How to
Change a Final Parenting Plan
When Parties Agree

Use these instructions ONLY if you have a final parenting plan in place and:

- You want to change your parenting plan and if needed,
- You want a new child support order because of the changes to your old parenting plan.

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

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

Important! If you are changing an out of county or state custody decree/order or parenting plan, you will need to file the following forms with the Clerk's office **first** before you can proceed with step 1:

The Clerk will ask you to pay a filing fee. If you cannot afford to pay the fee, ask for an application to let you file for free. This application is called a *Motion and Declaration for Waiver of Civil Filing Fees and Surcharges (Seattle or Kent).*

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 form (Additional Parties or Children)	☐

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

Petition to Change a Parenting Plan, Residential Schedule or Custody Order	FL Modify 601		☐
File a **certified** copy of your current parenting plan/custody decree if it is from another county or state.			

Step 1: Schedule your hearing date

This form can be downloaded at: https://www.kingcounty.gov/courts/clerk/forms.aspx

Form Name	Form Number	Notes	Completed
Ex Parte Notice of Court Date (Commissioners)	Seattle or Kent	Choose a hearing date that will be at least 14 days from the date that you file this form with the Clerk's office	☐

Step 2: Both parties *must* go to a Family Law Orientation and Parenting Seminar

You **must** both go to a class called *Family Law Orientation* (if you are not represented by an attorney) and a parenting seminar called "*What About the Children"* before you can finalize your case.

Exception: You do not have to go to these classes if you have taken them before.

Go to the Family Law Facilitator's Office for information or to register (W-382 in Seattle and 3D in Kent).

Step 3: Fill out these forms and take them to your final hearing

You may have to pay a fee for review of your documents at the final hearing.

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

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

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

Child Support Worksheets	WSCSS-Worksheets		☐
Child Support Schedule & Instructions	Use this information to calculate Child Support Worksheets. Online Child Support Calculation software is available at https://fortress.wa.gov/dshs/dcs/SSGen/Home		
Child Support Order	FL All Family 130		☐

Warning! Do not leave the courthouse with the original signed orders.