

**COWLITZ COUNTY CLERK'S OFFICE**  
**MODIFICATION OF PARENTING PLANS**  
**CUSTODY DECREES/RESIDENTIAL SCHEDULES 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 from the Office of the Cowlitz County Clerk or you can download them from the Washington Court's website at [www.courts.wa.gov/forms](http://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:

- *Confidential Information* form (with *Attachment to Confidential Information* if needed for additional children or parties) **FL All Family 001 \* (7/2021)**
- *Summons: Notice about Petition to Change a Parenting Plan, Residential Schedule or Custody Order* **FL Modify 600 \* (1/2022)**
- *Petition to Change a Parenting Plan, Residential Schedule or Custody Order* **FL Modify 601 \* (1/2022)**
- *Proposed Parenting Plan* **FL All Family 140 \* (04/2021)**
- *Declaration about Public Assistance* **FL All Family 132 \* (01/2019)**
- *Declaration of (name): \_\_\_\_\_* **FL All Family 135 \* (05/2016)**
- *Motion for Adequate Cause Decision (to change a parenting/custody order)* **FL All Modify 603 \* (1/2022)**
- *Order on Adequate Cause to Change a Parenting/Custody Order* **FL All Modify 604 \*(1/2022)**

**If the modification will affect child support, add these forms:**

- *Motion to Adjust Child Support Order* **FL Modify 521 \* (05/2016)**
- *Proposed Child Support Worksheets* **WSCSS Worksheets \* (01/2019)**
- *Sealed Financial Source Documents w/Cover Sheet* **FL All Family 011 \* (05/2016)**
- *Financial Declaration of (name): \_\_\_\_\_* **FL All Family 131 \* (09/2016)**

If this is not an agreed modification, you must arrange to have Respondent served with documents listed above and file a *Proof of Personal Service* **FL All Family 101 \*(6/2020)** form.

**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, 1338 Commerce Ave, Suite #305, Longview, WA 98632.**

You are ready to complete the final paperwork and have a hearing set to go before the court. You will need to bring an original set of these pleadings to your hearing for the court to sign as your final orders. Final pleadings include the following:

- *Final Order and Findings on petition to Change a Parenting Plan, Residential Schedule or Custody Order* **FL Modify 610 \* (1/2022)**
- *Final Parenting Plan* **FL All Family 140 \* (04/2021)**
- *Motion for Default* (if applicable) **FL All Family 161 \* (03/2020)**
- *Order on Motion for Default* (if applicable) **FL All Family 162 \* (03/2020)**

If Child Support will be affected and the State has not entered a notice of appearance, the following pleadings may also be required (available at [www.courts.wa.gov/forms](http://www.courts.wa.gov/forms)):

- *Order on Motion to Adjust Child Support Order* **FL Modify 522 \* (05/2016)**
- *Child Support Worksheets* **WSCSS Worksheets\* (01/2019)**
- *Child Support Order* **FL All Family 130 \* (7/2021)**

**Agreed Matters:** **Local Court Rule 94.08** requires that before you set your uncontested final court hearing, you must have your final pleadings reviewed by the Courthouse Facilitator or an attorney. If you choose to meet with our Courthouse Facilitator, the appointment fee is \$20.00 (cash) and must be paid at the time the appointment is set. At the time you make your appointment, you must bring your agreed completed final documents along with a complete set of copies which will be filed as proposed orders after the appointment. The Courthouse Facilitator will advise you as to whether or not your case is ready to be set for final hearing. The Courthouse Facilitator is prohibited from giving legal advice.

Agreed matters, where the State has not responded in re: Child Support, can be sent back to the Judge ex Parte without a hearing being necessary.

**Contested Matters:** If you have received a Response from the other party indicating that he/she is **not** in agreement with this action, you may need to have a Court Commissioner or Judge decide the contested issues. The first step to resolving contested issues is to file/serve a ***Notice to Set Trial or Settlement Conference (CF 5/2022)*** for a ***Case Scheduling Order*** for a ***Mandatory Settlement Conference***. 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 our website <https://www.co.cowlitz.wa.us/621/Forms>.

**Documents to be filed with:** **COWLITZ COUNTY CLERK'S OFFICE**  
**312 SW FIRST AVE., ROOM 233**  
**KELSO, WA 98626**

\*() Current Revision