How to
Ask for Child Support

Use this packet ONLY if:

- You are not married to the other parent, and
- You and the other parent have never had a **Superior Court** child support order, and
- An Acknowledgment of Paternity form was filed with the Washington Center for Health Statistics or with a similar agency in the state the child was born

Do **not** use these instructions for help with *back support.* For back support problems, talk to the Child Support Division or ask a lawyer for help.

Talk to a lawyer, if you can

These instructions have been developed by the King County Superior Court Family Law Information Center. They are not intended to be a substitute for legal advice. They provide only legal *information.* It's a good idea to talk to a lawyer before you file any forms. If you cannot afford a lawyer, you can:

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

King County Superior Court 516 3rd Ave, Room W-382 Seattle, WA 98104	Maleng Regional Justice Center 401 4th Ave North, Room 3D Kent, WA 98032

Step 1: Fill out these forms

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

Form Name	Form Number	Notes	Completed
Case Assignment Area Form & Case Index Cover Sheets			☐
Confidential Information Form		Attachment to Confidential Information (for additional parties or children	☐

Step 2: Fill out these forms, then make copies

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

Form Name	Form Number	Notes	Completed
Summons: Notice about Petition for Parenting Plan, Residential Schedule, and/ or Child Support	FL Parentage 330		☐
Petition for a Parenting Plan, Residential Schedule and/ or Child Support	FL Parentage 331		☐
Sealed Birth Certificate or Paternity Document	FL Parentage 329	Attach a certified copy of Paternity Acknowledgment /Denial/Birth Certificate	☐
Certified Copy of Acknowledgment/Denial of Paternity/Birth Certificate	Contact WA Center of Health Statistics, or similar agency in the state where Acknowledgment or Denial was filed.		
Notice to Military Dependent	FL All Family 103		☐
Child Support Worksheets	WSCSS-Worksheets		☐
Child Support Schedule & Instruction	This is information to use to calculate Child Support Worksheets. Online Child Support Calculation software is available at https://fortress.wa.gov/dshs/dcs/SSGen/Home		
Financial Declaration	FL All Family 131		☐
Sealed Financial Source Documents	FL All Family 011	This form goes on the front of the financial documents you file	☐
When you ask for child support, you must provide copies of financial documents, including: ▪ Your W-2s and complete personal tax returns for the past 2 years ▪ Your most recent pay stubs (at least 6 months) ▪ Complete partnership/corporate tax returns for the past 2 years if you have a 5% interest or more ▪ Statements from all of your banks and financial institutions for the past 6 months			☐

How many copies do I need?

- **Original** set to file with Clerk's office.
- Copy **1** is to serve the other parent
- Copy **2** you will keep for your records
- Make a **3rd** copy if the child(ren) have ever received public assistance, or you are uncertain as to whether or not they have ever received public assistance. You must deliver a copy of the forms to the King County Prosecuting Attorney's Office, Family Support Division.

Fill out these forms after the other parent is served (*see* Step 4), make a copy and file them. These forms can be downloaded at: www.courts.wa.gov/forms/

Proof of Personal Service	FL All Family 101	Form is signed by the server. *See* Step 4	☐
Declaration: Personal Service Could not be Made in Washington	FL All Family 102	Only use if the other parent is served personally out-of-state	☐

Step 3: Take your original forms to the Clerk's Office and pay a fee.

The Clerk will ask you to pay a filing fee. If you cannot afford to pay the fee, ask for an application to let you file for free. This application is called a *Motion and Declaration for Waiver*

When you file your forms, the clerk will give you two copies of your *Case Schedule*. You will need 1 copy to serve on the other parent. Keep 1 copy for your records.

Step 4: Have the other parent served.

You must have the other parent served with *copies* of:

The Case Schedule that the Clerk gave you when you filed, **and**

All of the forms you filed with the clerk, except the *Case Assignment Area Form & Case Index Cover Sheets* and the *Confidential Information Form.*

How to Serve

Someone over the age of 18 – **not you** - must serve (give) the other parent copies of your court papers. After serving, the server fills out the *Proof of Personal Service (FL All Family 101)* form and returns it to you.

Note: If the other parent is personally served outside Washington State:

- the signature of the server must be notarized or sworn before a court clerk on the *Proof of Personal Service Form (FL All Family 101)*, and

- You must fill out and file the *Declaration: Personal Service Could Not be Made in Washington, (FL All Family 102)*.

File the original Proof of Personal Service form (and the Declaration: Personal Service Could Not Be Made in Washington) with the Clerk's office. Keep a copy for your records.

If you have questions about serving, please ask the Facilitators for information regarding service.

Step 5: Wait.

The next step is to wait to see if the other parent files and serves a *Response* by the deadline.

You must wait:

20 days	If the other parent was served in person **in Washington** state.
60 days	If the other parent was served in person **outside of Washington** state or by publication (pursuant to a court order).
90 days	If the other parent was served by mail (pursuant to a court order).

If you want to ask for a **temporary** child support order now, ask the Family Law Facilitators for information on filing for Temporary Orders.

If the parent **does serve and file a Response**, follow your Case Schedule. Your trial will be in about 11 months.

Step 6: Prepare Final Orders

If you and the other parent come to an agreement, or if the other parent does not respond, you can finalize your case through the Clerk's office by paying the Ex Parte via the Clerk processing fee. The Clerk will present the orders to the Commissioner on your behalf.

Fill out these forms when you are ready to finalize

Child Support Order	FL All Family 130		☐
Child Support Worksheets	WSCSS-Worksheets		☐
Final Order and Findings for a Parenting Plan, Residential Schedule and/or Child Support	FL Parentage 333		☐

If you are finalizing by default you will need these forms, too

Motion for Default	FL All Family 161		☐
Order on Motion for Default	FL All Family 162		☐

***If the child(ren) have ever received public assistance, your final documents must be signed by the Prosecuting Attorney, Family Support Division before you can finalize**