

# How to Modify Child Support by Default

Use this packet **ONLY** if:

- You and the other parent have a Superior Court child support order, and
- You want to change the support order.
- The other party has not filed a Response or appeared on the case.

Do **not** use these instructions for help with *unpaid child support*. Talk to the Division of Child Support (DCS) or a lawyer if you have questions about unpaid 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 provide *legal information* only and **are not intended** to be a substitute for legal advice.

**Facilitators cannot provide legal advice or complete your forms for you.** It's a good idea to talk to a lawyer before you file any forms.

- You can get information about their services and a list of low-cost and free legal resources at <https://kingcounty.gov/en/court/superior-court/courts-jails-legal-system/court-programs-children-families/divorce-custody-adoption/family-law-facilitators>.

## Step 1: Fill out these forms.

All these forms in Step 1 can be downloaded at: <https://kingcounty.gov/en/dept/dja/courts-jails-legal-system/court-forms-document-filing/forms>

| Form Name  | Form Number       | Notes   | Completed                |
|--|-------------------|---|--------------------------|
| <a href="#">Motion for Default</a>   | FL All Family 161 |   | <input type="checkbox"/> |
| <a href="#">Order on Motion for Default</a>  | FL All Family 162 |   | <input type="checkbox"/> |
| <a href="#">Final Order and Findings on Petition to Modify Child Support Order</a> | FL Modify 510     |   | <input type="checkbox"/> |
| <a href="#">Child Support Order</a>  | FL All Family 130 | Fill this out for the commissioner/judge  | <input type="checkbox"/> |
| <a href="#">Child Support Worksheet</a>  | WSCSS-Worksheets  | Online Child Support Calculation software is available at <a href="https://fortress.wa.gov/dshs/dcs/SSGen/Home">https://fortress.wa.gov/dshs/dcs/SSGen/Home</a> | <input type="checkbox"/> |

## Step 2: If you have ever received Public Assistance:

If you have ever received public assistance on behalf of the minor children, you must contact the King County Prosecuting Attorney's Family Support Section as soon as possible. They must sign off on the Child Support Order before you can finalize your case.

## Step 3: How to finalize your case by default.

If you are **self-represented** and you are ready to finalize your case, you **must** schedule an appointment with the facilitators.

To schedule an appointment, go to:

<https://kingcounty.gov/en/court/superior-court/courts-jails-legal-system/court-programs-children-families/divorce-custody-adoption/family-law-facilitators>.

At the appointment, the facilitators will review your final documents.

- If all documents are complete and ready to finalize the facilitators will process the documents and present them to a judicial officer for approval.
- If the documents are incomplete or there are other issues to fix before finalizing, you will be given instructions and scheduled for a return appointment.