

Island County Court Facilitator  
501 N. Main Street  
Coupeville, WA 98239  
(360) 678-7981

## Agreed Modification of Child Support in Island County

1. Obtain the forms that are listed below. You can download forms for free at the following websites: [www.courts.wa.gov/forms](http://www.courts.wa.gov/forms) ( for standardized State forms) and [www.islandcounty.net/superiorcourt](http://www.islandcounty.net/superiorcourt) (for Island County forms and rules). The Court Facilitator can sell forms at 25 cents per page. The Facilitator can also review forms you have prepared yourself, answer basic questions, or help you with procedures. The Facilitator cannot give legal advice. There is a \$40 cash fee (no checks, credit or debit cards) per hour appointment. To make an appointment or to order forms, call (360) 678-7981.

**Petition for Modification of Child Support** (WPF DRPSCU 06.0100)

**Confidential Information Form** (WPF DRPSCU 09.0200)

**Joinder** (WPF DRPSCU 01.0330)

**Sealed Financial Source Document Cover Sheet** (WPF DRPSCU 09.0220).

**Child Support Worksheets** (WSCSS)

**Order of Child Support** (WPF DR 01.0500 for Divorce cases or WPF PS 01.0500 for Paternity cases)

**Findings/Conclusions on Petition to Modify Child Support** (WPF DRPSCU 06.0600)

**Order on Modification of Child Support** (WPF DRPSCU 06.0700)

2. Start by filling out and signing the **Petition for Modification of Child Support** and the **Confidential Information Form**. If the original Child Support Order was in Island County, then use that same case number and make sure that your caption on the first page of the Petition is the same as your original case. (In other words, whoever was the Petitioner in the original case is still the Petitioner in the modification). The person requesting the modification is now the “requesting party.” Have the other party sign the **Joinder**. Provide the court with proof of income (such as paystubs, W-2 , LES or tax return) by attaching copies to a **Sealed Financial Source Document Cover Sheet**. Make a copy of all your documents except for the **Confidential Information Form**.

3. File your originals of the **Petition for Modification of Child Support, Confidential Information Form, Sealed Financial Source Document Cover Sheet** and **Joinder** at the Clerk’s Office in Coupeville (101 NE 6th Street). There will be a filing fee payable only in cash, cashier’s check, or money order. If your original order was in Island County, the filing fee will be \$56.00. If the order you want to modify is from another county, the filing fee is \$250, and you must obtain a certified copy of your original Child Support Order and file it with your Petition.

4. Call the Court Facilitator and make an appointment to have your final orders reviewed and initialed pursuant to local court rule. The Court Facilitator can calculate your child support at your appointment and help prepare the **Child Support Worksheets** and **Order of Child Support** for your type of case. You will need to bring the copies of your **Petition** and **Sealed Financial Source Documents** to the appointment. You can also prepare your own child support worksheets using the State Child support Calculator found at [www.dshs.wa.gov/dcs](http://www.dshs.wa.gov/dcs) .

5. Once the Court Facilitator has signed your **Child Support Worksheets** and **Child Support Order**, prepare the **Findings/Conclusions on Petition to Modify Child Support** and the **Order on Modification of Child Support**. Both parties must sign all the final documents including the **Child Support Worksheets, Child Support Order, Findings/Conclusions on Petition to Modify Child Support** and **Order on Modification of Child Support**.

6. Appear at the **Ex-Parte Calendar** (see times below) to have a Judge sign your final orders. Present your agreed final orders to the Judge (**Child Support Order, Child Support Worksheets, Findings/Conclusions on Petition to Modify Child Support** and **Order on Modification of Child Support**). The Judge will swear you in and may ask questions. Once the final orders are signed by the judge, they must be filed. You can request copies of the signed documents from the Clerk's office for a fee.

THE FORMS LISTED ABOVE THAT HAVE A SPECIFIC FORM NUMBER ARE AVAILABLE ONLINE AT [www.courts.wa.gov](http://www.courts.wa.gov)

Helpful Websites:

[www.islandcounty.net/superiorcourt](http://www.islandcounty.net/superiorcourt) (general information, local forms and rules)

[www.nwjustice.org](http://www.nwjustice.org) (general information and links to other resources)

[www.washingtonlawhelp.org](http://www.washingtonlawhelp.org) (general information and sample forms)

[www.courts.wa.gov](http://www.courts.wa.gov) (forms and other information)

[www.dshs.wa.gov/dcs](http://www.dshs.wa.gov/dcs) (information on child support and automated child support calculator)

Helpful Phone Numbers:

Clerk's Office (360) 679-7359;

Court Administration (360) 679-7361

CLEAR referral line for the Volunteer Lawyer Program (888) 201-1014

**\*\*Ex-Parte Calendar is held:**

**Mondays at 9:30am**

**Tuesdays through Fridays at 1 pm.**

**YOU MUST CHECK IN WITH THE CLERKS OFFICE AT LEAST 30 MINUTES BEFORE THE SCHEDULED EX-PARTE COURT TIME.**

**This list of instructions is not a substitute for legal advice. Before starting any legal action, it is always wise to consult an attorney regarding your rights and responsibilities. Many attorneys offer consultations. The Court Facilitator cannot give legal advice. Only an attorney can give legal advice.**