

**UNMARRIED PARENTS, ESTABLISHING A
PARENTING PLAN AND/OR CHILD SUPPORT
(SERVICE MAY OR MAY NOT BE REQUIRED)**

1. Confidential Information
 - FL All Family 001
2. Summons: Notice about a Petition for a Parenting Plan, Res. Schedule, and/or Child Support
 - FL Parentage 330
3. Petition for a Parenting Plan, Residential Schedule and/or Child Support
 - FL Parentage 331
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 - FL Parentage 329
6. Washington State Child Support Schedule
7. Washington State Child Support Worksheet
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9. Service Accepted
 - FL All Family 117
10. Sharing the Children Seminar
11. GR 34 Waiver of Civil Filing Fee and Surcharges Instruction Sheet
 - Provided by the Clerk's Office (Room 300)

Final documents are provided to you on your Status Conference date.

OR

You can print and/or purchase final documents to fill out in advance.

*The necessary final documents are listed on the checklists included in this packet.

**UNMARRIED PARENTS
ESTABLISHING A PARENTING PLAN
AND/OR CHILD SUPPORT
(SERVICE MAY OR MAY NOT BE REQUIRED)**

SPOKANE COUNTY FAMILY COURT FACILITATOR

These are instructions for the procedure to establish a residential schedule/parenting plan and/or child support in cases where the paternity affidavit has been signed by both parents.

These instructions are only for cases where a paternity affidavit has been signed by both parents.

TALK WITH AN ATTORNEY, IF POSSIBLE: These instructions are not a substitute for legal advice. The laws and court rules are complex and following these instructions will not guarantee you a favorable result. It is always advisable to talk to a lawyer about your case. Even in cases where there may be agreement, obtaining attorney advice is important.

Checklist of steps to complete:

_____ 1. **Obtain a copy of the paternity affidavit or birth certificate.**

IT IS REQUIRED that a copy of the paternity affidavit or birth certificate be filed with the court in your action to Petition for a Parenting Plan, Residential Schedule and/or Child Support. A copy may be obtained from the Center for Health Statistics (CHS) by either the mother or father. The request needs to be sent to: **Center for Health Statistics, PO Box 9709, Olympia, WA 98507-9709.**

If you have questions about the paternity affidavit or birth certificate, please contact the paternity specialists at the Department of Health in Olympia at 360-236-4336 or 360-236-4335.

_____ 2. Fill out the following papers completely and sign. Print clearly in black ink or type.

- () *Confidential Information Form (FL All Family 001)*
- () *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)*
- () *Parenting Plan (FL All Family 140)*

- () *Child Support Worksheets (WSCSS – Worksheets)*
(<https://fortress.wa.gov/dshs/dcs/SSGen/Home>)
(if child support has **not** already been established administratively by the Division of Child Support – if child support **HAS** been determined by DCS, you will need to file a copy of that order with the Clerk).
- () *Proof of Personal Service (FL All Family 101)*

_____ 3. **File with the Clerk.** The Clerk's Office is located in Room 300, Spokane County Courthouse, 1116 West Broadway, Spokane, Washington 99260. They are open Monday through Friday, from 8:30 a.m. to noon and from 1:00 p.m. to 4:00 p.m. The filing fee is \$260.00.

_____ 4. **If the other party did NOT sign the Petition, Parenting Plan and Child Support Worksheets, you must have the other party served** by a third party over the age of 18, with the *Summons, Notice about Petition for Parenting Plan, Residential Schedule, and/or Child Support, Petition for a Parenting Plan, Residential Schedule and/or Child Support, Parenting Plan and Child Support Worksheets* (if child support has not been determined administratively by the Division of Child Support).

The Server completes the *Proof of Personal Service* form (**FL All Family 101**). You need to make a copy of it for your records and file the original with the Clerk's Office Room 300.

_____ 5. Make arrangements to attend the Sharing the Children Education Seminar. You cannot finish your legal action until there is verification in the court file of your attendance.

_____ 6. If not agreed, wait for response or for response period to run (20 days if served in the State of Washington, and 60 days if served out-of-State.)

How you proceed in the next step will depend on *if a response has been filed or not.*

No response has been received or filed within the deadline: If the other party has not responded or a notice of appearance has not been made by the deadline set out in the summons, you may have a default order entered and the matter resolved as you proposed in the papers that were served. (You may check to see if a response has been filed by calling the Clerk's Office at 509-477-2211).

Before you may finalize your action, background checks on both parents must be completed. You may obtain the background check coversheet (JIS) from Room 200 of the Courthouse. Or you may download the JIS coversheet here:

<https://www.spokanecounty.org/DocumentCenter/View/3665/JIS-Cover-Sheet-PDF>

Please be aware that the background check process takes two (2) business days to complete.

Prepare the two default papers:

- () *Motion for Default (FL All Family 161)*;
- () *Order on Motion for Default (FL All Family 162)*;

And the following final documents which must be the same as proposed in the documents the other party was initially served with:

- () *Final Order and Findings for a Parenting Plan, Residential Schedule and/or Child Support (FL Parentage 333)*;
- () Parenting Plan (**FL All Family 140**) marked and signed as final order;
- () Child Support Worksheets (**WSCSS – Worksheets**)
- () *Child Support Order (FL All Family 130)* (if child support has **NOT** been determined administratively by the Division of Child Support)

Be sure the case number is on all the documents and that you sign them all on the last page where it says: "presented by."

Make two copies of all the documents. *Take your originals of the papers you have prepared to Courtroom 202 M-W-F between the hours of 9:00 a.m. – noon and 1:30 p.m. – 4:00 p.m. and T-Th from 1:30 p.m. – to 4:00 p.m. and hand them to the Clerk in the Courtroom. Take a seat in the Courtroom and wait your turn.*

After the judge or court commissioner has signed the documents, return to the Clerk's Office and "conform" your copies by date stamping the top of the front page of each document and stamping in the judge's or commissioner's name on the line on the last page of each document. Send the other party a set of copies.

This completes the action.

If a response has been filed, this is a contested matter and may proceed to trial.
See an attorney or the Family Court Facilitator for further instruction.

NOTE: CHILD SUPPORT AND PUBLIC ASSISTANCE

The below requirements apply to you only if child support is being established and only if you now or have ever received a public assistance cash grant from DSHS for the child:

If it is an agreed matter, you must obtain the signature of an attorney with the Spokane County Prosecutor's Family Law Division approving the *Child Support Order* prior to presenting it to the judge or commissioner for entry;

The law requires that notice must be given to them 20 days before the entry of a final order; if it is not agreed, they must be supplied with copies of the same documents that the other party is served with;

If a default is to be entered against the other party, the *Child Support Order* to be presented along with it must be approved by them prior to it being presented to a judge or court commissioner;

If it is a contested case going to trial, they must be given notice as a party so that they may participate on behalf of the State of Washington; and

If temporary motions are being made, they must be given the same notice as the other parent.

- A T T E N T I O N -

****At the time you present your proposed final parenting plan to a Judge or Court Commissioner for signature, a new law now requires them to run a background check on both parents. If that background check includes matters that could put children at risk of harm, the judicial officer may ask you or the other parent to explain and answer questions about your background record. In most cases you can probably satisfy the judicial officer conducting the review that your children are not at risk and he/she will finalize your parenting plan the way you prepared it. In some cases, you may be asked to bring in additional documents or the court may appoint a Guardian ad Litem to make a more in-depth investigation and report back to the court at a later date. If this happens, the case will remain open and the proposed parenting plan will not be approved until you have brought in the necessary paperwork or the independent investigation has been completed and all necessary safeguards to protect your children are in place.**

NOTE: All the above-mentioned forms can be found on the Washington State Court website: www.courts.wa.gov/forms.

The Family Court Facilitator, Room 200, Family Law Center, is available to review your documents and answer procedural questions. It is recommended you have all documents reviewed before filing and presenting to the court.

**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 parenting and support of:

Children:

Petitioner (*person who started this case*):

And Respondent (*other parent*):

No. _____

Summons: Notice about Petition for Parenting Plan, Residential Schedule and/or Child Support (SM)

Summons: Notice about Petition for Parenting Plan, Residential Schedule and/or Child Support

To the Respondent: The petitioner has started an action asking the court for a parenting plan, residential schedule, and/or child support.

Important! The Petitioner **must** complete the address boxes below. If the Petitioner does not give a service address and the court's address, **this Summons will be invalid.**

Petitioner Petitioner's Lawyer (*name*):

Petitioner's Address for Service: (*This does not have to be a home address.*)

You may **only** serve the Petitioner by email if an email address is provided below or if the Petitioner otherwise agrees in writing. See *All Civil 006 Agreement re: Service by Email*.

Email (*optional*) – Petitioner agrees to accept service of legal papers for this case by email at this address: _____

Superior Court of Washington, County of _____

Court's Address for Filing:

You must **respond in writing** for the court to consider your side.

Deadline! Your *Response* must be served on Petitioner within **20 days** of the date you were served this *Summons* (or 60 days if you were served outside of Washington State). If the case has been filed in court, you must also file your *Response* by the same deadline.

If you do not file and serve your *Response* or a *Notice of Appearance* by the deadline:

- No one has to notify you about other hearings in this case, and
- The court may approve the Petitioner's requests without hearing your side. (This is called a *default judgment*.)

Lawyer not required. It is a good idea to talk to a lawyer, but you may file and serve your *Response* without one.

Follow these steps:

1. **Read** the *Petition* and any other documents you receive with this *Summons*. These documents explain what the Petitioner is asking for.
2. **Fill Out** the *Response to Petition for Parenting Plan, Residential Schedule, and/or Child Support* (FL Parentage 332). You can get the *Response* and other forms at:
 - The Washington State Courts' website: www.courts.wa.gov/forms
 - Washington LawHelp: www.washingtonlawhelp.org, or
 - The Superior Court Clerk's office or county law library (for a fee).
3. **Serve** (give) a copy of your *Response* to Petitioner at the Petitioner's address for service on page 1.
4. **File** your original *Response* with the clerk of the court at the court's address for filing on page 1.

▶ _____
Signature of Petitioner **or** lawyer _____
Date

Print name of Petitioner **or** lawyer and WSBA No.

If there is no "Case No." listed on page 1, this case may not have been filed and you will not be able to file a *Response*. Contact the Superior Court Clerk or check www.courts.wa.gov to find out.

If the case was **not** filed, you must still serve your *Response*, and you may demand that Petitioner file this case with the court. Your demand must be in writing and must be served on Petitioner or their lawyer (whoever signed this *Summons*). If Petitioner does not file papers for this case within 14 days of being served with your demand, this service on you of the *Summons* and *Petition* will not be valid. If Petitioner does file, then you must file your original *Response* with the court clerk at the address above.

This summons is issued pursuant to RCW 4.28.180 and Superior Court Civil Rule 4.1 of the State of Washington.

Superior Court of Washington, County of _____

In re parenting and support of:
Children:

Petitioner *(person who started this case)*:

And Respondent *(other parent)*:

No. _____

**Petition for a Parenting Plan, Residential
Schedule and/or Child Support
(PTPPCS)**

**Petition for a Parenting Plan,
Residential Schedule and/or Child Support**

Use this form to ask for a Parenting Plan, Residential Schedule, or Child Support Order **only if** parentage has already been established by:

- Acknowledgment of Parentage, or
- Court order that decided parentage.

If parentage was established by a court order, use this form **only if** your proposed plan or schedule would not change the custodian named in the order establishing parentage.

1. My name is: _____ **I ask the court to approve a** *(check all that apply)*:

Parenting Plan or Residential Schedule Child Support Order.

2. Children

Respondent *(name)*: _____, and I are parents of the following children:

	Child's name	Age	Lives with:	In (county and state):
1.			<input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent	

	Child's name	Age	Lives with:	In (county and state):
2.			<input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent	
3.			<input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent	
4.			<input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent	

3. Was parentage established by court order?

(Repeat this section for each child as needed.)

No. Parentage was established by *Acknowledgment of Parentage*. *(Skip to 4.)*

Yes. A court signed a *Final Parentage Order* or other order establishing parentage for *(child's name)*: _____, but the court did not sign a *Parenting Plan* or *Residential Schedule* for that child.

The parentage order was signed in *(county/state)*: _____, in case number: _____ on *(date)*: _____.

➤ *Attach or file a certified copy of the parentage order if it was issued in a different county or state from where you are filing this Petition.*

The parentage order named *(parent)*: _____ as custodian. My proposed plan or schedule would **not** change the custodian named in the parentage order.

➤ *If you want to change the custodian, you must file a Petition to Change a Parenting Plan, Residential Schedule or Custody Order (form FL Modify 601) instead of this Petition.*

4. Was parentage established by Acknowledgment of Parentage?

(Repeat this section for each child as needed.)

No. Parentage was established by court order as described above. *(Skip to 5.)*

Yes. The Petitioner and Respondent signed an *Acknowledgment of Parentage* for *(child's name)*: _____ that was filed with the appropriate agency of the State of _____ on *(date)*: _____.

➤ *You must file a copy of the Birth Certificate or Acknowledgment of Parentage with this petition. Use a cover sheet (form FL Parentage 329) to keep it private (sealed).*

Was the mother married or in a registered domestic partnership when the child was born (or within 300 days before)?

No. *(Skip to 5.)*

Yes. Her spouse/partner *(name)* _____ signed a *Denial of Parentage* that was filed with the appropriate agency of the State of _____ on *(date)* _____.

➤ *You must file a copy of the Denial of Parentage with this petition. Use a cover sheet (form FL Parentage 329) to keep it private (sealed).*

5. Was an Acknowledgment of Parentage filed in Washington State?

(Repeat this section for each child as needed.)

- No.** Parentage was established by court order as described above. *(Skip to 6.)*
- No.** Parentage was established by *Acknowledgment of Parentage* in a different state than Washington. *(Skip to 6.)*
- Yes.** The *Acknowledgment of Parentage* for *(child's name)*: _____ was filed in Washington state.
- a. Effective date** – The *Acknowledgment of Parentage* (and *Denial*, if any) became effective (valid) on the date the child was born or the date the *Acknowledgment of Parentage* (and *Denial*, if any) was filed with the Washington State Registrar of Vital Statistics, whichever was later.
- b. Deadline to withdraw** – The deadline to withdraw (rescind) the *Acknowledgment of Parentage* or *Denial* has passed because:
- it has been **more** than 60 days from the effective date.
- it has been **less** than 60 days from the effective date; **but** everyone who signed the *Acknowledgment* (and *Denial*, if any) was before the court to decide an issue about the child on *(date)* _____.
- c. Deadline to challenge** – *(check one)*:
- The deadline to challenge the *Acknowledgment of Parentage* or *Denial* has passed. It has been **more** than 4 years since the effective date.
- The deadline to challenge the *Acknowledgment of Parentage* or *Denial* has **not** passed. It has been **less** than 4 years since the effective date; **but** the Petitioner says:
- The child's acknowledged father is the father,
 - No court has said that another man is the child's father,
 - There are no other open court cases to decide who the child's father is, **and**
 - Notice has been given to all other men who claimed to be this child's father.

6. Jurisdiction over parents

Fill out below to say if a Washington state court has personal jurisdiction (authority to make decisions) over the Respondent (name): _____.

Basis for personal jurisdiction *(check all that apply)*:

- Will be served in Washington
- Lives in Washington now
- Lived in Washington with child
- Lived in Washington and paid pregnancy costs or support for child
- Caused child to live in Washington
- Had sex in Washington that may have produced the child
- Signed a Washington Acknowledgment of Parentage
- Had parentage established by a Washington state court order
- Agrees to Washington deciding
- None of the above (no personal jurisdiction)

Warning! If the court does **not** have personal jurisdiction over the Respondent, it cannot order child support, fees and costs, or restraining orders.

7. Children's Home/s

During the past 5 years have any of the children lived:

- on an Indian reservation,
- outside Washington state,
- in a foreign country, or
- with anyone who is not a party to this case?

No. (Skip to 8.)

Yes. (Fill out below to show where each child has lived during the last 5 years.)

Dates	Children	Lived with	In which state, Indian reservation, or foreign country
From: To:	<input type="checkbox"/> All children <input type="checkbox"/> (Name/s):	<input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent <input type="checkbox"/> Other (name):	
From: To:	<input type="checkbox"/> All children <input type="checkbox"/> (Name/s):	<input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent <input type="checkbox"/> Other (name):	
From: To:	<input type="checkbox"/> All children <input type="checkbox"/> (Name/s):	<input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent <input type="checkbox"/> Other (name):	
From: To:	<input type="checkbox"/> All children <input type="checkbox"/> (Name/s):	<input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent <input type="checkbox"/> Other (name):	
From: To:	<input type="checkbox"/> All children <input type="checkbox"/> (Name/s):	<input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent <input type="checkbox"/> Other (name):	

8. Other people with a legal right to spend time with a child

Do you know of anyone besides the Petitioner and Respondent who has or claims to have a legal right to spend time with any of the children?

(Check one): No. (Skip to 9.) Yes. (Fill out below.)

Name of person	Children this person may have the right to spend time with
	<input type="checkbox"/> All children <input type="checkbox"/> (Name/s):
	<input type="checkbox"/> All children <input type="checkbox"/> (Name/s):

9. Other court cases involving a child

Do you know of any court cases involving any of the children?

(Check one): No. (Skip to 10.) Yes. (Fill out below.)

Kind of case (Family Law, Criminal, Protection Order, Juvenile, Dependency, Other)	County and State	Case number and year	Children
			<input type="checkbox"/> All children <input type="checkbox"/> (Name/s):
			<input type="checkbox"/> All children <input type="checkbox"/> (Name/s):
			<input type="checkbox"/> All children <input type="checkbox"/> (Name/s):
			<input type="checkbox"/> All children <input type="checkbox"/> (Name/s):

10. Jurisdiction over children (RCW 26.27.201 – .221, .231, .261, .271)

The court can order a *Parenting Plan* or *Residential Schedule* for the children because (check all that apply; if a box applies to all of the children, you may write “the children” instead of listing names):

Exclusive, continuing jurisdiction – A Washington court has already made a custody order or parenting plan for the children, and the court still has authority to make other orders for (children’s names): _____.

Home state jurisdiction – Washington is the children’s home state because (check all that apply):

(Children’s names): _____ lived in Washington with a parent or someone acting as a parent for at least the 6 months just before this case was filed, or if the children are less than 6 months old, they have lived in Washington with a parent or someone acting as a parent since birth.

There were times the children were not in Washington in the 6 months just before this case was filed (or since birth if they are less than 6 months old), but those were temporary absences.

(Children’s names): _____ do not live in Washington right now, but Washington was the children’s home state sometime in the 6 months just before this case was filed, and a parent or someone acting as a parent of the children still lives in Washington.

(Children’s names): _____ do not have another home state.

- No home state or home state declined** – No court of any other state (or tribe) has the jurisdiction to make decisions for *(children’s names)*: _____, **or** a court in the children’s home state (or tribe) decided it is better to have this case in Washington **and**:
- The children and a parent or someone acting as a parent have ties to Washington beyond just living here; **and**
 - There is a lot of information (substantial evidence) about the children’s care, protection, education, and relationships in this state.
- Other state declined** – The courts in other states (or tribes) that might be *(children’s names)*: _____’s home state have refused to take this case because it is better to have this case in Washington.
- Temporary emergency jurisdiction** – The court can make decisions for *(children’s names)*: _____ because the children are in this state now **and** were abandoned here **or** need emergency protection because the children (or the children’s parent, brother, or sister) were abused or threatened with abuse. (*Check one*):
- A custody case involving the children was filed in the children’s home state (*name of state or tribe*): _____. Washington should take temporary emergency jurisdiction over the children until the Petitioner can get a court order from the children’s home state (or tribe).
- There is **no** valid custody order or open custody case in the children’s home state (*name of state or tribe*): _____. If no case is filed in the children’s home state (or tribe) by the time the children have been in Washington for 6 months, (*date*): _____, Washington should have final jurisdiction over the children.
- Other reason (*specify*): _____
-

11. Parenting Plan or Residential Schedule

Has a court already approved a *Parenting Plan* or *Residential Schedule*?

Check one: Yes No

➤ **If Yes:**

My plan or schedule was approved by a court on (*date*): _____
 in (*county/state*): _____
 in case number: _____.

➤ **If No:** Do you want the court to order a *Parenting Plan* or *Residential Schedule*?

Check one: Yes No

If Yes: My proposed *Parenting Plan* (form FL All Family 140) or *Residential Schedule* (form FL Parentage 303) (*check one*): is attached will be filed and served at a later date.

Important! The court can order a *Parenting Plan* or *Residential Schedule* in this case only if a court has not already approved one. To change an earlier plan or schedule, use the *Petition to Change a Parenting Plan, Residential Schedule or Custody Order* (form FL Modify 601).

12. Child Support

- I ask the court to order child support. (Check the orders you want the court to approve):
 - Order child support, including medical support, according to state law.
 - Order the Respondent to pay past support, medical costs, and other costs for the children.
 - Order Respondent to pay their proportionate share of (check all that apply):
 - daycare expenses
 - long-distance transportation expenses
 - education expenses
 - post-secondary (college or vocational school) support
 - other child-related expenses (specify): _____
 - Order that we have the right to claim the children as dependents for purposes of personal tax exemptions and associated tax credits on our tax forms as follows (describe):

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

- There is no need for the court to make a child support order because a child support order has already been established.
My child support order was approved on (date): _____
by a court agency in (county/state): _____
In case number: _____
- Supplement to Administrative Order. DCS child support orders do not cover tax issues or post-secondary (college or vocational school) support. I have an administrative order in DCS case number/s: _____. Because these issues are not in the administrative order, I ask the court to order (check all that apply):
 - We have the right to claim the children as dependents for purposes of personal tax exemptions and associated tax credits on our tax forms as follows (describe):

 - Respondent to pay their proportionate share of post-secondary (college or vocational school) support.

The court does not have jurisdiction to order child support.

Important! The court can approve a child support order in this case only if a court has not already approved one. To change an earlier child support order that was approved by a court, use the *Petition to Modify Child Support Order* (form FL Modify 501) or *Motion to Adjust Child Support Order* (form FL Modify 521).

You **can** get a new child support order in this case if your earlier order was from an agency such as the Division of Child Support (DCS).

13. Protection Order

Do you want the court to issue a Protection Order as part of the final orders in this case?

No. I do not want a *Protection Order*.

Yes. (You must file a *Petition for Protection Order*, form PO 001. You may file your *Petition for Protection Order* using the same case number assigned to this case.)

Important! If you need protection **now**, ask the court clerk about getting a *Temporary Protection Order*.

There already is a Protection Order between the other parent and me. (Attach a copy of the *Protection Order* if you have one):

Court that issued the order: _____

Case number: _____

Expiration date: _____

The court does not have jurisdiction to enter a protection order.

14. Restraining Order

Do you want the court to issue a Restraining Order as part of the final orders in this case?

No. (Skip to 15.)

Yes. Check the type of orders you want:

Do not disturb – Order the Respondent not to disturb my peace or the peace of any child listed in **2**.

Stay away – Order the Respondent not to go onto the grounds of or enter my home, workplace, vehicle, or school, and the daycare or school of any child listed in **2**.

Also, not knowingly to go or stay within _ feet of my home, workplace, vehicle, or school, or the daycare or school of any child listed in **2**.

Do not hurt or threaten – Order the Respondent:

- Not to assault, harass, stalk or molest me or any child listed in **2**; and
- Not to use, try to use, or threaten to use physical force against me or the children that would reasonably be expected to cause bodily injury.

Warning! If the court makes this order, the court must consider if weapons restrictions are required by state law; federal law may also prohibit the Restrained Person from possessing firearms or ammunition.

Prohibit weapons and order surrender – Order the Respondent:

- Not to access, possess, or obtain any firearms, other dangerous weapons, or concealed pistol licenses until the Order ends, and
- To immediately surrender any firearms, other dangerous weapons, and any concealed pistol licenses that he/she possesses to (*check one*): the police chief or sheriff. his/her lawyer. other person (*name*): _____.

Other orders: _____

Important! If you want a restraining order **now**, you must file a Motion for Temporary Family Law Order and Restraining Order (FL Parentage 323) or a Motion for Immediate Restraining Order (Ex Parte) (FL Parentage 321).

15. Fees and Costs

- Does not apply.
- I ask the court to order the Respondent to pay lawyer fees, guardian ad litem fees, court costs, and other reasonable costs.

16. Other Orders

- Does not apply.
- I ask the court to order (*specify*): _____

17. Summary of Requests

I ask the court to approve the following orders (*check all that apply*):

- Petitioner's proposed *Parenting Plan* or *Residential Schedule*.
- Child Support Order*, according to the Washington State Child Support Schedule.
- Protection Order*.
- Restraining Order*.
- Payment of lawyer fees, guardian ad litem fees, court costs, and other reasonable costs.
- Other (*specify*): _____

Petitioner 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: _____



Petitioner signs here

Print name

Superior Court of Washington, County of _____

In re:

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

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

No. _____

Parenting Plan
(PPP/PPT/PP)

Clerk's Action Required: **1**

Parenting Plan

1. This parenting plan is a (*check one*):
- Proposal** (request) by a parent (*name/s*): _____
It is not a signed court order. (PPP)
- Court order** signed by a judge or commissioner. This is a (*check one*):
- Temporary order. (PPT)
- Final order. (PP)
- This final parenting plan changes the last final parenting plan.

2. **Children** – This parenting plan is for the following children:

Child's name	Age	Child's name	Age
1.		2.	
3.		4.	
5.		6.	

3. **Reasons for putting limitations on a parent** (under RCW 26.09.191)
- a. **Abandonment, neglect, child abuse, domestic violence, assault, or sex offense.** (*If a parent has any of these problems, the court **must** limit that parent's contact with the children and that parent's right to make decisions for the children, and may not require dispute resolution other than court.*)
- Neither parent has any of these problems. (*Skip to 3.b.*)

- A parent has one or more of these problems as follows (*check all that apply*):
- Abandonment** – (*Parent's name*): _____ intentionally abandoned a child listed in **2** for an extended time.
 - Neglect** – (*Parent's name*): _____ substantially refused to perform his/her parenting duties for a child listed in **2**.
 - Child Abuse** – (*Parent's name*): _____ (or someone living in that parent's home) abused or threatened to abuse a child. The abuse was (*check all that apply*):
 physical sexual repeated emotional abuse.
 - Domestic Violence** – (*Parent's name*): _____ (or someone living in that parent's home) has a history of domestic violence as defined in RCW 7.105.010.
 - Assault** – (*Parent's name*): _____ (or someone living in that parent's home) has assaulted or sexually assaulted someone causing grievous physical harm, causing fear of such harm, or resulting in a pregnancy.
 - Sex Offense** –
 - (*Parent's name*): _____ has been convicted of a sex offense as an adult.
 - Someone living in (*parent's name*): _____'s home has been convicted as an adult or adjudicated as a juvenile of a sex offense.

b. Other problems that may harm the children's best interests. (*If a parent has any of these problems, the court may limit that parent's contact with the children and that parent's right to make decisions for the children.*)

- Neither parent has any of these problems. (*Skip to 4.*)
- A parent has one or more of these problems as follows (*check all that apply*):
- Neglect** – (*Parent's name*): _____ neglected his/her parental duties towards a child listed in **2**.
 - Emotional or physical problem** – (*Parent's name*): _____ has a long-term emotional or physical problem that gets in the way of his/her ability to parent.
 - Substance Abuse** – (*Parent's name*): _____ has a long-term problem with drugs, alcohol, or other substances that gets in the way of his/her ability to parent.
 - Lack of emotional ties** – (*Parent's name*): _____ has few or no emotional ties with a child listed in **2**.
 - Abusive use of conflict** – (*Parent's name*): _____ uses conflict in a way that may cause serious damage to the psychological development of a child listed in **2**.
 - Withholding the child** – (*Parent's name*): _____ has kept the other parent away from a child listed in **2** for a long time, without a good reason.

Other (*specify*): _____

4. Limitations on a parent

Does not apply. There are no reasons for limitations checked in **3.a. or 3.b.** above.
(*Skip to 5.*)

No limitations despite reasons (*explain why there are no limitations on a parent even though there are reasons for limitations checked in 3.a. or 3.b. above*): _____

The following limits or conditions apply to (*parent's name*): _____
_____ (*check all that apply*):

No contact with the children.

Limited contact as shown in the Parenting Time Schedule (sections **8 – 11**) below.

Limited contact as follows (*specify schedule, list all contact here instead of in the Parenting Time Schedule*): _____

Supervised contact. All parenting time shall be supervised. Any costs of supervision must be paid by (*name*): _____

The supervisor shall be:

a professional supervisor (*name*): _____

a non-professional supervisor (*name*): _____

The dates and times of supervised contact will be:

as shown in the Parenting Time Schedule (sections **8 – 11**) below.

as follows (*specify*): _____

(*Specific rules for supervision, if any*): _____

Other limitations or conditions during parenting time (*specify*): _____

Evaluation or treatment required. (*Name*): _____ must:

be evaluated for: _____.

start (or continue) and comply with treatment:

as recommended by the evaluation.

as follows (*specify kind of treatment and any other details*): _____

provide a copy of the evaluation and compliance reports (*specify details*): _____

If this parent does not follow the evaluation or treatment requirements above, then (*what happens*): _____

5. Decision-making

When the children are with you, you are responsible for them. You can make day-to-day decisions for the children when they are with you, including decisions about safety and emergency healthcare. Major decisions must be made as follows:

a. Who can make major decisions about the children?

Type of Major Decision	Joint (parents make these decisions together)	Limited (only the parent named below has authority to make these decisions)
School/Educational	<input type="checkbox"/>	<input type="checkbox"/> (Name):
Healthcare (not emergency)	<input type="checkbox"/>	<input type="checkbox"/> (Name):
Other:	<input type="checkbox"/>	<input type="checkbox"/> (Name):
Other:	<input type="checkbox"/>	<input type="checkbox"/> (Name):
Other:	<input type="checkbox"/>	<input type="checkbox"/> (Name):

Important! Parenting involves decision-making in many areas. If you believe there are other decisions that are important to your family, list them under "Other" above. Some examples include: extracurricular activities, international travel, cell phones, driver's licenses, tattoos, and haircuts.

b. Reasons for limits on major decision-making, if any:

- There are no reasons to limit major decision-making.
- Major decision-making **must** be limited because one of the parents has problems as described in **3.a.** above.
- Major decision-making **should** be limited because (*check all that apply*):
 - Both parents are against shared decision-making.
 - One of the parents does not want to share decision-making and this is reasonable because of:
 - problems as described in **3.b.** above.
 - the history of each parent's participation in decision-making.
 - the parents' ability and desire to cooperate with each other in decision-making.
 - the distance between the parents' homes makes it hard to make timely decisions together.

6. Dispute Resolution

Important! After this parenting plan is signed by a judge or commissioner, if you and the other parent disagree about shared decisions or what parts of this plan mean, the court may require you to use a dispute resolution provider before going back to court. The court may only require a dispute resolution provider if there are **no** limitations in **3.a.** above. If a dispute resolution provider is checked below, the parents may, and sometimes must, use this provider before filing a Petition to Change a Parenting Plan or a Motion for Contempt for not following the plan. Check your county's Local Court Rules.

a. The parents will go to (check one):

The dispute resolution provider below (before they may go to court):

Mediation (mediator or agency name): _____

Arbitration (arbitrator or agency name): _____

Counseling (counselor or agency name): _____

If a dispute resolution provider is not named above or if the named provider is no longer available, the parents may agree on a provider or ask the court to name one.

Important! Unless there is an emergency, the parents must participate in the dispute resolution process listed above in good faith, before going to court for disagreements about joint decisions or what parts of this plan mean. This section does **not** apply to disagreements about money or support.

Court (without having to go to mediation, arbitration, or counseling).

(If you check this box, skip to section 7 below and do not fill out 6.b.)

b. If mediation, arbitration, or counseling is required, one parent must notify the other parent by (check one): certified mail other (specify): _____.

The parents will pay for the mediation, arbitration, or counseling services as follows (check one):

(Name): _____ will pay _____%,

(Name): _____ will pay _____%.

based on each parents' Proportional Share of Income (percentage) from line 6 of the *Child Support Worksheet*.

as decided through the dispute resolution process.

What to expect in the dispute resolution process:

- Preference shall be given to carrying out the parenting plan.
- If you reach an agreement, it must be put into writing, signed, and both parents must get a copy.
- If the court finds that you have used or frustrated the dispute resolution process without a good reason, the court can order you to pay financial sanctions (penalties) including the other parent's legal fees.
- You may go back to court if the dispute resolution process doesn't solve the disagreement or if you disagree with the arbitrator's decision.

7. Custodian

The custodian is (*name*): _____ solely for the purpose of all state and federal statutes which require a designation or determination of custody. Even though one parent is called the custodian, this does not change the parenting rights and responsibilities described in this plan.

(Washington law generally refers to parenting time and decision-making, rather than custody. However, some state and federal laws require that one person be named the custodian. The custodian is the person with whom the children are scheduled to reside a majority of their time.)

➤ **Parenting Time Schedule (Residential Provisions)**

Check one:

Limited schedule only – The children live with (*name*): _____ and have no contact with the other parent except as described in section 4.

(You may skip the parenting time schedule in sections 8 – 11, unless you want a different Summer or Holiday schedule, including to give uninterrupted time for vacation and holidays to the parent not subject to limitations.)

Complete the parenting time schedule in sections 8 – 11.

8. School Schedule

a. Children under school-age

Does not apply. All children are school-age.

The schedule for children under school-age is the same as for school-age children.

Children under school-age are scheduled to live with (*name*): _____, except when they are scheduled to live with (*name*): _____ on (*check all that apply*):

WEEKENDS: every week every other week other (*specify*): _____
from (*day*) _____ at ____:____.m. to (*day*) _____ at ____:____.m.
from (*day*) _____ at ____:____.m. to (*day*) _____ at ____:____.m.

WEEKDAYS: every week every other week other (*specify*): _____
from (*day*) _____ at ____:____.m. to (*day*) _____ at ____:____.m.
from (*day*) _____ at ____:____.m. to (*day*) _____ at ____:____.m.

OTHER (*specify*): _____

Other (*specify*): _____

b. School-age children

This schedule will apply (*check one*):

immediately.

when the youngest child enters (*check one*): Kindergarten 1st grade

when the oldest child enters (*check one*): Kindergarten 1st grade

Other: _____

The children are scheduled to live with (*name*): _____,
except when they are scheduled to live with (*name*): _____ on
(*check all that apply*):

WEEKENDS: every week every other week other (*specify*): _____

from (*day*) _____ at ____:____.m. to (*day*) _____ at ____:____.m.

from (*day*) _____ at ____:____.m. to (*day*) _____ at ____:____.m.

WEEKDAYS: every week every other week other (*specify*): _____

from (*day*) _____ at ____:____.m. to (*day*) _____ at ____:____.m.

from (*day*) _____ at ____:____.m. to (*day*) _____ at ____:____.m.

OTHER (*specify*): _____

Other (*specify*): _____

9. Summer Schedule

Summer begins and ends according to the school calendar. as follows: _____

The Summer Schedule is the **same** as the School Schedule. (*Skip to 10.*)

The Summer Schedule is the **same** as the School Schedule **except** that each parent shall spend _____ weeks of uninterrupted vacation time with the children each summer. The parents shall confirm their vacation schedules in writing by the end of (*date*) _____ each year. (*Skip to 10.*)

The Summer Schedule is **different** than the School Schedule. The Summer Schedule will begin the summer before (*check one*): the youngest child the oldest child each child

begins (*check one*): Kindergarten 1st grade Other: _____

During the summer the children are scheduled to live with (*name*): _____,
except when they are scheduled to live with (*name*): _____ on
(*check all that apply*):

- WEEKENDS: every week every other week other (*specify*): _____
 from (*day*) _____ at ____:____.m. to (*day*) _____ at ____:____.m.
 from (*day*) _____ at ____:____.m. to (*day*) _____ at ____:____.m.
- WEEKDAYS: every week every other week other (*specify*): _____
 from (*day*) _____ at ____:____.m. to (*day*) _____ at ____:____.m.
 from (*day*) _____ at ____:____.m. to (*day*) _____ at ____:____.m.
- OTHER (*specify*): _____
-

10. Holiday Schedule (includes school breaks and special occasions)

- The Holiday Schedule is the **same** as the School and Summer Schedules above for all holidays, school breaks, and special occasions. (*Skip to 11.*)
- The children are scheduled to spend holidays, school breaks, and special occasions as follows:
 (*Check all that apply. Note any differences for children who have not yet started school.*)
- Martin Luther King Jr. Day** – Begins and ends (*day/time*): _____
 Odd years with (*name*): _____; Even years with the other parent.
 Every year with (*name*): _____
 With the parent who has the children for the attached weekend.
 Other plan: _____
- Presidents' Day** – Begins and ends (*day/time*): _____
 Odd years with (*name*): _____; Even years with the other parent.
 Every year with (*name*): _____
 With the parent who has the children for the attached weekend.
 Other plan: _____
- Mid-winter Break** – Begins and ends (*day/time*): _____
 Odd years with (*name*): _____; Even years with the other parent.
 Every year with (*name*): _____
 Each parent has the children for the half of break attached to his/her weekend. The children must be exchanged on Wednesday at (*time*): _____
 Other plan: _____
- Spring Break** – Begins and ends (*day/time*): _____
 Odd years with (*name*): _____; Even years with the other parent.
 Every year with (*name*): _____
 Each parent has the children for the half of break attached to his/her weekend. The children must be exchanged on Wednesday at (*time*): _____
 Other plan: _____

- [] **Mother's Day** – Begins and ends (*day/time*): _____
 - [] Odd years with (*name*): _____; Even years with the other parent.
 - [] Every year with (*name*): _____
 - [] Other plan: _____
- [] **Memorial Day** – Begins and ends (*day/time*): _____
 - [] Odd years with (*name*): _____; Even years with the other parent.
 - [] Every year with (*name*): _____
 - [] With the parent who has the children for the attached weekend.
 - [] Other plan: _____
- [] **Father's Day** – Begins and ends (*day/time*): _____
 - [] Odd years with (*name*): _____; Even years with the other parent.
 - [] Every year with (*name*): _____
 - [] Other plan: _____
- [] **Fourth of July** – Begins and ends (*day/time*): _____
 - [] Odd years with (*name*): _____; Even years with the other parent.
 - [] Every year with (*name*): _____
 - [] Follow the Summer Schedule in section 9.
 - [] Other plan: _____
- [] **Labor Day** – Begins and ends (*day/time*): _____
 - [] Odd years with (*name*): _____; Even years with the other parent.
 - [] Every year with (*name*): _____
 - [] With the parent who has the children for the attached weekend.
 - [] Other plan: _____
- [] **Thanksgiving Day/Break** – Begins and ends (*day/time*): _____
 - [] Odd years with (*name*): _____; Even years with the other parent.
 - [] Every year with (*name*): _____
 - [] Other plan: _____
- [] **Winter Break** – Begins and ends (*day/time*): _____
 - [] Odd years with (*name*): _____; Even years with the other parent.
 - [] Every year with (*name*): _____
 - [] Other plan: _____

- Christmas Eve/Day** – Begins and ends (*day/time*): _____
- Odd years with (*name*): _____; Even years with the other parent.
- Every year with (*name*): _____
- Follow the Winter Break schedule above.
- Other plan: _____

- New Year's Eve/Day** – Begins and ends (*day/time*): _____
(*odd/even is based on New Year's Eve*)
- Odd years with (*name*): _____; Even years with the other parent.
- Every year with (*name*): _____
- Follow the Winter Break schedule above.
- Other plan: _____

- All three-day weekends not listed elsewhere**
(*Federal holidays, school in-service days, etc.*)
- The children shall spend any unspecified holiday or non-school day with the parent who has them for the attached weekend.
- Other plan: _____

Important! Families in Washington observe a broad range of religions and traditions. Your Parenting Plan can provide for how children will spend time on other significant days. (Examples: Eid, Passover, Easter, Chinese New Year, birthdays, etc.) Add lines as needed.

- Other occasion important to the family:** _____
- Begins and ends (*day/time*): _____
- Odd years with (*name*): _____; Even years with the other parent.
- Every year with (*name*): _____
- Other plan: _____

- Other occasion important to the family:** _____
- Begins and ends (*day/time*): _____
- Odd years with (*name*): _____; Even years with the other parent.
- Every year with (*name*): _____
- Other plan: _____

- Other occasion important to the family:** _____
- Begins and ends (*day/time*): _____
- Odd years with (*name*): _____; Even years with the other parent.
- Every year with (*name*): _____
- Other plan: _____

11. Conflicts in Scheduling

The Holiday Schedule must be observed over all other schedules. If there are conflicts within the Holiday Schedule (*check all that apply*):

- Named holidays shall be followed before school breaks.
- Children’s birthday/s shall be followed before named holidays and school breaks.
- Other (*specify*): _____
- _____
- _____
- _____

12. Transportation Arrangements

The children will be exchanged for parenting time (picked up and dropped off) at:

- each parent’s home
- school or daycare, when in session
- other location (*specify*): _____
- _____

Who is responsible for arranging transportation?

- The **picking up** parent – The parent who is about to **start** parenting time with the children must arrange to have the children picked up.
- The **dropping off** parent – The parent whose parenting time is **ending** must arrange to have the children dropped off.

Other details (if any): _____

13. Moving with the Child/ren (Relocation)

Anyone with majority or substantially equal residential time (at least 45 percent) who wants to move with the children **must notify** every other person who has court-ordered time with the children.

Move to a different school district

If the move is to a different school district, the relocating person must complete the form *Notice of Intent to Move with Children* (FL Relocate 701) and deliver it at least **60 days** before the intended move.

Exceptions:

- If the relocating person could not reasonably have known enough information to complete the form in time to give 60 days' notice, they must give notice within **5 days** after learning the information.
- If the relocating person is relocating to a domestic violence shelter or moving to avoid a clear, immediate, and unreasonable risk to health or safety, notice may be delayed **21 days**.
- If information is protected under a court order or the address confidentiality program, it may be withheld from the notice.
- A relocating person who believes that giving notice would put themselves or a child at unreasonable risk of harm, may ask the court for permission to leave things out of the notice or to be allowed to move without giving notice. Use form *Motion to Limit Notice of Intent to Move with Children (Ex Parte)* (FL Relocate 702).

The *Notice of Intent to Move with Children* can be delivered by having someone personally serve the other party or by any form of mail that requires a return receipt.

If the relocating person wants to change the *Parenting Plan* because of the move, they must deliver a proposed *Parenting Plan* together with the *Notice*.

Move within the same school district

If the move is within the *same* school district, the relocating person still has to let the other parent know. However, the notice does not have to be served personally or by mail with a return receipt. Notice to the other party can be made in any reasonable way. No specific form is required.

Warning! If you do not notify...

A relocating person who does not give the required notice may be found in contempt of court. If that happens, the court can impose sanctions. Sanctions can include requiring the relocating person to bring the children back if the move has already happened, and ordering the relocating person to pay the other side's costs and lawyer's fees.

Right to object

A person who has court-ordered time with the children can object to a move to a different school district and/or to the relocating person's proposed *Parenting Plan*. If the move is within the same school district, the other party doesn't have the right to object to the move, but they may ask to change the *Parenting Plan* if there are adequate reasons under the modification law (RCW 26.09.260).

An objection is made by filing the *Objection about Moving with Children and Petition about Changing a Parenting/Custody Order (Relocation)* (form FL Relocate 721). File your *Objection* with the court and serve a copy on the relocating person and anyone else who has court-ordered time with the children. Service of the *Objection* must be by personal service or by mailing a copy to each person by any form of mail that requires a return receipt. The *Objection* must be filed and served no later than **30 days** after the *Notice of Intent to Move with Children* was received.

Right to move

During the 30 days after the *Notice* was served, the relocating person may not move to a different school district with the children unless they have a court order allowing the move.

After the 30 days, if no *Objection* is filed, the relocating person may move with the children without getting a court order allowing the move.

After the 30 days, if an *Objection* has been filed, the relocating person may move with the children **pending** the final hearing on the *Objection* **unless**:

- The other party gets a court order saying the children cannot move, or
- The other party has scheduled a hearing to take place no more than 15 days after the date the *Objection* was served on the relocating person. (However, the relocating person may ask the court for an order allowing the move even though a hearing is pending if the relocating person believes that they or a child is at unreasonable risk of harm.)

The court may make a different decision about the move at a final hearing on the *Objection*.

Parenting Plan after move

If the relocating person served a proposed *Parenting Plan* with the *Notice*, **and** if no *Objection* is filed within 30 days after the *Notice* was served (or if the parties agree):

- Both parties may follow that proposed plan without being held in contempt of the *Parenting Plan* that was in place before the move. However, the proposed plan cannot be enforced by contempt unless it has been approved by a court.
- Either party may ask the court to approve the proposed plan. Use form *Ex Parte Motion for Final Order Changing Parenting Plan – No Objection to Moving with Children* (FL Relocate 706).

Forms

You can find forms about moving with children at:

- The Washington State Courts' website: www.courts.wa.gov/forms,
- Washington LawHelp: www.washingtonlawhelp.org, or
- The Superior Court Clerk's office or county law library (for a fee).

(This is a summary of the law. The complete law is in RCW 26.09.430 through 26.09.480.)

14. Other

15. Proposal

Does not apply. This is a court order.

This is a **proposed** (requested) parenting plan. *(The parent/s requesting this plan must read and sign below.)*

I declare under penalty of perjury under the laws of the State of Washington that this plan was proposed in good faith and that the information in section **3** above is true.

▶ _____
Parent requesting plan signs here Signed at *(city and state)*

▶ _____
Other parent requesting plan (if agreed) signs here Signed at *(city and state)*

16. Court Order

Does not apply. This is a proposal.

This is a court order (if signed by a judge or commissioner below).

Findings of Fact – Based on the pleadings and any other evidence considered:

The Court adopts the statements in section **3** (*Reasons for putting limitations on a parent*) as its findings.

The Court makes additional findings which are:

contained in an order or findings of fact entered at the same time as this *Parenting Plan*.

attached as Exhibit A as part of this *Parenting Plan*.

other: _____

Conclusions of Law – This *Parenting Plan* is in the best interest of the children.

Other: _____

Order – The parties must follow this *Parenting Plan*.

_____ Date ▶ _____
Judge or Commissioner signs here

Warning! If you do not follow this *Parenting Plan*, the court may find you in contempt (RCW 26.09.160). You still have to follow this *Parenting Plan* even if the other parent doesn't. Violation of **residential** provisions of this order with actual knowledge of its terms is punishable by contempt of court and may be a criminal offense under RCW 9A.40.060(2) or 9A.40.070(2). Violation of this order may subject a violator to arrest.

If this is a court order, the parties and/or their lawyers (and any GAL) sign below.

This order (*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 order (*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 or lawyer signs here + WSBA #

▶ _____
Respondent or lawyer signs here + WSBA #

_____ *Print Name* _____ *Date*

_____ *Print Name* _____ *Date*

This order *(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 order *(check any that apply)*:

is an agreement of the parties.

is presented by me.

may be signed by the court without notice to me.

▶ _____

Other party or lawyer signs here + WSBA #

▶ _____

Other party or Guardian ad Litem signs here

Print Name

Date

Print Name

Date

Superior Court of Washington, County of _____

In re:

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

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

No. _____

Sealed Birth Certificate or Parentage Document (Cover Sheet)
(XSADP)

Clerk's action required

**Sealed Birth Certificate or Parentage Document
(Cover Sheet)**

Use this form as a cover sheet to keep your 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:

- Birth Certificate
- Acknowledgment of Parentage
- Denial of Parentage

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

▶ _____
Sign here

Print name (and WSBA No., if lawyer)

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.

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.

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		

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 Personal Service
(AFSR)

Proof of Personal Service

Server declares:

1. My name is: _____. I am **not** a party to this case.
I am 18 or older.

2. Personal Service

I served court documents for this case to (*name of party*): _____
by (*check one*):

giving the documents directly to him/her.

giving the documents to (*name*): _____,
a person of suitable age and discretion who lives at the same address as the party.

3. Date, time, and address of service

Date: _____ Time: _____ [] a.m. [] p.m.

Address:

Number and street *city* *state* *zip*

4. 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"/> Petition to/for _____	
<input type="checkbox"/> Summons <i>(Attach a copy.)</i>	<input type="checkbox"/> Notice of Hearing _____
<input type="checkbox"/> Order Setting Case Schedule	<input type="checkbox"/> Motion for Temporary Family Law Order <input type="checkbox"/> and Restraining Order
<input type="checkbox"/> Notice Re: Military Dependent	<input type="checkbox"/> Proposed Temporary Family Law Order
<input type="checkbox"/> Proposed Parenting Plan	<input type="checkbox"/> Motion for Immediate Restraining Order (Ex Parte)
<input type="checkbox"/> Proposed Child Support Order	<input type="checkbox"/> Immediate Restraining Order (Ex Parte) and Hearing Notice
<input type="checkbox"/> Proposed Child Support Worksheets	<input type="checkbox"/> Restraining Order
<input type="checkbox"/> Sealed Financial Documents	<input type="checkbox"/> Motion for Contempt Hearing
<input type="checkbox"/> Financial Declaration	<input type="checkbox"/> Order to Go to Court for Contempt Hearing
<input type="checkbox"/> Information for Temporary Parenting Plan	<input type="checkbox"/> Motion for Adequate Cause Decision
<input type="checkbox"/> Declaration of: _____	<input type="checkbox"/> Notice of Intent to Move with Children (Relocation)
<input type="checkbox"/> Declaration of: _____	<input type="checkbox"/> Objection about Moving with Children and Petition about Changing a Parenting/ Custody Order (Relocation)
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____

5. Fees charged for service

Does not apply.

Fees: \$ _____ + Mileage \$ _____ = Total: \$ _____

6. Other Information (if any): _____

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

To the party having these documents served:

- File the original *Proof of Personal Service* with the court clerk.
- If you served a *Restraining Order* signed by the court, you must also give a copy of this *Proof of Personal Service* and a *Law Enforcement Information Sheet* to law enforcement.
- If the documents were personally served outside of Washington state, you must fill out and file form FL All Family 102 (*Declaration: Personal Service Could Not be Made in Washington*).

To the Server: check here if you personally served the documents *outside* Washington state. Your signature must be notarized or sworn before a court clerk.

*(For personal service in Washington state, your signature does **not** need to be notarized or sworn before a court clerk.)*

Signed and sworn to before me on *(date)*: _____.

Signature of notary or court clerk

Print name of notary or court clerk

I am a notary public in and for the state of:

My commission expires: _____

I am a court clerk in a court of record in
(county): _____

(state): _____

(Print seal above.)

Superior Court of Washington, County of _____

In re:

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

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

No. _____

Service Accepted
(ACSR)

Service Accepted

1. I am *(name)*: _____ . I accept service of the following documents *(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 served that is not already listed.)

<input type="checkbox"/> Petition to/for _____	
<input type="checkbox"/> Summons	<input type="checkbox"/> Notice of Hearing _____
<input type="checkbox"/> Order Setting Case Schedule	<input type="checkbox"/> Motion for Temporary Family Law Order <input type="checkbox"/> and Restraining Order
<input type="checkbox"/> Notice Re Military Dependents	<input type="checkbox"/> Proposed Temporary Family Law Order
<input type="checkbox"/> Proposed Parenting Plan	<input type="checkbox"/> Motion for Immediate Restraining Order (Ex Parte)
<input type="checkbox"/> Proposed Child Support Order	<input type="checkbox"/> Immediate Restraining Order (Ex Parte) and Hearing Notice
<input type="checkbox"/> Proposed Child Support Worksheets	<input type="checkbox"/> Restraining Order
<input type="checkbox"/> Sealed Financial Documents	<input type="checkbox"/> Motion for Contempt Hearing
<input type="checkbox"/> Financial Declaration	<input type="checkbox"/> Order to Go to Court for Contempt Hearing
<input type="checkbox"/> Declaration of: _____	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Declaration of: _____	<input type="checkbox"/> Other: _____

<input type="checkbox"/> Declaration of: _____	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____

2. Personal Jurisdiction *(check one):*

- I **agree** this court has jurisdiction over me (or my client) for this case.
- I **do not agree** this court has jurisdiction over me (or my client) for this case because:

Signing this form means you agree that you have *received* the court papers for this case. It does not mean that you *agree* with the papers.

If you sign below, you must also list an address where you agree to accept legal papers for this case. This may be a lawyer's address or any other address.

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

_____ _____ _____ _____
street address or P.O. 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 should file the Notice of Address Change form (FL All Family 120). You must also update your Confidential Information form (FL All Family 001) if this case involves parentage or child support.)*

I am the lawyer for *(name)*: _____

Sharing the Children Seminar

All parties in domestic cases which involve minor children (dissolution of marriage, legal separation, paternity actions, establishment of residential schedule based on Affidavit of Paternity, modifications of custody or parenting plan, relocations) are **required** to attend a parent education seminar within 60 days of service of the petition on the respondent; or a finding of paternity being entered (local Court Rule 94.03).

The seminar focuses on helping parents understand and address the needs of their children brought on by this legal action and disruption of the family.

The seminar is currently being offered by the following agencies and individuals:

1. Fulcrum Institute

838-2799

Classes held one or two times per month, on Wednesday evenings from 6 to 9 p.m. at the Institute, 211 W. Augusta, Spokane, WA, 99205.

www.fulcrumdispute.com

2. Northwest Mediation Center

456-0103

Classes held the 1st Monday of the month, from 6 to 9 p.m. and the 4th Tuesday of the Month, from 6 to 9 p.m. at Opportunity Presbyterian Church, 202 North Pines Road, Spokane Valley, WA.

Classes are also held the 3rd Thursday of the month, from 6 to 9 p.m., and the following Saturday, from 9 a.m., to noon, at 200 North Mullan, Suite 102, Spokane Valley, WA.

www.nwmediationcenter.com

Parties should contact these agencies or individuals directly for further information and registration.

GR 34
(WAIVER OF CIVIL FILING FEE AND SURCHARGES)
SPOKANE COUNTY FAMILY COURT FACILITATOR

Checklist of Steps to Complete:

_____ 1. If you are on a low or fixed income and feel you may qualify to have all or part of the filing fee waived, pick up in Clerk's Office, Room 300, between the hours of 8:30 a.m. – 12:00 noon and 1:00 p.m. – 4:00 p.m., Monday through Friday, Cashier's Window and fill out the **GR 34 Motion and Declaration for Waiver of Civil Filing Fees and Surcharges** (fee waiver form) completely and sign. Print clearly in black ink or type.

Current filing fees are as follows:

- \$314 for divorce, legal separation or invalidity action;
- \$260 for paternity action;
- \$260 for minor guardianship action;
- \$56 modification of child support or parenting plan/custody decree action;
- \$260 for modification of out of county or out of state order

_____ 2. Make one copy of the original form for your records.

_____ 3. Take all original documents you intend to file and the **GR 34 Motion and Declaration for Waiver of Civil Filing Fees and Surcharges** (on top) to Superior Court Courtroom 202 (Ex Parte Court) between the hours of 9:00 a.m. - 12:00 p.m. and 1:30 p.m. - 4:00 p.m, Mondays, Tuesdays, or Wednesdays **OR** 1:30 p.m. – 4:00 p.m., on Tuesdays or Thursdays. Give these documents to the Clerk and take a seat in the courtroom. The Commissioner will review your documents. If there are any questions from the court, answer respectfully.

_____ 4. If your Waiver is signed by the Court Commissioner, take all documents to the Spokane County Superior Court Clerk, Room 300, between the hours of 8:30 a.m. – 4:00 p.m., Monday through Friday, Cashier's Window (to the far right when you enter). The Court Clerk will file all documents to start the action. Enter the case number and date stamp on the front page of each of your copies.