proportional Share of Income: Divide the monthly net income for each parent (line 3) by the combined monthly net income (line 4) and enter these amounts on line 6. (The entries on line 6 when added together should equal 1.00.)

Part II: Basic Child Support Obligation

LINE 7, Each Parent’s Basic Child Support Obligation without consideration of low income limitations: Multiply the total basic child support obligation (amount in box on line 5) by the income share proportion for each parent (line 6) and enter these amounts on line 7. (The amounts entered on line 7 added together should equal the amount entered on line 5.)

LINE 8, Calculating low income limitations: Fill in only those that apply:

To calculate the low-income limitation standards in lines 8b and 8c, you will need to know the self-support reserve amount, which is 125% of the current federal poverty guideline for a one-person family. As of January 15, 2022, the self-support reserve is \$1,416. The guideline and self-support reserve change roughly annually. To check the current self-support reserve amount go to the court’s web site at: www.courts.wa.gov, or go to www.WashingtonLawHelp.org. Enter the self-support reserve amount in the space provided in line 8. (For more information, see Limitation Standard #2 on page 3 of the Definitions and Standards.)

8a. Is combined net income less than \$1,000? If combined net monthly income on line 4 is less than \$1,000, enter each parent’s presumptive support obligation of \$50 per child. Do **not** enter an amount on line 8a if combined income on line 4 is more than \$1,000.

8b. Is monthly net income less than self-support reserve? For each parent whose monthly net income on line 3 is less than the self-support reserve, enter the parent’s presumptive support obligation of \$50 per child. Do **not** use this box for a parent whose net income on line 3 is greater than the self-support reserve.

8c. Is monthly net income equal to or more than self-support reserve? Subtract the self-support reserve from line 3 and enter this amount or enter \$50 per child whichever is greater. Do not use this box if the amount is greater than the amount in line 7.

LINE 9, Each parent’s basic child support obligation after calculating applicable limitations: For each parent, enter the lowest amount from line 7, 8a – 8c, but not less than the presumptive \$50 per child.

Part III: Healthcare, Daycare, and Special Child Rearing Expenses

Pursuant to **ALLOCATION STANDARD #4:** “the court may exercise its discretion to determine the necessity for and the reasonableness of all amounts ordered in excess of the basic child support obligation.” (See page 2.)

Pursuant to **ALLOCATION STANDARD #2:** Healthcare expenses and #3: Daycare and special child rearing expenses, healthcare, daycare, and special child rearing expenses shall be shared by the parents in the same proportion as the basic support obligation. (See page 2.) NOTE: The court order should reflect that healthcare, daycare and special child rearing expenses not listed should be apportioned by the same percentage as the basic child support obligation.

Monthly Average of Expenses: If a healthcare, daycare, or special child rearing expense is annual or varies during the year, divide the annual total of the expense by 12 to determine a monthly amount.

Healthcare Expenses

LINE 10a, Monthly Health Insurance Premiums Paid For Children: List the monthly amount paid by each parent for healthcare insurance for the children of the relationship. (When determining an insurance premium amount, do not include the portion of the premium paid by an employer or other third party and/or the portion of the premium that covers the parent or other household members.)

LINE 10b, Uninsured Monthly Healthcare Expenses Paid For Children: List the monthly amount paid by each parent for the children’s healthcare expenses not reimbursed by insurance.

LINE 10c, Total Monthly Healthcare Expenses: For each parent add the health insurance premium payments (line 10a) to the uninsured healthcare payments (line 10b) and enter these amounts on line 10c

LINE 10d, Combined Monthly Healthcare Expenses: Add the parents’ total healthcare payments (line 10c) and enter this amount on line 10d.

Daycare and Special Expenses

LINE 11a, Daycare Expenses: Enter average monthly day care costs.

LINE 11b, Education Expenses: Enter the average monthly costs of tuition and other related educational expenses.

LINE 11c, Long Distance Transportation Expenses: Enter the average monthly costs of long distance travel incurred pursuant to the residential or visitation schedule.

LINE 11d, Other Special Expenses: Identify any other special expenses and enter the average monthly cost of each.

LINE 12, Combined Monthly Total of Daycare and Special Expenses: Add the parents' total expenses (line 11e) and enter this total on line 12.

LINE 13, Total Healthcare, Daycare and Special Expenses: Add the healthcare expenses (line 10d) to the combined monthly total of daycare and special expenses (line 12) and enter this amount on line 13.

LINE 14, Each Parent's Obligation For Healthcare, Daycare And Special Expenses: Multiply the total healthcare, daycare, and special expense amount (line 13) by the income proportion for each parent (line 6) and enter these amounts on line 14.

LINE 15, Gross Child Support Obligation: For each parent, add the basic child support obligation (line 9) to the obligation for extraordinary healthcare, daycare and special expenses (line 14). Enter these amounts on line 15.

Part V: Child Support Credits

Child support credits are provided in cases where parents make direct payments to third parties for the cost of goods and services which are included in the standard calculation support obligation (e.g., payments to an insurance company or a daycare provider).

LINE 16a, Monthly Healthcare Expenses Credit: Enter the total monthly healthcare expenses amounts from line 10c for each parent.

LINE 16b, Daycare And Special Expenses Credit: Enter the total daycare and special expenses amounts from line 11e for each parent.

LINE 16c, Other Ordinary Expense Credit: If approval of another ordinary expense credit is being requested, in the space provided, specify the expense and enter the average monthly cost in the column of the parent to receive the credit. (It is generally assumed that ordinary expenses are paid in accordance with the children's residence. If payment of a specific ordinary expense does not follow this assumption, the parent paying for this expense may request approval of an ordinary expense credit. This credit is discretionary with the court.)

LINE 16d, Total Support Credits: For each parent, add the entries on lines 16 a through c and enter the totals on line 16d.

Part VI: Standard Calculation/Presumptive Transfer Payment

LINE 17, For Each Parent: subtract the total support credits (line 16d) from the gross child support obligation (line 15) and enter the resulting amounts on line 17. If the amount is less than \$50 per child for any parent, then enter the presumptive minimum support obligation of \$50 per child, instead of the lower amount.

Part VII: Additional Informational Calculations

LINE 18, 45% of Each Parent's Net Income From Line 3: For each parent, multiply line 3 by .45. Refer to LIMITATIONS Standards #1: Limit at 45% of a parent's net income.

LINE 19, 25% of Each Parent's Basic Support Obligation from Line 9: For each parent, multiply line 9 by .25.

Part VIII: Additional Factors for Consideration

Pursuant to INCOME STANDARD #1: Consideration of all income: "all income and resources of each parent's household shall be disclosed and considered by the court when the court determines the child support obligation of each parent." (See page 1.)

LINE 20 a-h, Household Assets: Enter the estimated present value of assets of the household.

LINE 21, Household Debt: Describe and enter the amount of liens against assets owned by the household and/or any extraordinary debt.

Other Household Income

LINE 22a, Income of Current Spouse or Domestic Partner: If a parent is currently married to or in a domestic partnership with someone other than the parent of the children for whom support is being determined, list the name and enter the income of the present spouse or domestic partner.

LINE 22b, Income of Other Adults In The Household: List the names and enter the incomes of other adults residing in the household.

LINE 22c, Gross income from overtime or from second jobs the party is asking the court to exclude per INCOME STANDARD #4, Income sources excluded from gross monthly income (see page 2).

LINE 22d, Income of Children: If the amount is considered to be extraordinary, list the name and enter the income of children residing in the home.

LINE 22e, Income from Child Support: List the name of the children for whom support is received and enter the amount of the support income. Do not include the children for whom support is being determined.

LINE 22f, Income from Assistance Programs: List the program and enter the amount of any income received from assistance programs. (Assistance programs include, but are not limited to: Temporary Assistance for Needy Families (TANF), SSI, general assistance, food stamps and aid, and attendance allowances.)

LINE 22g, Other Income: Describe and enter the amount of any other income of the household. (Include income from gifts and prizes on this line.)

LINE 23, Nonrecurring Income: Describe and enter the amount of any income included in the calculation of gross income (LINE 1g) which is nonrecurring. (Pursuant to DEVIATION STANDARD #1b: Nonrecurring income, “depending on the circumstances, nonrecurring income may include overtime, contract-related benefits, bonuses or income from second jobs.” See page 3.)

LINE 24, Monthly Child Support Ordered for Other Children. List the names and ages and enter the amount of child support owed for other children, (not the children for whom support is being determined). Is the support paid? Check Yes or No.

LINE 25, Other Children Living in Each Household: List the names and ages of children, other than those for whom support is being determined, who are living in each household.

LINE 26, Other Factors For Consideration: In the space provided list any other factors that should be considered in determining the child support obligation. (For information regarding other factors for consideration, refer to DEVIATION STANDARDS. See page 3.) Also use this space to explain how you calculated the income and deductions in lines 1 and 2.

Guardianship Cases: When the children do not reside with any parent, the household income and resources of the children’s custodian(s) should be listed on line 26.

**Washington State Child Support Schedule
Economic Table**

Monthly Basic Support Obligation

Per Child

Combined Monthly Net Income	One Child Family	Repeat column heading			
		Two Children Family	Three Children Family	Four Children Family	Five Children Family
1000	216	167	136	114	100
1100	238	184	150	125	110
1200	260	200	163	137	120
1300	281	217	177	148	130
1400	303	234	191	160	141
1500	325	251	204	171	151
1600	346	267	218	182	161
1700	368	284	231	194	171
1800	390	301	245	205	180
1900	412	317	258	216	190
2000	433	334	271	227	200
2100	455	350	285	239	210
2200	477	367	298	250	220
2300	499	384	311	261	230
2400	521	400	325	272	239
2500	543	417	338	283	249
2600	565	433	351	294	259
2700	587	450	365	305	269
2800	609	467	378	317	279
2900	630	483	391	328	288
3000	652	500	405	339	298
3100	674	516	418	350	308
3200	696	533	431	361	318
3300	718	550	444	372	328
3400	740	566	458	384	337
3500	762	583	471	395	347
3600	784	599	484	406	357
3700	803	614	496	416	366
3800	816	624	503	422	371
3900	830	634	511	428	377
4000	843	643	518	434	382
4100	857	653	526	440	388
4200	867	660	531	445	392
4300	877	668	537	450	396
4400	887	675	543	455	400
4500	896	682	548	459	404
4600	906	689	554	464	408
4700	916	697	559	469	412
4800	927	705	566	474	417
4900	939	714	573	480	422
5000	951	723	580	486	428

For income less than \$1,000, the obligation is based upon the resources and living expenses of each household.

Minimum support shall not be less than \$50 per child per month except when allowed by RCW 26.19.065(2).

5100	963	732	587	492	433
5200	975	741	594	498	438
5300	987	750	602	504	443
5400	999	759	609	510	449
5500	1011	768	616	516	454
5600	1023	777	623	522	459
5700	1030	782	627	525	462
5800	1036	786	630	528	465
5900	1042	791	634	531	467
6000	1048	795	637	534	470
6100	1054	800	641	537	472
6200	1061	804	644	540	475
6300	1067	809	648	543	477
6400	1073	813	651	545	480
6500	1081	819	656	549	483
6600	1096	830	665	557	490
6700	1111	842	674	564	497
6800	1126	853	683	572	503
6900	1141	864	692	579	510
7000	1156	875	701	587	516
7100	1170	886	710	594	523
7200	1185	898	719	602	530
7300	1200	909	727	609	536
7400	1212	918	734	615	541
7500	1222	925	740	620	545
7600	1231	932	745	624	549
7700	1241	939	751	629	554
7800	1251	946	756	634	558
7900	1261	953	762	638	562
8000	1270	960	767	643	566
8100	1280	968	773	647	570
8200	1290	975	778	652	574
8300	1299	981	783	656	577
8400	1308	987	788	660	581
8500	1316	994	793	664	584
8600	1325	1000	797	668	588
8700	1334	1007	802	672	591
8800	1343	1013	807	676	595
8900	1352	1019	812	680	599
9000	1361	1026	817	684	602
9100	1370	1032	822	689	606
9200	1379	1040	828	694	611
9300	1387	1047	835	699	616
9400	1396	1055	841	705	620
9500	1405	1062	848	710	625
9600	1414	1069	854	716	630
9700	1423	1077	861	721	635
9800	1432	1084	867	727	639
9900	1441	1092	874	732	644
10000	1451	1099	879	737	648
10100	1462	1107	885	741	652

10200	1473	1114	890	745	656
10300	1484	1122	895	750	660
10400	1495	1129	900	754	664
10500	1507	1136	906	759	668
10600	1518	1144	911	763	672
10700	1529	1151	916	767	675
10800	1539	1159	921	772	679
10900	1542	1161	924	774	681
11000	1545	1164	926	776	683
11100	1548	1166	928	778	684
11200	1551	1169	931	780	686
11300	1554	1172	933	782	688
11400	1556	1174	936	784	690
11500	1559	1177	938	786	692
11600	1562	1179	940	788	693
11700	1565	1182	943	790	695
11800	1568	1184	945	792	697
11900	1571	1187	948	794	699
12000	1573	1190	950	796	700

The economic table is presumptive for combined monthly net incomes up to and including \$12,000. When combined monthly net income exceeds \$12,000, the court may exceed the maximum presumptive amount of support upon written findings of fact.

Superior Court of Washington, County of _____

In re:

Petitioner/s *(person/s who started this case)*:

And Respondent/s *(other party/parties)*:

No. _____

Financial Declaration of
(name): _____
 (FNDCLR)

Financial Declaration

1. Your personal information

Name: _____

Highest year of education you completed: _____ Your job/profession is: _____

Are you working now?

Yes. List the date you were hired *(month / year)*: _____

No. List the last date you worked *(month / year)*: _____

What was your monthly pay *before taxes*: \$ _____

Why are you not working now? _____

2. Summary of your financial information

*(Complete this section **after** filling out the rest of this form.)*

1. Total Monthly Net Income <i>(copy from section 3, line C. 3.)</i>	\$
2. Total Monthly Expenses After Separation <i>(copy from section 7, line I.)</i>	\$
3. Total Monthly Payments for Other Debts <i>(copy from section 9)</i>	\$
4. Total Monthly Expenses + Payments for Other Debts <i>(add line 2 and line 3)</i>	\$

Gross Monthly Income of Other Party <i>(copy from section 3. A.)</i>	\$
---	----

3. Income

List monthly income and deductions below for you and the other person in your case. If your case involves child support, this same information is required on your *Child Support Worksheets*. If you do not know the other person's financial information, give an estimate.

Tip: If you do not get paid once a month, calculate your *monthly* income like this:

Monthly income = Weekly x 4.3 **or** 2-week x 2.15 **or** Twice a month x 2

A. Gross Monthly Income (before taxes, deductions, or retirement contributions)		
	You	Other Party
Monthly wage / salary		
Income from interest / dividends		
Income from business		
Spousal support / maintenance received (Paid by: _____)		
Other income		
Total Gross Monthly Income (add all lines above)		
Total gross income for this year before deductions (starting January 1 of this year until now)		

B. Monthly Deductions		
	You	Other Party
Income taxes (federal and state)		
FICA (Soc.Sec. + Medicare) or self-employment taxes		
State Industrial Insurance (Workers' Comp.)		
Mandatory union or professional dues		
Mandatory pension plan payments		
Voluntary retirement contributions (up to the limit in RCW 26.19.071(5)(g))		
Spousal support / maintenance paid		
Normal business expenses		
Total Monthly Deductions (add all lines above)		

C. Net Monthly Income		
	You	Other Party
1. Total Gross Monthly Income (from A above)		
2. Total Monthly Deductions (from B above)		
3. Net Monthly Income (Line 1 minus Line 2)		

4. Other Income and Household Income

Tip: If this income is not once a month, calculate the *monthly* amount like this:
 Monthly income = Weekly x 4.3 or 2-week x 2.15 or Twice a month x 2

A. Other Income (Do not repeat income you already listed on page 2.)		
	You	Other Party
Child support received from other relationships		
Other income (From: _____)		
Other income (From: _____)		
Total Other Income (add all lines above)		

B. Household Income (Monthly income of other adults living in the home)		
	Your Home	Other Party's Home
Other adult's gross income (Name: _____)		
Other adult's gross income (Name: _____)		
Total Household Income of other adults in the home (add all lines above)		

5. Disputed Income – If you disagree with the other party's statements about anyone's income, explain why the other party's statements are not correct, and your statements are correct:

6. Available Assets

List your liquid assets, like cash, stocks, bonds, that can be easily cashed.	
Cash on hand and money in all checking & savings accounts	\$
Stocks, bonds, CDs and other liquid financial accounts	\$
Cash value of life insurance	\$
Other liquid assets	\$
Total Available Assets (add all lines above)	

7. Monthly Expenses After Separation

Tell the court what your monthly expenses are (or will be) after separation. If you have dependent children, your expenses must be based on the parenting plan or schedule you expect to have for the children.

A. Housing Expenses		F. Transportation Expenses	
Rent / Mortgage Payment		Automobile payment (<i>loan or lease</i>)	
Property Tax (if not in monthly payment)		Auto insurance, license, registration	
Homeowner's or Rental Insurance		Gas and auto maintenance	
Other mortgage, contract, or debt payments based on equity in your home		Parking, tolls, public transportation	
Homeowner's Association dues or fees		Other transportation expenses	
Total Housing Expenses		Total Transportation Expenses	
B. Utilities Expenses		G. Personal Expenses (not children's)	
Electricity and heating (gas and oil)		Clothes	
Water, sewer, garbage		Hair care, personal care	
Telephone(s)		Recreation, clubs, gifts	
Cable, Internet		Education, books, magazines	
Other (<i>specify</i>):		Other Personal Expenses	
Total Utilities Expenses		Total Personal Expenses	
C. Food and Household Expenses		H. Other Expenses	
Groceries for (<i>number of people</i>): _____		Life insurance (not deducted from pay)	
Household supplies (cleaning, paper, pets)		Other (<i>specify</i>):	
Eating out		Other (<i>specify</i>):	
Other (<i>specify</i>):		Other (<i>specify</i>):	
Total Food and Household Expenses		Total Other Expenses	
D. Children's Expenses		List all Total Expenses from above:	
Childcare, babysitting		A. Total Housing Expenses	
Clothes, diapers		B. Total Utilities Expenses	
Tuition, after-school programs, lessons		C. Total Food and Household Expenses	
Other expenses for children		D. Total Children's Expenses	
Total Children's Expenses		E. Total Health Care Expenses	
E. Health Care Expenses		F. Total Transportation Expenses	
Insurance premium (health, vision, dental)		G. Total Personal Expenses	
Health, vision, dental, orthodontia, mental health expenses not covered by insurance		H. Total Other Expenses	
Other health expenses not covered by insurance		I. All Total Expenses (add A - H above)	
Total Health Care Expenses		<i>Use section 10 below to explain any unusual expenses, or attach additional pages.</i>	

8. Debts included in Monthly Expenses listed in section 7 above

Debt for what expense <i>(mortgage, car loan, etc.)</i>	Who do you owe <i>(Name of creditor)</i>	Amount you owe this creditor now	Last Monthly Payment made
		\$	Date:
		\$	Date:
		\$	Date:
		\$	Date:

9. Monthly payments for other debts (not included in expenses listed in section 7)

Describe Debt <i>(credit card, loan, etc.)</i>	Who do you owe <i>(Name of creditor)</i>	Amount you owe this creditor now	Last Monthly Payment <i>(Date and Amount)</i>	
			Date:	\$
		\$	Date:	\$
		\$	Date:	\$
		\$	Date:	\$
		\$	Date:	\$
		\$	Date:	\$
		\$	Date:	\$
Total Monthly Payments for Debts				

10. Explanation of expenses or debts (if any needed):

11. Lawyer Fees

List your total lawyer fees and costs for this case as of today.

Amount paid	\$	Source of the money you used to pay these fees and costs:
Amount still owed	\$	
Total Fees/Costs	\$	Describe your agreement with your lawyer to pay your fees and costs:

I declare under penalty of perjury under the laws of the state of Washington that the facts I have provided on this form are true.

Signed at (*city and state*): _____ Date: _____



Sign here

Print name

Financial Records – You must provide financial records as required by statute and state and local court rules. These records may include:

- Personal Income Tax Returns
- Partnership or Corporate Income Tax Returns
- Pay stubs
- Other financial records

Important! Do not attach financial records to this form. Financial records should be served on the other party and filed with the court separately using the *Sealed Financial Source Documents* cover sheet (FL All Family 011). If filed separately using the cover sheet, the records will be sealed to protect your privacy (although they will be available to all parties and lawyers in this case, court personnel and certain state agencies and boards.) See GR 22(c)(2).

Superior Court of Washington, County of _____

In re:

Petitioner/s (*person/s who started this case*):

And Respondent/s (*other party/parties*):

No. _____

Sealed Financial Source Documents
(Cover Sheet)

(SEALFN)

Clerk's action required.

For use in Family Law and Guardianship cases.

**Sealed Financial Source Documents
(Cover Sheet)**

Use this form as a cover sheet to keep your financial documents **private** from the public. On the first page of each document, write the word "SEALED" 1 inch from the top of the page.

Check the documents you are attaching to this cover sheet to be sealed:

- | | |
|--|---|
| <input type="checkbox"/> Income tax records | <input type="checkbox"/> Pay stubs or other proof of earnings |
| <input type="checkbox"/> Credit card statements | <input type="checkbox"/> Bank statements |
| <input type="checkbox"/> Checks or the equivalent | <input type="checkbox"/> Loan application documents |
| <input type="checkbox"/> Check registers | <input type="checkbox"/> Retirement plan orders |
| <input type="checkbox"/> Other financial information sealed by court order (<i>specify</i>): _____ | |

Submitted by: Petitioner or his/her lawyer Respondent or his/her lawyer

▶ _____
Sign here

_____ *Print name (if lawyer, also provide WSBA #)*

Important! The other person and the lawyers in your case can see your **sealed** documents. If you need to keep your address information private for safety reasons, you may cross out or delete your address information.

Superior Court of Washington, County of _____

In re:

Petitioner/s *(person/s who started this case)*:

And Respondent/s *(other party/parties)*:

No.

Child Support Order

Temporary (TMORS)

Final (ORS)

Clerk's action required: WSSR, 1

Child Support Order

1. Money Judgment Summary

No money judgment is ordered.

Summarize any money judgments from section **23** in the table below.

Judgment for	Debtor's name <i>(person who must pay money)</i>	Creditor's name <i>(person who must be paid)</i>	Amount	Interest
Past due child support from _____ to _____			\$	\$
Past due medical support from _____ to _____			\$	\$
Past due children's exp. from _____ to _____			\$	\$
Other amounts <i>(describe)</i> :			\$	\$
Yearly Interest Rate for child support, medical support, and children's expenses: 12%.				
For other judgments: _____ % <i>(12% unless otherwise listed)</i>				
Lawyer (name):	Represents <i>(name)</i> :			
Lawyer (name):	Represents <i>(name)</i> :			

➤ **Findings and Orders**

2. The court orders child support as part of this family law case. This is a (*check one*):
 temporary order. final order.
3. The *Child Support Schedule Worksheets* attached or filed separately are approved by the court and made part of this order.

4. **Parents' contact and employment information**

Each parent must fill out and file with the court a *Confidential Information* form (FL All Family 001) including personal identifying information, mailing address, home address, and employer contact information.

Important! If you move or get a new job any time while support is still owed, you must:

- Notify the Support Registry, and
- Fill out and file an updated *Confidential Information* form with the court.

Warning! Any notice of a child support action delivered to the last address you provided on the *Confidential Information* form will be considered adequate notice, if the party trying to serve you has shown diligent efforts to locate you.

5. **Parents' Income**

<p>Parent (name): _____</p> <p>Net monthly income \$ _____ <i>(line 3 of the Worksheets)</i></p> <p>This income is (<i>check one</i>): <input type="checkbox"/> imputed to this parent. (<i>Skip to 6.</i>) <input type="checkbox"/> this parent's actual income <i>(after any exclusions approved below).</i></p> <p>Does this parent have income from overtime or a second job? <input type="checkbox"/> No. (<i>Skip to 6.</i>) <input type="checkbox"/> Yes. (<i>Fill out below.</i>)</p> <p>Should this income be excluded? (<i>check one</i>): <input type="checkbox"/> No. The court has included this income in this parent's gross monthly income on line 1 of the <i>Worksheets</i>. <input type="checkbox"/> Yes. This income should be excluded because: <ul style="list-style-type: none"> ▪ This parent worked over 40 hours per week averaged over 12 months, and ▪ That income was earned to pay for <input type="checkbox"/> current family needs <input type="checkbox"/> debts from a past relationship <input type="checkbox"/> child support debt, and ▪ This parent will stop earning this extra income after paying these debts. </p>	<p>Parent (name): _____</p> <p>Net monthly income \$ _____ <i>(line 3 of the Worksheets)</i></p> <p>This income is (<i>check one</i>): <input type="checkbox"/> imputed to this parent. (<i>Skip to 6.</i>) <input type="checkbox"/> this parent's actual income <i>(after any exclusions approved below).</i></p> <p>Does this parent have income from overtime or a second job? <input type="checkbox"/> No. (<i>Skip to 6.</i>) <input type="checkbox"/> Yes. (<i>Fill out below.</i>)</p> <p>Should this income be excluded? (<i>check one</i>): <input type="checkbox"/> No. The court has included this income in this parent's gross monthly income on line 1 of the <i>Worksheets</i>. <input type="checkbox"/> Yes. This income should be excluded because: <ul style="list-style-type: none"> ▪ This parent worked over 40 hours per week averaged over 12 months, and ▪ That income was earned to pay for <input type="checkbox"/> current family needs <input type="checkbox"/> debts from a past relationship <input type="checkbox"/> child support debt, and ▪ This parent will stop earning this extra income after paying these debts. </p>
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Parent (name): _____ The court has excluded \$ _____ from this parent's gross monthly income on line 1 of the <i>Worksheets</i> . <input type="checkbox"/> Other findings: _____ _____ _____ _____	Parent (name): _____ The court has excluded \$ _____ from this parent's gross monthly income on line 1 of the <i>Worksheets</i> . <input type="checkbox"/> Other findings: _____ _____ _____ _____
---	---

6. Imputed Income

To calculate child support, the court may **impute** income to a parent:

- whose income is unknown, or
- who the court finds is unemployed or under-employed by choice.

Imputed income is not actual income. It is an assigned amount the court finds a parent could or should be earning. (RCW 26.19.071(6))

Parent (name): _____ <input type="checkbox"/> Does not apply. This parent's actual income is used. (<i>Skip to 7.</i>) <input type="checkbox"/> This parent's monthly net income is imputed because (<i>check one</i>): <input type="checkbox"/> this parent's income is unknown. <input type="checkbox"/> this parent is voluntarily unemployed. <input type="checkbox"/> this parent is voluntarily under-employed. <input type="checkbox"/> this parent works full-time but is purposely under-employed to reduce child support. <input type="checkbox"/> this parent is currently enrolled in high school full-time and is voluntarily unemployed or under-employed. The imputed amount is based on the information below: (<i>Options are listed in order of required priority. The court used the first option possible based on the information it had unless a presumed option was rebutted.</i>) <input type="checkbox"/> Pay for 20 hours per week at the minimum wage where this parent lives because this parent is enrolled in high school full-time and is voluntarily unemployed or under-employed. <input type="checkbox"/> Full-time pay at current pay rate. <input type="checkbox"/> Full-time pay based on reliable information about past earnings. <input type="checkbox"/> Full-time pay based on incomplete or	Parent (name): _____ <input type="checkbox"/> Does not apply. This parent's actual income is used. (<i>Skip to 7.</i>) <input type="checkbox"/> This parent's monthly net income is imputed because (<i>check one</i>): <input type="checkbox"/> this parent's income is unknown. <input type="checkbox"/> this parent is voluntarily unemployed. <input type="checkbox"/> this parent is voluntarily under-employed. <input type="checkbox"/> this parent works full-time but is purposely under-employed to reduce child support. <input type="checkbox"/> this parent is currently enrolled in high school full-time and is voluntarily unemployed or under-employed. The imputed amount is based on the information below: (<i>Options are listed in order of required priority. The court used the first option possible based on the information it had unless a presumed option was rebutted.</i>) <input type="checkbox"/> Pay for 20 hours per week at the minimum wage where this parent lives because this parent is enrolled in high school full-time and is voluntarily unemployed or under-employed. <input type="checkbox"/> Full-time pay at current pay rate. <input type="checkbox"/> Full-time pay based on reliable information about past earnings. <input type="checkbox"/> Full-time pay based on incomplete or
---	---

<p>Parent (name): _____</p> <p>irregular information about past earnings.</p> <p><input type="checkbox"/> Pay for 32 hours per week at the minimum wage where this parent lives because this parent:</p> <p><input type="checkbox"/> recently graduated from high school.</p> <p><input type="checkbox"/> is on TANF now, or recently came off TANF, public assistance, SSI, or disability.</p> <p><input type="checkbox"/> was recently incarcerated.</p> <p><input type="checkbox"/> Full-time pay at the minimum wage where the parent lives because this parent (<i>check all that apply</i>):</p> <p><input type="checkbox"/> recently worked at minimum wage jobs.</p> <p><input type="checkbox"/> has never been employed.</p> <p><input type="checkbox"/> does not have information about past earnings.</p> <p><input type="checkbox"/> Table of Median Net Monthly Income.</p> <p><input type="checkbox"/> Other (<i>specify</i>):</p> <p>_____</p> <p>_____</p>	<p>Parent (name): _____</p> <p>irregular information about past earnings.</p> <p><input type="checkbox"/> Pay for 32 hours per week at the minimum wage where this parent lives because this parent:</p> <p><input type="checkbox"/> recently graduated from high school.</p> <p><input type="checkbox"/> is on TANF now, or recently came off TANF, public assistance, SSI, or disability.</p> <p><input type="checkbox"/> was recently incarcerated.</p> <p><input type="checkbox"/> Full-time pay at the minimum wage where the parent lives because this parent (<i>check all that apply</i>):</p> <p><input type="checkbox"/> recently worked at minimum wage jobs.</p> <p><input type="checkbox"/> has never been employed.</p> <p><input type="checkbox"/> does not have information about past earnings.</p> <p><input type="checkbox"/> Table of Median Net Monthly Income.</p> <p><input type="checkbox"/> Other (<i>specify</i>):</p> <p>_____</p> <p>_____</p>
--	--

7. Limits affecting the monthly child support amount

Does not apply. The monthly amount was not affected by the upper or lower limits in RCW 26.19.065.

The monthly amount has been affected by (*check all that apply*):

Low-income limits. The self-support reserve and presumptive minimum payment have been calculated in the *Worksheets*, lines 8.a. - c.

The 45% net income limit. The court finds that the paying parent's child support obligations for their biological and legal children are more than 45% of their net income (*Worksheets* line 18). Based on the children's best interests and the parents' circumstances, it is (*check one*): fair. **not** fair to apply the 45% limit. (*Describe both parents' situations*):

Combined Monthly Net Income over \$12,000. Together, the parents earn more than \$12,000 per month (*Worksheets* line 4). The child support amount (*check one*):

is the presumptive amount from the economic table.

is **more** than the presumptive amount from the economic table because (*specify*):

8. Standard Calculation

<i>Parent Name</i>	<i>Standard calculation worksheets line 17</i>
	\$
	\$

Check here if there is a residential split – (each parent has at least one of the children from this relationship living with them most of the time.)

These children (<i>names and ages</i>):	These children (<i>names and ages</i>):
Live with (<i>parent's name</i>):	Live with (<i>parent's name</i>):

The standard calculation for the parent paying support is \$ _____.
This is from (*check one*):

The *Attachment for Residential Split Adjustment (Arvey calculation)*, line G (form WSCSS–Attachment for RSA). This *Attachment to the Child Support Schedule Worksheets* is approved by the court and made part of this Order.

Other calculation (*specify method and attach Worksheet/s*): _____

_____.

9. Deviation from standard calculation

Should the monthly child support amount be different from the standard calculation?

No – The monthly child support amount ordered in section **10** is the **same** as the standard calculation listed in section **8** because (*check one*):

No one asked for a deviation from the standard calculation. (*Skip to 10.*)

There is not a good reason to approve the deviation requested by (*name/s*): _____
_____. The facts supporting this decision are (*check all that apply*):

detailed in the *Worksheets*, Part VIII, lines 20 through 26.

the parent asking for a deviation:

has a new spouse or domestic partner with income of \$ _____.

lives in a household where other adults have income of \$ _____.

has income from overtime or a second job that was excluded in section **5** above.

other (*specify*): _____.

Yes – The monthly child support amount ordered in section **10** is **different** from the standard calculation listed in section **8** because (*check all that apply*):

- A parent or parents in this case has:
 - children from other relationships.
 - paid or received child support for children from other relationships.
 - gifts, prizes, or other assets.
 - income that is not regular (non-recurring income) such as bonuses, overtime, etc.
 - unusual unplanned debt (extraordinary debt not voluntarily incurred).
 - tax planning considerations that will not reduce the economic benefit to the children.
 - very different living costs, which are beyond their control.
- The children in this case:
 - spend significant time with the parent who owes support. The non-standard amount still gives the other parent's household enough money for the children's basic needs. The children do not get public assistance (TANF).
 - have extraordinary income.
 - have special needs because of a disability.
 - have special medical, educational, or psychological needs.
- There are (or will be) costs for court-ordered reunification or a voluntary placement agreement.
- The parent who owes support has shown it is not fair to have to pay the \$50 per child presumptive minimum payment.
- The parent who is owed support has shown it is not fair to apply the self-support reserve (calculated on lines 8.a. – c. of the *Worksheets*).
- Other reasons: _____

The facts that support the reasons checked above are (*check all that apply*):

- detailed in the *Worksheets*, Part VIII, lines 20 through 26.
- the parent asking for a deviation:
 - has a new spouse or domestic partner with income of \$_____.
 - lives in a household where other adults have income of \$_____.
 - has income from overtime or a second job that was excluded in section **5** above.
- as follows: _____

10. Monthly child support amount (transfer payment)

After considering the standard calculation in section **8**, and whether or not to apply a deviation in section **9**, the court orders the following monthly child support amount (transfer payment).

(Name): _____ must pay child support to (name): _____ each month as follows for the children listed below (add lines for additional children if needed):

	Child's Name	Age	Amount
1.			\$
2.			\$
3.			\$
4.			\$
5.			\$
Total monthly child support amount:			\$

Residential Split – Each parent has at least one of the children from this relationship living with them most of the time. (Name): _____ must pay child support to (name): _____ each month as follows:

Total monthly child support amount: \$

11. Starting date and payment schedule

The monthly child support amount must be paid starting (month, year): _____ on the following payment schedule:

- in one payment each month by the ___ day of the month.
- in two payments each month: ½ by the _____ and ½ by the _____ day of the month.
- other (specify): _____

12. Step increase or decrease (for modifications or adjustments only)

- Does not apply.
- Approved** – The court is changing a final child support order. The monthly child support amount is increasing or decreasing by more than 30 percent from the last final child support order. This causes significant financial hardship to the parent who owes or receives support, so the increase will be applied in two equal steps:
 - On (date): _____, six months after the Starting Date in section **11**, the monthly child support amount will be the full amount listed in section **10**.
 - For 6 months from the Starting Date in section **11** above, the monthly child support amount will be an amount exactly half way between the old monthly amount and the new monthly amount for a total of \$_____ each month.
- Denied** – The court is changing a final child support order (check one):
 - but the monthly payment increased or decreased by less than 30%.
 - and the monthly payment increased by more than 30%, but this does not cause a significant hardship to the parent who owes support.

and the monthly payment decreased by more than 30%, but this does not cause a significant hardship to the parent who receives support.

13. Periodic Adjustment

Child support may be changed according to state law. The court is not ordering a specific periodic adjustment schedule below.

Any party may ask the court to adjust child support periodically on the following schedule **without** showing a substantial change of circumstances:

The *Motion to Adjust Child Support Order* may be filed:

every ____ months.

on (*date/s*): _____

other (*describe condition or event*): _____

Important! A party must file a *Motion to Adjust Child Support Order* (form FL Modify 521), and the court must approve a new *Child Support Order* for any adjustment to take effect.

Deadlines, if any (*for example, deadline to exchange financial information, deadline to file the motion*): _____

14. Payment Method (*check either Registry or Direct Pay*)

Registry – Send payment to the Washington State Support Registry. The Division of Child Support (DCS) will forward payments to the person owed support and keep records of all payments.

Address for payment: Washington State Support Registry
PO Box 45868, Olympia, WA 98504

Phone number/s: 1 (800) 922-4306 or 1 (800) 442-5437

Important! If you are ordered to send your support payments to the Washington State Support Registry, and you pay some other person or organization, you will **not** get credit for your payment.

DCS Enforcement (*if Registry is checked above*):

DCS will **enforce** this order because (*check all that apply*):

this is a public assistance case.

one of the parties has already asked DCS for services.

one of the parties has asked for DCS services by signing the application statement at the end of this order (*above the Warnings*).

DCS will **not** enforce this order unless one of the parties applies for DCS services or the children go on public assistance.

Direct Pay – Send payment to the other parent or non-parent custodian by:

mail to: _____
Street Address or PO Box City State Zip

or any new address the person owed support provides to the parent who owes support. (*This does not have to be a home address.*)

other method: _____

15. Enforcement through income withholding (garnishment)

DCS or the person owed support can collect the support owed from the income, earnings, assets, or benefits of the parent who owes support, and can enforce liens against real or personal property as allowed by any state’s child support laws without notice to the parent who owes the support.

*If this order is **not** being enforced by DCS and the person owed support wants to have support paid directly from the employer, the person owed support must ask the court to sign a separate income withholding order requiring the employer to withhold income and make payments. (Chapter 26.18 RCW.)*

Income withholding may be delayed until a payment becomes past due if the court finds good reason to delay.

Does not apply. There is no good reason to delay income withholding.

Income withholding will be **delayed** until a payment becomes past due because (*check one*):

the child support payments are enforced by DCS, and there are good reasons in the children’s best interest **not** to withhold income at this time. If this is a case about changing child support, previously ordered child support has been paid on time.

List the good reasons here: _____

the child support payments are **not** enforced by DCS and there are good reasons **not** to withhold income at this time.

List the good reasons here: _____

the court has approved the parents’ written agreement for a different payment arrangement.

16. Temporary reduction if incarcerated (abatement)

Important! *Read Support Abatement Warnings at the end of this order.*

If the person who owes support is incarcerated:

- The total monthly child support amount may be temporarily reduced to \$10 while the person who owes support is in jail, prison, or a correctional facility for at least six months (or serving a sentence of more than six months), and has no income or assets available to pay the support.
- If reduced, the support amount will be \$10 a month.
- Beginning the fourth month after the person who owes support is released, support will be 50% of the original amount, or \$50 per child, whichever is more.

- One year after release, support will return to the original amount in section 10.
- Reinstatement of the support amount at 50% does not automatically apply, if a *Petition to Modify Child Support Order* is filed during the period of abatement.

The person who owes support qualifies for abatement. Monthly child support is temporarily reduced (abated) to \$10 and will be reinstated as described above.

17. End date for support

Support must be paid for each child until the court signs a different order or (*check one*):

the child turns 18 or is no longer enrolled in high school, whichever happens last, unless the court makes a different order in section **18**.

the child turns 18 or is emancipated, unless the court makes a different order in section **18**.

after (*child's name*): _____ turns 18. Based on information available to the court, it is expected that this child will be unable to support them self and will remain dependent past the age of 18. Support must be paid until (*check one*):

this child is able to support themselves and is no longer dependent on the parents.

other: _____

other (*specify*): _____

18. Post-secondary educational support (for college or vocational school)

Reserved – A parent or non-parent custodian may ask the court for post-secondary educational support at a later date without showing a substantial change of circumstances by filing a *Petition to Modify Child Support Order* (form FL Modify 501). The *Petition* must be filed *before* child support ends as listed in section **17**.

Granted – The parents must pay for the children’s post-secondary educational support. Post-secondary educational support may include support for the period after high school and before college or vocational school begins. The amount or percentage each person must pay (*check one*):

will be decided later. The parties may make a written agreement or ask the court to set the amount or percentage by filing a *Petition to Modify Child Support Order* (form FL Modify 501).

is as follows (*specify*): _____

Denied – The request for post-secondary educational support is denied.

Other (*specify*): _____

19. Tax Issues

Important! Although personal tax exemptions are currently suspended under federal law through tax year 2025, other tax benefits may flow from claiming a child as dependent.

- The parties will follow the law and IRS rules about claiming children on tax forms.
- The parties have the right to claim the children as their dependents for purposes of personal tax exemptions and associated tax credits on their tax forms as follows (*check one*):
- Every year – (*name*): _____
has the right to claim (*children's names*): _____;
and (*name*): _____
has the right to claim (*children's names*): _____.
- Alternating – (*name*): _____
has the right to claim the children for (*check one*): even odd year and
(*name*): _____
has the right to claim the children for the opposite years.
- Other (*specify*): _____

For tax years when a non-custodial parent has the right to claim the children, the parents **must** cooperate to fill out and submit IRS Form 8332 in a timely manner.

20. Medical Support

Important! Read the Medical Support Warnings at the end of this order. Medical Support includes health insurance (both public and private) and cash payments towards premiums and uninsured medical expenses.

- The court is not ordering how healthcare coverage must be provided for the children because the court does not have enough information to determine the availability of accessible healthcare coverage for the children (coverage that could be used for the children's primary care). The law requires every parent to provide or pay for medical support. DCS or any parent can enforce this requirement. (*Skip to 21.*)
- Private health insurance ordered.** (*Name*): _____ must pay the premium to provide health insurance coverage for the children. The court has considered the needs of the children, the cost and extent of coverage, and the accessibility of coverage.
- The other parent must pay their proportional share* of the premium paid. Health insurance premiums (*check one*):
- are included on the *Worksheets* (line 14). No separate payment is needed.
- are **not** included on the *Worksheets*. Separate payment is needed. A parent or non-parent custodian may ask DCS or the court to enforce payment for the proportional share.

* *Proportional share is each parent's percentage share of the combined net income from line 6 of the Child Support Schedule Worksheets.*

The other parent is **not** ordered to pay for any part of the children's insurance because (*explain*): _____

A parent cannot be excused from providing health insurance coverage through an employer or union solely because the child receives public healthcare coverage.

A parent has been ordered to pay an amount that is more than 25% of their basic support obligation (*Worksheets*, line 19). The court finds this is in the children's best interest because: _____

A parent cannot be ordered to pay an amount towards healthcare coverage premiums that is more than 25% of their basic support obligation (Worksheets, line 19) unless the court finds it is in the best interest of the children.

Public healthcare coverage. (*Name*): _____ has enrolled the child in public healthcare coverage and does not have available at no cost, accessible health insurance coverage through an employer or union.

The other parent must enroll the child in accessible health insurance coverage through their employer or union up to 25% of their basic support obligation.

The other parent must pay their proportional share* of the premium for public healthcare coverage for the child. Public healthcare premiums (*check one*):

are included on the *Worksheets* (line 14). No separate payment is needed.

are **not** included on the *Worksheets*. Separate payment is needed. A parent or non-parent custodian may ask DCS or the court to enforce payment for the proportional share.

* *Proportional share is each parent's percentage share of the combined net income from line 6 of the Child Support Schedule Worksheets.*

The other parent is **not** ordered to pay for any part of the children's healthcare coverage because (*explain*): _____

A parent cannot be excused from providing health insurance coverage through an employer or union solely because the child receives public healthcare coverage.

A parent has been ordered to pay an amount that is more than 25% of their basic support obligation (*Worksheets*, line 19). The court finds this is in the children's best interest because: _____

Other (*specify*): _____

21. Healthcare coverage if circumstances change or court has not ordered

If the parties' circumstances change, or if the court is not ordering how healthcare coverage must be provided for the children in section **20**:

- A parent, non-parent custodian, or DCS can enforce the medical support requirement.

- If a parent does not provide proof of accessible healthcare coverage (coverage that can be used for the children’s primary care), that parent must:
 - Get (or keep) insurance through their work or union, unless the insurance costs more than 25% of their basic support obligation (line 19 of the *Worksheets*),
 - Pay their share of the other parent’s monthly premium up to 25% of their basic support obligation (line 19 of the *Worksheets*), or
 - Pay their share of the monthly cost of any public healthcare coverage, such as Apple Health or Medicaid, which is assigned to the state.

22. Children’s expenses not included in the monthly child support amount

Uninsured medical expenses – Each parent is responsible for a share of uninsured medical expenses as ordered below. Uninsured medical expenses include premiums, co-pays, deductibles, and other healthcare costs not paid by healthcare coverage.

Children’s Expenses for:	Parent (name):	Parent (name):	Make payments to:	
	_____ pays monthly	_____ pays monthly	Person who pays the expense	Service Provider
Uninsured medical expenses	Proportional Share*	Proportional Share*	[]	[]

* Proportional Share is each parent’s percentage share of the combined net income from line 6 of the Child Support Schedule Worksheets.

Other shared expenses (check one):

[] Does not apply. The monthly amount covers all expenses, except healthcare expenses.

[] The parents will share the cost of the expenses listed below (*check all that apply*):

Children’s Expenses for:	Parent (name):	Parent (name):	Make payments to:	
	_____ pays monthly	_____ pays monthly	Person who pays the expense	Service Provider
[] Day care: _____ _____	[] Proportional Share* [] \$ _____ [] _____%**	[] Proportional Share* [] \$ _____ [] _____%**	[]	[]
[] Education: _____ _____	[] Proportional Share* [] \$ _____ [] _____%**	[] Proportional Share* [] \$ _____ [] _____%**	[]	[]
[] Long-distance transportation: _____ _____	[] Proportional Share* [] \$ _____ [] _____%**	[] Proportional Share* [] \$ _____ [] _____%**	[]	[]

Children's Expenses for:	Parent (name): _____	Parent (name): _____	Make payments to:	
	pays monthly	pays monthly	Person who pays the expense	Service Provider
[] Other (specify): _____ _____	[] Proportional Share* [] \$ _____ [] _____%**	[] Proportional Share* [] \$ _____ [] _____%**	[]	[]

* Proportional Share is each parent's percentage share of the combined net income from line 6 of the Child Support Schedule Worksheets.

** If any percentages ordered are different from the Proportional Share, explain why:

[] Other (give more detail about covered expenses here, if needed): _____

A person receiving support can ask DCS to collect:

- expenses owed directly to them.
- reimbursement for expenses the person providing support was ordered to pay.
- an order for a money judgment from the court.

23. Past due child support, medical support and other expenses

[] This order does not address any past due amounts or interest owed.

[] As of (date): _____, no parent owes (check all that apply):

- | | |
|------------------------------|--|
| [] past due child support | [] interest on past due child support |
| [] past due medical support | [] interest on past due medical support |
| [] past due other expenses | [] interest on past due other expenses |

to (check all that apply): [] the other parent or non-parent custodian [] the state.

[] The court orders the following **money judgments** (summarized in section **1** above):

Judgment for	Debtor's name (person who must pay money)	Creditor's name (person who must be paid)	Amount	Interest
[] Past due child support from _____ to _____			\$	\$

Judgment for	Debtor's name <i>(person who must pay money)</i>	Creditor's name <i>(person who must be paid)</i>	Amount	Interest
<input type="checkbox"/> Past due medical support <i>(health insurance & healthcare costs not covered by insurance)</i> from _____ to _____			\$	\$
<input type="checkbox"/> Past due expenses for: <input type="checkbox"/> day care <input type="checkbox"/> education <input type="checkbox"/> long-distance transp. from _____ to _____			\$	\$
<input type="checkbox"/> Other <i>(describe)</i> :			\$	\$

The **interest rate** for child support judgments is 12%.

Other *(specify)*: _____

24. Overpayment caused by change

Does not apply.
 The *Order* signed by the court today or on date: _____
 caused an overpayment of \$_____.

(Name): _____ shall repay this amount
 to *(Name)*: _____ by *(date)*: _____
 _____.

The overpayment shall be credited against the monthly support amount owed
 each month at the rate of \$_____ each month until paid off.


Other *(specify)*: _____

25. Other Orders

All of the *Warnings* below are required by law and are incorporated and made part of this order.

Other (*specify*): _____

Ordered.

Dated: _____  _____
Judge or Commissioner


Petitioner and Respondent or their lawyers fill out below:


This document (*check any that apply*):

- is an agreement of the parties
- is presented by me
- may be signed by the court without notice to me

This document (*check any that apply*):

- is an agreement of the parties
- is presented by me
- may be signed by the court without notice to me

 _____
Petitioner signs here **or** lawyer signs here + WSBA No.

 _____
Respondent signs here **or** lawyer signs here + WSBA No.


Print Name Date

Print Name Date

If any parent or child received public assistance:


The state Department of Social and Health Services was notified about this order through the Prosecuting Attorney's office, and has reviewed and approved the following:

- child support medical support
- past due child support other (*specify*): _____

 _____
Deputy Prosecutor signs here Print name and WSBA No. Date

Parent or Non-Parent Custodian applies for Division of Child Support enforcement services:

I ask the DCS to enforce this order. I understand that DCS will keep \$35 each year as a fee if DCS collects more than \$550, unless I ask to be excused from paying this fee in advance. (*You may call DCS at 1-800-442-5437. DCS will **not** charge a fee if you have ever received TANF, tribal TANF, or AFDC.*)

 _____
Parent or Non-Parent Custodian signs here Print name Date
(lawyer cannot sign for party)

**All the warnings below are required by law and are part of the order.
Do not remove.**

Warnings!

If you don't follow this child support order...

- DOL or other licensing agencies may deny, suspend, or refuse to renew your licenses, including your driver's license and business or professional licenses, and
- Dept. of Fish and Wildlife may suspend or refuse to issue your fishing and hunting licenses and you may not be able to get permits. (*RCW 74.20A.320*)

If you receive child support...

You may have to:

- Document how that support and any cash received for the children's healthcare was spent.
- Repay the other parent for any daycare or special expenses included in the support if you didn't actually have those expenses. (RCW 26.19.080)

Support Abatement Warnings!

The Division of Child Support (DCS), the person required to pay support, the payee under this order, or the person entitled to receive support **may ask the court or DCS to temporarily reduce** child support to \$10 per month when the person required to pay support is in jail, prison, or a correctional facility for at least six months, or serving a sentence of more than six months.

There is a rebuttable presumption that an incarcerated person cannot pay child support. DCS, the payee under this order, or the person receiving the support may overcome the presumption by showing that the person required to pay support has income or other assets available to pay support.

When a request for abatement is made, DCS will review its records and other available information, and decide if abatement is appropriate. DCS will send notice of the decision to the person required to pay support, and to the payee under this order or the person entitled to receive support. Any of those persons may object to DCS's decision.

If at any point during the period of incarceration, a person or DCS later learns of income or other assets available to pay support, a request to terminate or reverse the abatement may be made through DCS or the Office of Administrative Hearings.

Medical Support Warnings!

The parents must keep the Support Registry informed about whether they have access to healthcare coverage for the children at a reasonable cost and to provide the policy information for any such coverage.

If you are ordered to provide children's healthcare coverage...

You have **20 days** from the date of this order to send:

- proof that the children are covered, or
- proof that healthcare coverage is not available as ordered.

Send your proof to the other parent or to the Support Registry (if your payments go there).

If you do **not** provide proof of healthcare coverage:

- The other parent or the support agency may contact your employer or union, without notifying you, to ask for direct enforcement of this order (RCW 26.18.170), and
- The other parent may:
 - Ask the DCS for help,
 - Ask the court for a contempt order, or
 - File a Petition in court.

Don't cancel your employer or union health insurance for your children unless the court approves or your job ends, and you no longer qualify for insurance as ordered in section **20**.

If an insurer sends you payment for a medical provider's service:

- you must send it to the medical provider if the provider has not been paid; or
- you must send the payment to whoever paid the provider if someone else paid the provider; or
- you may keep the payment if you paid the provider.

If the children have public healthcare coverage, the state can make you pay for the cost of the monthly premium.

Always inform the Support Registry and any parent if your access to healthcare coverage changes or ends.

**Confidential Information
(CIF)**

**Clerk: Do not file in a
public access file**

Superior Court of Washington,

County: _____

Case No.: _____

Important! Only court staff and some state agencies may see this form. The other party and their lawyer may **not** see this form unless a court order allows it. State agencies may disclose the information in this form according to their own rules.

1. Who is completing this form? (Name): _____
2. Is there a current restraining or protection order involving the parties or children? No Yes. If yes, who does the order protect? (Name/s): _____
3. Does your address information need to be confidential to protect your or your children's health, safety, or liberty? (Check one): Yes No
If yes, explain why? _____
4. **Your Information** - This person is a (check one): Petitioner Respondent
Interpreter needed? No Yes, language: _____

Full name (first, middle, last):		Date of birth (MM/DD/YYYY):	Sex:
Driver's license/Identicard (No., state):	Race:	Relationship to children in this case:	
Mailing address (This address will not be kept private.) (street address or P.O. box, city, state zip):			
Email:		Phone:	

Home address (check one): <input type="checkbox"/> same as mailing address <input type="checkbox"/> listed below (street, city, state, zip):	
Social Sec. No:	
Employer's name:	Employer's phone:
Employer's address:	

5. **Other Party's Information** - This person is a (check one): Petitioner Respondent
Interpreter needed? No Yes, language: _____

Full name (first, middle, last):		Date of birth (MM/DD/YYYY):	Sex:
Driver's license/Identicard (No., state):	Race:	Relationship to children in this case:	
Mailing address (This address will not be kept private.) (street address or PO box, city, state zip):			
Email:		Phone:	

Home address (check one): <input type="checkbox"/> same as mailing address <input type="checkbox"/> listed below (street, city, state, zip):	
Social Sec. No:	
Employer's name:	Employer's phone:
Employer's address:	

➤ **Skip sections 6–9 if your case does not involve children. Sign at the end.**

6. Children's Information (You do not have to fill out the children's Social Security numbers if your case is only about a protection order.)

Child's full name (first, middle, last)	Date of birth (MM/DD/YYYY)	Race	Sex	Soc. Sec. No.	Current location: lives with
1.					<input type="checkbox"/> You <input type="checkbox"/> other party: _____
2.					<input type="checkbox"/> You <input type="checkbox"/> other party: _____
3.					<input type="checkbox"/> You <input type="checkbox"/> other party: _____
4.					<input type="checkbox"/> You <input type="checkbox"/> other party: _____

7. Have the children lived with anyone other than you or the other party during the last 5 years? (Check one): No Yes. If yes, fill out below:

Children lived with (name)	That person's current address
1.	
2.	

8. Do other people (not parents) have custody or visitation rights to the children? (Check one): No Yes. If yes, fill out below:

Person with rights (name)	That person's current address
1.	
2.	

I declare under penalty of perjury under Washington State law that the information on this form about me is true. The information about the other party is the best information I have or is unavailable because (explain): _____

Check here if you need more space to list other Petitioners, Respondents, or children. Put that information on the *Attachment to Confidential Information*, form FL All Family 002, and attach it to this form.

Signed at (city and state): _____ Date: _____

▶ _____
Petitioner/Respondent signs here

Print name here

Superior Court of Washington, County of _____

In re:

Petitioner/s (person/s who started this case):

And Respondent/s (other party/parties):

No. _____

Notice of Hearing
(NTHG)

Clerk's action required: **1**

Notice of Hearing

To the Court Clerk and all parties:

1. A court hearing has been scheduled:



for: _____ at: _____ a.m. p.m.
date *time*

at: _____ in _____
court's address *room or department*

docket / calendar or judge / commissioner's name

2. The purpose of this hearing is (specify): _____

Warning! If you do not go to the hearing, the court may sign orders without hearing your side.

This hearing was requested by: Petitioner or his/her lawyer Respondent or his/her lawyer



Person asking for this hearing signs here

Print name (if lawyer, also list WSBA #)

Date

I agree to accept legal papers for this case at:

address

city *state* *zip*

(Optional) email: _____

This does **not** have to be your home address. If this address changes before the case ends, you **must** notify all parties and the court clerk in writing. You may use the *Notice of Address Change* form (FL All Family 120). A party must also update his/her *Confidential Information* form (FL All Family 001) if this case involves parentage or child support.

Superior Court of Washington, County of _____

In re:

Petitioner/s (*person/s who started this case*):

Respondent/s (*other party/parties*):

No. _____

Motion to Adjust Child Support Order
(MTAS)

Motion to Adjust Child Support Order

Use this form if at least 24 months have passed since the last child support order and the **only** reasons for your requests are that the parents' income, the economic table, or child support standards have changed. Otherwise use *Petition to Modify Child Support* (FL Modify 501).

To all parties:

Deadline! Your papers must be filed and served by the deadline in your county's Local Court Rules, or by the State Court Rules if there is no local rule. Court Rules and forms are online at www.courts.wa.gov.

If you want the court to consider your side, you **must**:

- File your original documents with the Superior Court Clerk; AND
- Give the Judge/Commissioner a copy of your papers (if required by your county's Local Court Rules); AND
- Have a copy of your papers served on all other parties or their lawyers; AND
- Go to the hearing.

Read your county's Local Court Rules, if any:

- You may be required to file other forms and documents.
- The court may not allow you to testify at the motion hearing.

Bring proposed orders to the hearing.

To the person filing this motion:

You must schedule a hearing on this motion. You may use the *Notice of Hearing* (form FL All Family 185) unless your county's Local Court Rules require a different form. Contact the court for scheduling information.

To the person receiving this motion:

If you do not agree with the requests in this motion, file a statement (using form FL All Family 135, *Declaration*) explaining why the court should not approve those requests. You may file other written proof supporting your side, and propose your own *Child Support Worksheets*.

1. My name is: _____ . I ask the court to adjust the *Child Support Order*. I am filing and serving proposed *Child Support Schedule Worksheets* at the same time as this motion.

2. **Is the state filing this motion? (Check one):**

No. This motion is filed by a parent, guardian, or non-parent custodian.

Yes. The state Department of Social and Health Services (DSHS) is filing this motion because (*check all that apply*):

the children receive public assistance.

the children do not receive public assistance, but one of the parties asked DSHS to review the order and DSHS decided the order should be adjusted.

another state or jurisdiction asked for this adjustment.

➤ **Why should the court adjust child support? (Check all that apply):**

3. **Two years or more have passed**

Does not apply.

At least 2 full years (24 months) have passed since the current order was issued and any step increase took effect **and** (*check all that apply*):

the economic table or standards in RCW 26.19 have changed.

the parents' income has changed. (*Explain the changes here or use a separate Declaration form (FL All Family 135) and/or Financial Declaration form (FL All Family 131)*): _____

4. **Current order allows periodic adjustment**

Does not apply.

The current *Child Support Order* says support may be adjusted now.

5. **Other (if any):**

Person making this motion fills out below:

I declare under penalty of perjury under the laws of the State of Washington that the facts I have provided on this form are true.

Signed at (*city and state*): _____ Date: _____

▶ _____
Person making this motion signs here *Print name here*

I agree to accept legal papers for this case at (*check one*):

[] my lawyer's address, listed below.

[] the following address (*this does **not** have to be your home address*):

Street Address or PO Box *City* *State* *Zip*

(Optional) email: _____

*(If this address changes before the case ends, you **must** notify all parties and the court clerk in writing. You may use the Notice of Address Change form (FL All Family 120). You must also update your Confidential Information Form (FL All Family 001).)*

Lawyer (if any) fills out below:

▶ _____
Lawyer signs here *Print name and WSBA No.* *Date*

Lawyer's Street Address or PO Box *City* *State* *Zip*

Email (*if applicable*): _____

Warning! Documents filed with the court are available for anyone to see unless they are sealed. Financial, medical, and confidential reports, as described in General Rule 22, **must** be sealed so they can only be seen by the court, the other party, and the lawyers in your case. Seal those documents by filing them separately, using a *Sealed* cover sheet (form FL All Family 011, 012, or 013). You may ask for an order to seal other documents.

Superior Court of Washington, County of _____

In re:

Petitioner/s (*person/s who started this case*):

And Respondent/s (*other party/parties*):

No. _____

Order on Motion to Adjust
Child Support Order
(ORAS)

Order on Motion to Adjust Child Support Order

1. The court has considered the *Motion to Adjust Child Support Order* filed by
(*name*): _____.

2. Jurisdiction: The court has the authority to decide this case for these parties.

3. Findings (*check one*):

Child support should **not** be adjusted because: _____

Child support **should be** adjusted because (*check all that apply*):

Two years or more have passed – At least two full years (24 months) have passed since the current order was entered and any step increase took effect and (*check all that apply*):

the parents' income has changed.

the economic table or standards in RCW 26.19 have changed.

Current order allows periodic adjustment – The current *Child Support Order* says support may be adjusted now.

Other findings (if any): _____

Superior Court of Washington, County of _____

In re:

Petitioner/s (*person/s who started this case*):

And Respondent/s (*other party/parties*):

No. _____

Declaration of
(*name*): _____

(DCLR)

Declaration of (*name*): _____

1. I am (*age*): _____ years old and I am the (*check one*): Petitioner Respondent

Other (*relationship to the people in this case*): _____

2. I declare: _____

Superior Court of Washington, County of _____

In re:

Petitioner/s (*person/s who started this case*):

And Respondent/s (*other party/parties*):

No. _____

Sealed Personal Health Care Records
(Cover Sheet)

(SEALPHC)

Clerk's action required.

For use in Family Law and Guardianship cases.

**Sealed Personal Health Care Records
(Cover Sheet)**

Use this form as a cover sheet to keep your personal health information **private** from the public. On the first page of each document, write the word "SEALED" 1 inch from the top of the page.

Check the documents you are attaching to this cover sheet to be sealed:

- Health records of any kind (including correspondence) related to a person's physical or mental condition, or payment for health care.
- Genetic test records for parentage.

Submitted by: Petitioner or his/her lawyer Respondent or his/her lawyer



Sign here

Print name (if lawyer, also provide WSBA #)

Important! The other person and the lawyers in your case can see your **sealed** documents. If you need to keep your address information private for safety reasons, you may cross out or delete your address information.

Superior Court of Washington, County of _____

In re:

Petitioner/s (*person/s who started this case*):

And Respondent/s (*other party/parties*):

No.

**Notice of Appearance
(for a party without a lawyer)
(APPS)**

**Notice of Appearance
(for a party without a lawyer)**

1. My name is: _____.
2. I am filing this notice to appear in this case. I must be notified of any court hearings and receive copies of any papers filed in this case.
3. I agree to accept legal papers for this case at the following address (*this does **not** have to be your home address*):

_____ _____ _____ _____
street address or PO box *city* *state* *zip*
4. I can be contacted at the following email address: _____.
5. (**Optional**) I agree to accept legal papers for this case at the above email address.



Sign here _____ *Date*

If this address changes before the case ends, you **must** notify all parties and the court clerk in writing. You may use the form *Notice of Address Change* (FL All Family 120). You must also update your *Confidential Information* form (FL All Family 001) if this case involves parentage or child support.

Superior Court of Washington, County of _____

In re:

Petitioner/s (*person/s who started this case*):

And Respondent/s (*other party/parties*):

No. _____

Proof of Mailing or Hand Delivery
(for documents after Summons and
Petition)
(AFSR)

Proof of Mailing or Hand Delivery
(for documents after Summons and Petition)

Warning! Do **not** use this form to prove you mailed or delivered a Summons, Petition, Order to Go to Court, or any kind of Restraining Order. For those documents, use Proof of Personal Service (FL All Family 101), or if you have court permission to serve by mail, use Proof of Service by Mail (FL All Family 107).

I declare:

1. I am (*check one*): the Petitioner the Respondent (*name*): _____
_____ and I am competent to be a witness in this case.

2. On (*date*): _____, I served copies of the documents listed in **3** below to
(*name of party or lawyer served*): _____ by:

mail (*check all that apply*): first class certified other _____

Mailing Address *City* *State* *Zip*

email to (*address*): _____
(*only if allowed by agreement, order, or your county's Local Court Rule*)

fax to (*number*): _____
(*only if allowed by agreement, order, or your county's Local Court Rule*)

Hand delivery at (*time*): _____ a.m. p.m. to this address:

Street Address *City* *State* *Zip*

I left the documents (*check one*):

- with the party or lawyer named above.
- at the attorney's office with the clerk or other person in charge.
- at the attorney's office in a conspicuous place because no one was in charge.
- with (*name*): _____,
at the address listed in court documents where the party agreed to receive
legal papers for this case.
- (*For a party or lawyer who has no office or whose office is closed*) at their home
with (*name*): _____,
a person of suitable age and discretion who lives in the same home.

3. List all documents you served (*check all that apply*):

(The most common documents are listed below. Check only those documents that were served. Use the "Other" boxes to write in the title of each document you served that is not already listed.)

<input type="checkbox"/> Notice of Hearing (<i>hearing date</i>): _____	<input type="checkbox"/> Notice Re: Military Dependent
<input type="checkbox"/> Motion for Temporary Family Law Order <input type="checkbox"/> and Restraining Order	<input type="checkbox"/> Sealed Financial Documents
<input type="checkbox"/> Proposed Temporary Family Law Order	<input type="checkbox"/> Financial Declaration
<input type="checkbox"/> Proposed Parenting Plan	<input type="checkbox"/> Declaration of: _____
<input type="checkbox"/> Proposed Child Support Order	<input type="checkbox"/> Declaration of: _____
<input type="checkbox"/> Proposed Child Support Worksheets	<input type="checkbox"/> Declaration of: _____
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____

4. Other: _____

I declare under penalty of perjury under the laws of the State of Washington that the statements on this form are true.

Signed at (*City and State*): _____ Date: _____

Signature of server

Print or type name of server