

COWLITZ COUNTY CLERK'S OFFICE
MODIFICATION OF PARENTING PLAN AND/OR CHILD SUPPORT
Procedural Checklist

Prepared by the Cowlitz County Clerk's Office

This checklist 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 low-cost consultations. Only an attorney can give legal advice.

You may purchase forms for this action at the Cowlitz County Clerk's Office or you can download them from the Washington Courts website at www.courts.wa.gov/forms. Our fees must be paid by cash, money order or cashier's check. We do not accept personal checks.

Fill out the following forms and file with the Clerk's Office with a \$56.00 (cash) filing fee:

Form Number	Form Name	Last Revised
FL All Family 001	Confidential Information Form <i>(and Attachment to Confidential Information Form if needed)</i>	1/2026
FL Modify 601	Petition to Change a Parenting Plan, Residential Schedule, or Custody Order	7/2025
FL Modify 600	Summons: Notice about a Petition to Change a Parenting Plan, Residential Schedule or Custody Order	9/2025
FL All Family 140	Parenting Plan (Proposed)	7/2025
FL All Family 132	Declaration about Public Assistance	1/2019
FL Modify 603	Motion for Adequate Cause Decision to Change a Parenting/Custody Order	1/2022
FL Modify 604	Order on Adequate Cause Decision to Change a Parenting/Custody Order	1/2022

If your modification will affect child support, include the following forms:

Form Number	Form Name	Last Revised
FL Modify 521	Motion to Adjust Child Support Order	7/2023
WSCSS - Worksheets	Washington State Child Support Schedule Worksheets (Proposed)	1/2026
FL All Family 011	Sealed Financial Source Documents Cover Sheet	5/2016
FL All Family 131	Financial Declaration of (name): _____	9/2016

Adequate Cause:

- If parties are in agreement, the Motion and Order on Adequate Cause Decision may be sent back to the Judge to be signed ex parte without a hearing being necessary. If the other party is not in agreement, you must file/serve a **Self Rep. Family Law Calendar Notice** (Clerk Form).
- Docket notices can be found on our website www.co.cowlitz.wa.us/clerk.

IMPORTANT NOTICE

If the parties receive public assistance in the form of medical assistance and/or Temporary Assistance to Needy Families (TANF), copies of all filed pleadings must be served on the Prosecuting Attorney/Child Support Enforcement office. Service of any docket notice or motions for temporary orders that might affect child support obligations should be filed and served at least twenty working days prior to the scheduled hearing. Service must be performed by personal service to **Prosecuting Attorney/Child Support Enforcement, Prosecuting Attorney/Child Support Enforcement, 312 SW First Ave. Kelso, WA 98626.**

Forms needed to finalize your action include:

Form Number	Form Name	Last Revised
FL Modify 610	Final Order and Findings on Petition to Change a Parenting plan, Residential Schedule or Custody Order	7/2022
FL All Family 140	Parenting Plan (Final)	7/2025
FL Modify 522	Order on Motion to Adjust Child Support Order	5/2016
WSCSS - Worksheets	Washington State Child Support Schedule Worksheets (if applicable)	1/2026
FL All Family 130	Child Support Order (if applicable)	1/2026

Agreed Matters:

- After adequate cause has been found, agreed matters where the State has not responded regarding Child Support can be sent back to the Judge to be signed ex parte without a hearing being necessary.

Contested Matters:

- You must arrange to have copies of all documents served on Respondent **Proof of Personal Service** form – FL All Family 101.
- If you have received a response from the Respondent indicating that he/she is **not** in agreement with this action, you will be required to set the matter on for Mandatory Mediation per **Local Court Rule 93**. Your case will be transferred to a court approved mediation center where they will try to assist parties in reaching a resolution. The required forms for Mandatory Mediation are available on the Superior Court website www.cowlitzsuperiorcourt.us. The forms include:

Form Number	Form Name	Last Revised
N/A	Motion Transferring Case to Mandatory Mediation	01/2023
N/A	Order Transferring Case to Mandatory Mediation	01/2023

- If Mediation is unsuccessful and there are still unresolved issues, you may need to have a Court Commissioner or Judge decide the contested issues. The next step to resolving contested issues is to file/serve a **Notice to Set Trial or Settlement Conference** for a Mandatory Settlement Conference (MSC). A Court Commissioner will attempt to help the parties reach an agreement without a trial. If the MSC is unsuccessful in resolving the contested issues, you may need to file a **Notice to Set Trial or Settlement Conference** to set a trial date. These notices can be found on the Clerk’s Office website at: www.co.cowlitz.wa.us/clerk.
- You are required to complete a Statement of Family Financial Status which can be found on Superior Court’s website: www.cowlitzsuperiorcourt.us. For a Mandatory Settlement Conference, the Statement of Family Financial Status should be provided to the Court Commissioner prior to the conference. For a trial, the Statement of Family Financial Status should be filed in the court file prior to the trial date.

**File all documents with: COWLITZ COUNTY CLERKS OFFICE
312 SW FIRST AVE, ROOM 233
KELSO, WA 98626**