



Northwest Justice Project

Parenting Plans and Child Support for Dissolution (Divorce) Cases and Modifications of Dissolution Cases

**Instructions and Forms
February 2007**

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This publication provides general information concerning your rights and responsibilities. It is not intended as a substitute for specific legal advice. This information is current as of the date of its printing, February 2007.

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Parenting Plans and Child Support for Dissolution (Divorce) Cases and Modifications of Dissolution Cases

Introduction and Important Information

This packet is intended to help you fill out the forms and papers for parenting plans and child support.¹ You should not use this packet by itself. You should use this packet only if you are the petitioner (the one who is starting the court case) or the respondent (the one who is responding to the court case) in a dissolution of marriage (divorce), if you are the petitioner or respondent in an action to modify a custody decree or parenting plan in a dissolution of marriage.

Before you use this packet, we recommend that you read our publication called [*Understanding the Washington State Child Support Schedule and How Child Support is Set in Washington*](#). You should also get the other do-it-yourself family law packets that you need in your case. See Section II below.

Although this packet often refers to “the other parent” to mean the other party or person involved in your court case, the other party could be someone other than a parent, (for example, a grandparent or other party petitioning for custody of a child). Where your action involves parties other than the parents, please note that anything required for “the other parent” is also required for every other party.

What if I have Questions that Aren't Answered in this Packet?

It is always a good idea to talk with an attorney familiar with family law before you file anything with the court. Many counties have family law facilitators who can help you fill out forms, or have free legal clinics where you may get specific legal advice about your case. If you are low-income and you do not live in King County, you may call CLEAR at 1-888-201-1014. If you live in King County, you may contact the King County Bar Association's Neighborhood Legal Clinics by calling (206) 267-7070 between 9:00 a.m. and noon, Monday – Thursday, to schedule a free half-hour of legal advice (ask for a family law clinic). You may also want to go to the website (www.washingtonlawhelp.org) and read our legal information publications about your particular family law case and information about legal aid programs in your area.

Section I: What Forms Are In This Packet?

This packet contains the following blank forms, and instructions for each form, for filing a parenting plan, financial declaration, Order of Child Support and child support worksheets in a dissolution or modification of dissolution action:

¹ In this packet, you will see footnotes, like this one. These footnotes will tell you the law or court case that supports the statement that comes before the footnote. RCW stands for Revised Code of Washington, which is the law passed by Washington State's legislature and approved by the Governor. Court cases have names, such as *In re Marriage of Parent*. You may use the footnotes to look up the law at your local law library, or in court when you are trying to make a legal argument. Keep in mind that the references to the law are up to date as of the date this packet is published. The law sometimes changes before the packet can be updated.

Form Title	Form Number
Parenting Plan	WPF DR 01.0400
Declaration in Support of Parenting Plan	WPF DR 04.0120
Washington State Child Support Schedule & Worksheets	CS Schedule; CS Worksheet
Financial Declaration	WPF DRPSCU 01.1550
Sealed Financial Source Documents (Cover Sheet)	WPF DRPSCU 09.0220
Order of Child Support	WPF DR 01.0500

Section II: What Other Forms Or Documents Will I Need That Aren't In This Packet?

What other forms will I need?

Our do-it-yourself packets are designed to provide you with only the forms you need at the stage you need them. You will need more than one packet to file and finish your case. How many other packets you need will depend on the facts of your case. Remember that you should not use this packet unless you are the petitioner or the respondent in a dissolution of marriage.

You may also need a packet on filing or responding to a motion for temporary or emergency orders. Depending on your circumstances, you may also need other forms or papers that are not in our packets. Read the information below carefully and check the boxes by the other packets and papers you think you will need; then get the other packets you need from our website or by calling CLEAR at 1-888-201-1014.

Other Packets You May Need in Addition to This Packet:

- [Filing for a Dissolution of Marriage](#) – you should get this packet if you want to start a dissolution of marriage (divorce).
- [Responding to a Dissolution of Marriage](#) – you should get this packet if you have been served with a petition for dissolution of marriage (divorce).
- [Finishing Your Dissolution of Marriage with Children by Agreement](#) or [Finishing Your Dissolution of Marriage by Default](#) – if you have already filed or responded to a dissolution of marriage but you have not finished it yet, you should get one of our packets on how to finish your dissolution of marriage.
- [Filing for Modification of a Custody Decree or Parenting Plan](#) – you should get this packet if you already have a custody decree or parenting plan and you want to change it.
- [Responding to a Modification of a Custody Decree or Parenting Plan](#) – you should get this packet if you have been served with a petition to modify your custody decree or parenting plan.
- [Finishing Your Modification of a Custody Decree or Parenting Plan](#) – you should get

this packet if you have already filed or been served with a petition to modify a custody decree or parenting plan and you need to finish your case.

- ❑ **Filing a Motion for Temporary Orders or Filing a Motion for Emergency Orders** - if you want the court to enter an order covering the time period between the time your case is filed and the final orders are signed or you want to appoint a GAL, you should get one or both of these packets. These packets contain the Sealed Personal Health Care Records Cover Sheet and the Sealed Confidential Reports Cover Sheet.
- ❑ **Responding to a Motion for Temporary or Emergency Orders** - if the other party has served you with a motion for a temporary parenting plan or temporary child support, you should get this packet.
- ❑ **Other: Local Do-it-Yourself packets:** In some counties, you may need other forms or packets during your family law case that are required by local court rules. For example, King County requires you to file other forms, such as a Confirmation of Issues form, while your divorce is going on. Consult your court clerk's office, or Family Law Facilitator (if your county has one), to find out if your county requires more information. The Northwest Women's Law Center (206-621-7691 or www.nwwlc.org) has a do-it-yourself packet about following the case management schedule for cases filed in King County, and also has informational publications on other issues.

Section III: Instructions for Filling Out Individual Forms

First, Follow the General Instructions in Your Main Packet

The dissolution of marriage, modification of custody, and temporary orders packets contain a section called *Follow These General Instructions Before Filling Out the Forms*. The General Instructions will give you important information that will apply to all of your forms, including how to fill out the caption of your forms. **You should follow those general instructions for all of the parenting plan and child support forms that you will use before you go on to the instructions for the individual forms below.**

Box #1

Things You Should Not Write in Most of Your Court Papers: New rules for courts in Washington, General Rules 22 & 31, try to protect privacy in family law cases. Almost all pleadings, orders and other papers filed with the court are available to the public, and may be available to the public on the internet.

Except where instructions about a specific form tell you otherwise (for example the forms in Box #3), use these rules for papers you file with the court.

Residence Address (Where you Live) and Telephone Number: You do not have to write these in court papers; however, you do need to write in an address where you can get mail from the court, and it is a good idea to give the court a phone number where you can be reached.

Social Security/Driver's License, ID Numbers of Adults and Children: You are not required to write these in court papers; if you do, you should write only the last four digits, not the whole number.

Dates of Birth of Children: Do not write them in court papers.

Bank Account, Credit Card Numbers: Write the bank name, type of account (savings, checking, etc.), and only the last four digits of the account number.

Box #2:

PRIVATE INFORMATION THAT SHOULD BE FILED WITH SEALED COVER SHEETS:

If a sealed cover sheet is used, this information is usually available to the other party and the court but it is not placed in the public file.

Financial Information: If you file paystubs, checks, loan applications, tax returns, credit card statements, check registers, W-2 forms, bank statements, or retirement plan orders, attach them to a Sealed Financial Source Documents form to ensure that they will not be available to the public.

Medical or Mental Health Records or Information: If you file papers containing health or mental health information (information about past, present, or future physical or mental health of a person, including insurance or payment records), you must attach the papers to a Sealed Personal Health Care Records form so that they will not be available to the public.

Confidential Reports: Reports such as Parenting Evaluations, CPS Reports, Domestic Violence Assessments, and Guardian ad Litem Reports that are intended for court use must have two sections, a public section and a private section. The private section of the report should be attached to a Sealed Confidential Reports Cover Sheet.

Retirement Plan Orders: Certain retirement information belongs in the public file, but “Retirement Plan Orders” do not. Use the Sealed Financial Source Documents Cover Sheet for the Retirement Plan Order. See GR 22 for the definition or see an attorney if this affects your case.

Other Kinds of Confidential or Embarrassing Information Not Mentioned Above. If the paper that you want to keep confidential is not in the above list, you may need to file a motion with the court to ask permission to have that paper, or part of a paper, sealed under General Rule (GR) 15. We do not have a packet that tells you how to do this and there are presently no mandatory forms for this type of motion; you will need to talk to an attorney.

Box #3

WHEN YOU SHOULD WRITE PRIVATE INFORMATION IN COURT FORMS: These forms are not placed in the public file, and information in them is usually not available to the other party.

You are required to fill in your personal information completely (including children’s full names, dates of birth, your residence address, social security numbers, etc.): Confidential Information Form, Vital Statistics Form, Domestic Violence Information Form, Foreign Protection Order Form, and Law Enforcement Information Sheet. If you are afraid to give your address on these forms, consult an attorney, or call CLEAR at 1-888-201-1014.

A. Instructions for the Parenting Plan

Before you begin, make at least one extra copy of the parenting plan and keep it. You may need to file a different parenting plan for a motion for temporary orders, or to finish your case. You may need three or more versions of your parenting plan: one that you will file with your petition or your response, one that you will file when you want to finish your case, and one if you have a motion for temporary or emergency orders.

If you will be asking for the same parenting plan with your petition (or response) and your motion for temporary orders, you will save yourself some work by making copies of the form after filling most of it out. If you want to do this, fill out the entire Parenting Plan except don't check the boxes under the title of the form in the caption and in the first section of the form (above the words IT IS HEREBY ORDERED, ADJUDGED AND DECREED). Make several copies and then check the appropriate boxes under the title and caption.

Read the instructions carefully and take your time.

If you need hands-on help, your county superior court may have a Family Law Facilitator who can give you more information or help filling out problem spots in the forms. Contact your local superior court clerk to find out if there is one in your county.

- **If you are filling in this form as a proposed parenting plan (for example, with your petition or as part of a motion for emergency or temporary orders), complete it to show the decisions you would like the court to make.**
- **If you are filling in this form after the judge has made a decision (at a temporary orders/show cause hearing or after a trial), complete it to show the decision actually made by the judge, even if it is different than what you asked for.**
- **If you and the other party have reached an agreement, fill it in to show the agreement you have made.**

Caption.

Fill in the caption. The caption is the same one that is used for the dissolution or modification case.

“Dissolution Parenting Plan: Title/This Parenting Plan Is”

If you are filing this Parenting Plan with your Petition or your Response to the Petition for Dissolution of Marriage (or for modification of a parenting plan entered in a dissolution), check the box next to Proposed (PPP) in the title, and the fourth box under the sentence *This parenting plan is* and write your name in the blank. If you and the other parent agree on the parenting plan, write both of your names in the blank.

If you are filing this parenting plan with your Motion For Temporary Orders or Motion for Emergency Orders, or your response to one of those motions, check the box next to Proposed (PPP) and next to Temporary (PPT) in the title, and the fourth box under the sentence *This parenting plan is* and write your name in the blank.

If you are filing this parenting plan as a final order with a Decree of Dissolution, check the box

next to Final Order (PP) under the title, and the first box under the sentence *This parenting plan is* and fill in the date the judge signs your final papers

If you are filing this parenting plan as a final order in a modification of a parenting plan, check the box next to Final Order (PP) under the title, and the second box under the sentence *This parenting plan is* and fill in the date the judge signs your modification/adjustment order.

I. General Information

List the names and ages of the minor children of this relationship. This means biological or adopted children who are under age 18 that you and the other parent had together. You do not need to list stepchildren or children you have from other relationships.

II. Basis for Restrictions

Paragraph 2.1. Parental Conduct.

This section is where you inform the Court as to why the other parent's time with the child(ren) ought to be restricted. You should complete this section if you believe that the behavior of the other parent is harmful to the child(ren) and want the Court to restrict contact between the other parent and the child(ren), or if, at your hearing or trial, the court found there was harmful behavior and ordered restrictions.

If the other parent or a person living with the other parent has not done any of the things listed in paragraph 2.1, check the first box for "Does not apply".

If the other parent or person who lives with the other parent has done any of the behavior listed in the three sections and you believe the behavior is harmful to the child(ren) (or the court found it was) you should check the second box. Then, check "mother" or "father" for the other parent. If it was/is the other parent who engaged in the bad conduct, check the box before "this parent." If the person who engaged in the bad conduct is someone who lives with the other parent, check the box before "a person residing with this parent."

Then check any of the three boxes that apply.

If the Court agrees that the behavior exists (that is, if the other parent never responds or you prove the allegations after the other parent responds) then it is likely that restrictions will be ordered. For example, the court may decide to require that the other parent's time be supervised, or may order that the other parent cannot make all major decisions about the children.²

Paragraph 2.2. Other Factors.

If the other parent has not done any of the things listed in paragraph 2.2, check the first box for "Does not apply".

If there are any factors present and you believe that these are harmful to the child(ren) (or the court found that they are harmful) check the second box, and then check the box next to mother or father. Then check the box(es) that apply. If a harmful factor exists, but is not listed, you will need to check the box "other" and write it in.

III. Residential Schedule

² To read the Washington law that is related to paragraphs 2.1 and 2.2 of the parenting plan, see RCW 26.09.191.

Some people find this section to be confusing. You may want to consult an attorney or your Family Law Facilitator for help completing this section. For some information that may help you fill out the form, read our publication called [Ending Your Marriage in Washington with Children - The Basics](#).

The purpose of the residential schedule is to set out in writing which parent the child(ren) will be with and when. This section is purposefully very specific. If you don't want to be that specific, it is not required. You may write your parenting plan in the blank section at 3.13 "Other." However, the specific parenting plan is very useful for many parents who want to set out a very specific schedule for reasons of stability and planning.

The most important thing to remember is to make sure the schedule you write in is the one you want and is best for your child(ren).

What if I think the other parent should not spend any time with the children? In some situations, you may want to ask the court to order that the other parent should not have any time with the children -- on a temporary or a permanent basis. Or, the court may already have restricted the other parent's contact with the children in a separate order, such as an Order of Protection. If you want to ask the court to restrict the other parent from having any contact with the child, (or if the court orders this) you may do so as follows:

Under paragraph 3.1 or 3.2 (only 3.2 if the children have all reached school age), check the box to show which parent the children should reside with. Then, for time with the other parent, check the "other" box and write, "[Other parent's name] shall have no contact with the children until the parent has provided [your name or "the court"] with proof that he/she has successfully completed the requirements set forth in paragraph 3.10 of this parenting plan. The parties shall return to the family law motions calendar for review of this residential schedule only when sufficient proof of compliance has been provided."

Under paragraphs 3.3 – 3.9, write "see paragraphs 3.1/3.2 and 3.10."

Go to the instructions for paragraph 3.10

Paragraph 3.1. Schedule for Children Under School Age

If all your children are in school already, check the first box and move on to School Schedule.

If you and the other parent have any children who aren't yet in school (usually age birth through five years), check the second box and fill out this section. Check the box to show which parent the children will live with (mother or father). Write out the specific days of the week and times the children will spend with the other parent. Check whether the child will spend those days with the other parent every week, every other week, etc. Note that "every other week" is not the same as the "first and third week" because there are sometimes five weeks in a month.

Paragraph 3.2. School Schedule

You should complete this section even if none of your children are yet in school. Check the box to show which parent the children will live with most of the time (mother or father). Fill in the days of the week and the specific times the children will spend with the other parent.

Check whether the child will spend those days with the other parent every week, every other week, etc. Note that “every other week” is not the same as the “first and third week” because there are sometimes five weeks in a month.

Check the boxes that indicate whether the school schedule will start when the child is in kindergarten or first grade.

Paragraph 3.3. Schedule for Winter Vacation

Check the box for mother or father. In the blank, write in any time the children will spend with the other parent. Common ways of splitting school vacations include: splitting the vacation each year (1/2 of the vacation with each parent); alternating years (even years with dad, odd years with mom); or, where parents live far away from each other, designating that all of the vacation time will be spent completely with the parent who doesn't have primary custody of the child(ren) to make up for not being able to have more regular time during the school year. Be sure the vacation schedule is consistent with paragraphs 3.7 and 3.8, regarding holidays and special occasions.

Paragraph 3.4. Schedule for Other School Breaks.

Check the box for mother or father. In the blank, write in any time that the children will spend with the other parent. As with winter break, common ways of dividing other school breaks include splitting them in half between parents each year, alternating the years, or designating that the time be spent just with the non-custodial parent.

Paragraph 3.5. Summer Schedule

Paragraph 3.5 generally is for children who have started school; if you wish it to apply to younger children you should specify at what age the summer schedule will apply.

Check the box to show which parent the children will live with during the summer.

If the same schedule will be followed in the summer as during the school year, check the box for “Same as school year schedule.”

If there will be a different schedule in the summer (which is common), check the “Other” box and write in the blank the dates and times the children will spend with the other parent during the summer. You may set specific dates, or you may propose that one or both parents notify each other by a certain date of the time they would like for that summer, such as “The children will reside with the father during the summer except for four weeks with the mother. The mother shall inform the father by May 15th of which weeks she would like.” You may also specify whether the time will be all together or split up, for example “four weeks, taken in two, two-week sessions.” Another option is to provide for time or phone contact with the primary parent during long times with the other parent. For example, if the children usually live with the mother and will be with the father for two, three-week periods in the summer, you could propose that the mother have the middle weekend of each session with the children, as well as phone contact as often as the children want.

Paragraph 3.6. Vacation with Parents

If neither parent will have vacation time with the child, check “Does not apply.”

If either parent will have vacation time, check “The schedule for vacation with parents is as follows” and write in the blank any vacation time the children will have with each parent. (This refers to vacations a parent takes from work). For example, you could write “Each parent shall have two

weeks of vacation with the child each summer.”

Paragraph 3.7. Schedule for Holidays

You do not need to give specific time on the holidays. If you will follow the school schedule, check the last box next to “other” and write “same as school schedule.”

If you will make a special schedule for holidays, fill in the space in the same row as each holiday to show which parent the children will spend each holiday with. If you will alternate holidays by year, specify “odd” and “even” years. If you will split a holiday each year (for example, Christmas morning with mom, Christmas afternoon and evening with dad), write “Every” in the blank for both parents and fill out the split times for that holiday in the section below in the “other “ section.

You may write additional holidays in the blank spaces if you have special religious or cultural holidays to include. It may be that some of the listed holidays are not important in your family while other important holidays are not listed, particularly if you are not Christian. You may mark out or change the listed holidays so that they reflect what is important to your family.

Check the box next to “For the purposes of this parenting plan, a holiday shall begin and end as follows” and write in the times for holiday visits to begin and end. Keep in mind that you might write special times for holidays like Christmas Day, which often begin early in the morning, or the 4th of July, when you might want to watch the fireworks late at night.

If Friday and Monday holidays will include the weekend, check the second box. Checking this box will usually give the parent with whom the child does not live most of the time extra weekends that s/he would not have had under the school schedule.

Paragraph 3.8. Schedule for Special Occasions

List who the child will be with on Mother’s Day and Father’s Day. You may write “even/odd” as explained under the holiday schedule instructions, or “every” depending on your situation.

List any special occasions you did not list under holidays that will be listed in the parenting plan. For example, some people include the child’s birthday, the parent’s birthdays, an annual family reunion, etc. You may write “even/odd” as under the holiday schedule, or “every” if that is what you want.

You may also check the “other” box and write in “the special occasion time with the parent the child does not live with most of the time shall begin and end as follows” and write in the times for special occasion visits to begin and end.

Paragraph 3.9. Priorities Under the Residential Schedule

This section tells what happens when parts of the residential schedule of your parenting plan conflict, such as when mom’s Christmas Day falls on dad’s weekend. You should check the second box. Then, you may check the third box and number the lines showing which types of time with the children have priority in what order. For example, if holidays will be more important than the school schedule, you would write #1 in the blank next to holidays, and #2 next to school schedule, etc. For a simpler rule, you may check the fourth box (Other) and write your own priorities.

Paragraph 3.10. Restrictions

This is the place to write any limitations on the other parent’s time necessary for your children to spend time safely with the other parent.

If you checked the “does not apply” boxes in Paragraphs 2.1 and 2.2, you will check the first box.

If you checked boxes in 2.2, but you do not think there should be any restrictions on the other parent’s time with the children (or the court has decided this at your hearing), check the third box and the “mother” or “father” box, and then write in the blank why no restrictions are needed. If you are preparing a proposed parenting plan, your explanation will need to convince the court that even though there are factors present, your children will be safe when they are with the other parent. If you do not explain to the court why your children would be safe even though factors exist, the Court might not approve your parenting plan.

If you check boxes in Paragraph 2.1 or 2.2 and you want the court to order restrictions on the other parent’s time (or the court did order restrictions at your hearing), check the second box and either “mother” or “father.” Then, write in the blank any restrictions put on the other parent.

The following paragraphs contain suggestions for restrictions. You may ask for these things in appropriate cases when you write a proposed parenting plan, and/or the judge might order these types of restrictions at your hearing:

>Following Requirements of Other Court Orders:

You may ask that the court require the other parent to successfully complete requirements that have already been ordered in another court order (such as an Order for Protection, or a dependency order) to have residential time with the children or to have unsupervised residential time with the children. For example, if you have a Protection Order requiring the other parent to complete domestic violence treatment, you may write “[Other parent] shall successfully complete all domestic violence treatment required under the Order of Protection entered on [date] under case number [protection order case number] before he/she may have residential time with the children.”

>Drug and Alcohol Abuse:

You may ask that the court require the other parent to complete drug and alcohol treatment before unsupervised visits are allowed. Or, you can ask that the other parent have random urinalyses (urine tests) for drugs or alcohol. Or ask that the court order other restrictions such as prohibiting that parent from driving with the children.

>Neglect:

You may ask that visitation be supervised until the other parent has successfully completed a parenting skills program and provides you with written proof of having done so.

>Domestic Violence:

You may ask that there be no unsupervised visits unless the other parent takes steps to get treatment for domestic violence and shows that he/she is not going to commit domestic violence again. For example, you may ask that the other parent have no unsupervised visits unless she or he is evaluated for and, if recommended, receives state-certified batterer’s treatment. You may also want to ask that any unsupervised visits the other parent has will be immediately suspended if she or he commits further acts of domestic violence.

>Abusive Use of Conflict:

If the other parent has made derogatory comments to the child(ren) about you or is making untrue accusation to others (for example, makes repeated calls to CPS on you with no reason to do so), you may ask that the other parent be restrained from doing these things. You may also ask that visits be suspended if the other parent engages in this behavior and that no visits start up again until the other parent has completed a parenting skills class.

>Supervised Visits.

If you are asking that visits with the children be supervised you need to specify who will supervise. It can be any adult you trust or a professional visitation supervisor. The court will not appoint a supervisor who does not want to be a supervisor. If you have supervised visits, make sure that the visitation times in paragraphs 3.1 through 3.9 are consistent with the supervision in this paragraph. (For example, if visitation lasts all weekend, can it realistically be supervised?)

Here is an example of how to write up the supervision:

“Visitation will be supervised by _____ and will take place on the first and third Saturdays of the month from 10:00 a.m. until 3:00 p.m. The visits will be in the county of the children's residence.” Then specify if the mother or father shall pay all costs of supervision.

>Conditions to Lift Restrictions.

You should provide that the restrictions stay in place until a parent has provided written proof of completion of the requirements you have written in this section (such as a certified batterer's treatment or drug addiction program). For example: “Visits shall be supervised until the other parent has completed the state- certified batterer's treatment program and shown proof of completion of that program.”

Or, you may want to require the other parent to go back to court to get the restriction lifted. For example: “The father/mother may petition the court for less restrictive visitation when s/he has completed batterer's treatment.”

>Removal of Children from the State:

You may write in that the other parent may not remove the child(ren) from the State of Washington without written consent from the other parent. If you already know that the other parent will be taking the child to another state for an annual family reunion, for example, you may state that as an exception.

>Neutral Exchange Site:

You may also designate a neutral place to drop the children off and pick them up. This is usually a public place, like a local McDonald's or park. You may want to do this if you know that you and the other parent will fight in front of the children or if you have reason to be scared the other parent will hurt you.

Paragraph 3.11. Transportation

Write down who will drive the children back and forth for visits and/or where you will meet the other parent to exchange the children. Arrangements for the cost of transportation should be

written in the Order of Child Support.

Paragraph 3.12. Designation of Custodian

Check the box for the parent the children will be living with most of the time (more than half of the time). That parent is considered the children's custodian for purposes of other state and federal laws.³ If you and the other parent have agreed on joint custody, that is, you will each have the child(ren) one half of the time, you may alternate the designation by odd/even year. If you want to do this, you should obtain legal advice specific to your situation to determine whether this would be a good idea for you.

Paragraph 3.13. Other

If there are other rules you to write in your parenting plan, such as giving or denying access to school or medical records, attendance at or notification of school or extra-curricular events (sports, church events, music recitals, etc.), or phone contact, you may include those rules in this space. You could also choose to put those rules in Section VI, explained below.

Paragraph 3.14. Relocation

This section gives you information about the laws that apply when a parent wants to relocate (move) with the children. You do not have to write anything here, but you need to read it. You **may not** delete or change the information in paragraph 3.14.

IV. Decision Making

Paragraph 4.1. Day-to-Day Decisions.

You do not need to write anything in this paragraph, and you may not change it. Either parent may make emergency decisions and day-to-day decisions about the child.⁴

Paragraph 4.2. Major Decisions.

Education decisions. If one parent should make the decisions about the child's education (where the child attends school, for example), check the appropriate box, (mother or father). If both parents should make the decision, check "joint." Now do the same thing for non-emergency health care (which will deal with the child's regular check-ups and trips to the doctor, dentist, etc.) and religious upbringing. If there are major issues that you are aware of that have not been listed, you may list those in the blank lines provided. Some other examples of issues include getting a driver's license or getting married before age 18, or enlistment in the military before age 18. If your parenting plan provides that **both parents** will make major decisions, then you **must** talk over with the other parent major problems regarding your children before a decision is made.

Paragraph 4.3. Restrictions in Decision Making

If there were no factors that you checked in paragraphs 2.1 or 2.2, check the "does not apply" box.

You should check the second box if you think only one parent should have decision-making authority and check the box beside the appropriate parent. Then check the appropriate box showing the reason. (Note: If you checked any of the factors in paragraph 2.1 you must restrict decision-making.) If you checked a limiting factor in paragraph 2.2 but are not restricting mutual decision-

³ RCW 26.09.285.

⁴ RCW 26.09.184(4).

making, check the last item in paragraph 4.3 and explain why restrictions are not necessary.

Look back at paragraph 4.2 and make sure what you have written does not conflict with paragraph 4.3, (for example, if you checked the “sole decision-making” box in paragraph 4.3, you usually should not have any joint decision-making boxes checked in paragraph 4.2).

V. Dispute Resolution

The parenting plan has three alternative dispute resolution processes. If one of the options is marked, you must use it **every time** you and the other parent have a major difference regarding the children that you cannot work out by yourselves. The process may be expensive, though sometimes it is easier and cheaper than going back to court,

- Counseling is when you and the other parent meet with a counselor to try to reach agreement.
- Mediation, which is more commonly used, is when you and the other parent meet with a “mediator” (a neutral person who could be a lawyer, professional mediator, or a mental health professional) to try to work out the problems by agreement.
- Arbitration is when you and the other parent meet with an arbitrator (a neutral person who is usually a lawyer or retired judge), who will listen to both of you and make a decision that you both must follow if an agreement cannot be reached.

If you mark one of these processes, check the first box at the start of the paragraph and the appropriate box indented under it, write in the name of the person or organization you will use for the counselor, mediator or arbitrator. You must also check the box for how to divide the cost of dispute resolution between you. You may choose to divide the cost 50-50 or some other percentage, to divide it based on your incomes as shown on the child support worksheet, or to let the mediator, counselor or arbitrator help you decide.

If you checked the first box in this paragraph, you must also check the box showing how to start the “dispute resolution” process – by letter, by certified mail, or some other way.

In some cases, such as when one parent has committed domestic violence against the other, alternative dispute resolution may not be good to use because one parent may fear the other parent. **The Parenting Plan should not require mediation or some other alternative to court if any of the restrictions in Paragraph 2.1 of the parenting plan are present.**⁵

Another reason that dispute resolution may not be a good idea is if you cannot afford it. If you do not want dispute resolution (or the court orders that there will not be alternative dispute resolution), check the last box (“No dispute resolution process, except court action . . .”)

VI. Other Provisions

If there are other rules to write in your parenting plan, and you did not write them in paragraph 3.13, you may write them in this section. The following is some sample language that you may use for rules that you might want to include (or that the court might order):

Telephone Calls

⁵ RCW 26.09.191.

Each parent shall be allowed to call the children at reasonable times when the child is with the other parent;

Activities Outside of School

Neither parent shall sign the child(ren) up for activities which will interfere with the other parent's time without the agreement of the other parent.

Address and Telephone of Parents

Both parents will keep the other advised of their current residential address and telephone number.

School and Activities

Both parents have the right to attend school, sports, and other activities of the children.

VII. Declaration for Proposed Parenting Plan

If you are writing this parenting plan as a court order, check the first box.

If you are using this parenting plan as your proposal, check the second box. Sign and fill in the date and place in the space depending upon whether you are the mother or father. If the other parent agrees with the parenting plan you are proposing, s/he should also sign and date in these spaces.

VIII. Order By the Court

If you are using this parenting plan for a final order or a temporary parenting plan, sign your name on the line under "Presented by" and print your name in the blank below that. If the other parent agrees with the order, ask that parent to sign under "Approved for entry" and print that parent's name on the line below his or her signature.

Finishing Touches

When you have finished filling out your Parenting Plan, **READ THROUGH YOUR PARENTING PLAN SEVERAL TIMES TO MAKE SURE YOU UNDERSTAND IT AND HAVE FILLED EVERYTHING IN THAT YOU WANT.**

C. Declaration in Support of Proposed Parenting Plan

Should I Complete One of These Forms?

You will need one of these forms only if you are filing a motion for temporary or emergency orders, or you are responding to a motion for temporary or emergency orders. If you are not, you may skip this section.

Caption. Complete the caption.

This declaration is made by the

Check the box before "father" if you are the father, or "mother" if you are the mother.

Paragraph 1.

Write the names of the children in the first blank. Then, in the space below, list the name(s) of each person the children have lived with in the last twelve months, and the dates that the children lived with that person. If you do not know or cannot remember all the information, fill in as much as you

know.

Paragraph 2.

(a) Write in the blank what things that the mother has done to take care of the children’s daily needs in the last twelve months. “Daily needs” include things like making their meals, dressing them, changing diapers, taking them to school/appointments, and other things that the children need daily.

(b) Write the mother's work schedule from the past year. (Example: Monday – Friday, 8:30 a.m. to 5:00 p.m.)

(c) Write the mother’s work schedule now. If it is the same as in (b), write in “Same as 2(b).”

Paragraph 3.

(a) Write in the blank what things that the father has done to take care of the children’s daily needs in the last twelve months. “Daily needs” include things like making their meals, dressing them, changing diapers, taking them to school/appointments, and other things that the children need daily.

(b) Write the father's work schedule from the past year. (Example: Monday – Friday, 8:30 a.m. to 5:00 p.m.)

(c) Write the father’s work schedule now. If it is the same as in (b), write in “Same as 3(b).”

Paragraph 4.

(a) Write the child-care schedule (daycare, or the time that the child was in the care of a regular babysitter or nanny) for the past year.

(b) Write the childcare schedule now. If it is the same as in (a), write in “Same as 4(a).”

Paragraph 5.

You do not need to write anything in this paragraph.

Paragraph 6.

If there is other information that you think is important for the court to know regarding who took care of the children in the last year, write it in this paragraph. For example, if one parent took care of the children all or most of the time only because the other parent was ill, you should write that in.

Signature.

Write the city, state, and date, and sign and print your name in the spaces provided.

D. Washington State Child Support Worksheets

The instructions and worksheets included in this packet are current as of June 2006. Use this set of instructions along with the Washington State Child Support Schedule published by the Administrative Office of the Courts. You may also download it from their website at <http://www.courts.wa.gov/forms/> or call (360) 705-5328. We also recommend that you read our publication called [*Understanding the Washington State Child Support Schedule and How Child Support is Set in Washington*](#).

You may want to use the Child Support Calculator to estimate the amount of support that might be ordered in your case and for help in preparing proposed child support worksheets. You can find the calculator on the DCS (Division of Child Support) website, at:

<http://www.courts.wa.gov/ssgen/default.aspx>.

The calculator has a printable help section and offers step by step instructions for its use. The estimate will be more useful if the information you put into the calculator is correct. The calculator may not work for you if you are asking for a deviation from the standard child support calculation. (Deviations are often requested, for example, in situations where both parents spend large amounts of residential time with the children, when there are children from other relationships, and where each parent has custody of one of the children).

If you are filling in these worksheets after the judge has announced a decision, use the income, child support amounts, expenses, and other information announced by the judge, even if you do not agree with them.

1. **Caption your worksheets:** At the top of worksheet page 1, you must fill in the name of your county and case number in the space provided. Do not forget to list the names and ages of the children you have in common with the other parent in the very first box.
2. **To fill out the worksheets, follow the instructions in the Washington State Child Support Schedule.** The Washington State Child Support Schedule has detailed instructions for filling out the worksheets. The instructions explain the meaning of gross and net income and also explain how to list your income. They also tell you how to fill in the rest of the financial information.
3. **If you don't know the other parent's income, estimate it.**
Fill in the columns of the Worksheet that apply to you (Father or Mother). Fill in the information for the other parent if you know or can estimate his or her income and expenses. You may write on the form that you have used estimates.
If you are filling in only the income information for yourself, and cannot get income information about the other parent, you will have to follow the instructions for *imputing* (estimating) income to the other parent. If you have any income information for the other parent, even if it is an estimate, you should use that information. You may explain in the "Other Factors for Consideration" at Line 22 any income information you listed which is not supported by wage stubs or tax returns. The other parent will have the chance to correct any information that is wrong.
4. **Health Care Expenses.** If you pay uninsured medical expenses for the children that you want to include in the transfer payment, you should fill in the expense in section 8 of the worksheets. **You should only include expenses that you pay regularly (such as a monthly health insurance premium) in this section.** In most cases, you should not include doctor bills that may be different over time. **On line 8a,** you may fill in payments that either parent makes for the children's health insurance premiums. Only that part of the premium that the parent actually pays for the child or children in the order of child support should be included; **DO NOT INCLUDE** the part paid by the employer, or parts for the parent or other family members. **On line 8b,** you should fill in monthly uninsured medical expenses that are not health insurance premiums.
5. **Daycare, Education & Travel Expenses May Be Included**

In **section 9**, you may fill in your daycare, tuition or other special child care expense and have that amount included in the transfer payment. If you do this, you should mark the first box in paragraph 3.15 of the Order of Child Support. However, in most cases, you should not include your daycare, education and travel expenses in the worksheets. Instead, you should include them under paragraph 3.15 of the Order of Child Support.

☀ You should think carefully about whether to include your daycare amounts in your worksheets. Daycare expenses tend to change over time, and may decrease as your children get older and no longer need to be in daycare. If you include daycare in the transfer payment, but your daycare expenses later are not as large as the amount in your worksheets, the other parent may file an administrative or a court action to try to make you repay the overpaid daycare. The court may order you to repay the daycare if you were overpaid by 20% or more.⁶ This could result in your owing a large debt to the other parent that you cannot afford. You may want to have DCS compute and collect daycare. See the instructions for paragraph 3.15 of the Order of Child Support.

6. **Make Sure You Fill in the Worksheet Completely.**

It is important to complete the worksheet as accurately and completely as you can. The child support payment or “transfer payment” is decided based upon the information on this worksheet. Part VI of the Worksheet is where you may list factors that may allow “deviation” from the “standard calculation”.

If there are other adults contributing money to you or to the other parent's household, or if you or the other parent has other children to support or has many debts to pay, or if there are other special circumstances, this information should be listed on the worksheet. See the “Limitation Standards and the "Deviation Standards" on pages 2 - 4 of the Definitions and Standards section of the Washington State Child Support Schedule.

On pages 4 and 5 of the worksheet, there is an “Other Factors for Consideration” box with a lot of blank space. If the income you put for either parent is imputed or estimated, write in this section how you figured out the income amount. If you believe support should be less than the standard calculation, state how much it should be and why.

Signature: Sign where indicated and show the date and place (city) you signed.

E. Instructions for Financial Declaration Form

If there is more than one other party for whom you need to give the court financial information – such as in a Nonparental Custody case -- you should make at least one more copy of page 2 (paragraphs 3.1 & 3.2) of the blank Financial Declaration form.

Caption. Fill in the caption, your name, and your date of birth.

⁶ RCW 26.19.080(3).

I. Summary of Basic Information.

Skip this section and come back to it after you have completed the rest of the form.

II. Personal Information.

Under “occupation,” write your current job. For example, you might be a teacher, software engineer, farm worker, unemployed, etc.

Paragraph 2.2. Fill in the highest year of education you completed.

Paragraph 2.3.

Check yes or no. If you are working now, fill in only 2.3a. If you are not working now, fill in only 2.3 b.

III. Income Information.

This section asks for information about the parties’ incomes. If you do not know how much another party’s income is, you should give your best estimate, or use the support schedule’s instructions for imputing income. You do not have to fill in sections 3.1 and 3.2 if you are a parent and complete the child support worksheets.

Nonparents using this form need to complete sections 3.1 and 3.2 about their own financial situation. In addition, if the nonparents have not completed child support worksheets detailing the parents’ finances, they should put the parents’ income information here.

Write your name above one column and the other party’s name above the other column. If there are more parties, make another copy of page 2 of the Financial Declaration (with paragraphs 3.1 & 3.2), your case number, and the other party’s name as well as their financial information. If you need to attach a separate page, write on this financial declaration that the other party’s information is attached, and make sure you write the name of the party you are describing in each column of the form and your attachment. For example: if the other parties are the children’s mother and father, you could write your name and financial information in the first column of this financial declaration, write the father’s information in the second column, and attach a separate copy of page 2 with one of the columns filled out with the mother’s name and financial information.

- **Fill in the income information and income deduction information requested,** making sure that you use the correct column for each party named at the top of the column.
- **Income From Benefits.** Do not include income from needs-based public assistance (TANF, SSI, GA-U, VA benefits, food stamps) under section 3.1.⁷ If a parent receives Social Security Disability (SSDI) or workers’ compensation (L&I, or other disability benefits from an employer), fill that amount in under 3.1.e “Other Income.”

Work-Related Disability Benefits: If the child/ren receive dependent benefits as a

⁷ RCW 26.19.071(4).

result of a parent's disability (as may happen when the parent gets SSDI, L&I and some employer-paid disability benefits) or Social Security retirement, the payments that they receive directly count as income to that parent even if the money is actually paid to the other parent or custodian. Make sure to add those amounts to income of the parent who gets SSDI, L & I) under 3.1.e. **Those benefits should also be credited as child support paid by the parent (in other words, the obligated parent's support should be reduced dollar for dollar by the amount of the dependent benefits his/her children receive directly for current child support).** See RCW 26.18.190; *In re Marriage of Maples*, 78 Wash. App. 696 (1995).

- **Deductions From Income.** If you include deductions from income other than income tax, FICA, and L&I payments, provide documents that prove each deduction.⁸ Pay stubs may show union and pension plan deductions; however, you will need to provide additional documents (such as some pages from a collective bargaining agreement or employee handbook, or a letter from the employer) showing that these deductions are mandatory (that there is no choice about the deductions). If pension deductions are voluntary, show documents to prove that the deduction has been taken for at least two years or it may not be allowed. If you are claiming business expenses, be prepared to present business records and receipts showing how much your expenses are if the other party disputes your claims. Follow the instructions at the end of the Financial Declaration Form and attach private financial information to the Financial Source Documents Cover Sheet.

Paragraph 3.3 Follow the instructions to fill in monthly net income.

Paragraph 3.4. Miscellaneous Income.

Under miscellaneous income, fill in any money received regularly, and describe it in the blanks. This is the place to fill in the amounts a party receives in TANF, GA-U, SSI, and food stamps.

Paragraph 3.5. Income of Other Adults in the Household. Fill in the gross monthly income of the other adults in the household. That income will not be included in calculating the basic child support obligation, but might be considered by the court if someone asks for a deviation from the standard child support amount.

Paragraph 3.6. Disputed income. If you think the income of any party will be disputed, state what you believe the correct amount of income is for that party and explain why you believe that is the true amount.

IV. Available Assets.

Fill in your assets. Liquid assets are cash, things that you own that could easily be sold for cash (e.g., stocks, bonds, etc.)

V. Monthly Expense Information.

Fill in your monthly household expenses. In the first sentence, fill in the number of dependents who actually live with you (e.g., number of children in your household). This does not include

⁸ RCW 26.19.071(5).

children who do not live with you most of the time. Fill in your best estimate of each expense. Many expenses are not paid every month. For those expenses, take the actual amount you pay and calculate the monthly average. For example, if you pay your car insurance every six months, take the amount you pay, divide it by 6, and put that amount in the blank under 5.5.

Your total monthly expenses may end up being larger than your net monthly household income. That is common, particularly for people who have a low income. In reality, when you do not have enough money to meet all of your expenses, you may put off paying a certain bill, or you might make other cutbacks in your expenses. You do not need to make sure that your monthly expenses are equal to or less than your income. On the other hand, if your expenses are far greater than your income, the court might ask questions about how you are meeting your expenses. You should be prepared to show the court how you are doing it.

Paragraphs 5.10. Installment Debts & 5.11 Other Debts.

Section 5.10 is for giving more details about expenses that are already listed as expenses in 5.1 through 5.8. For example, you would fill in your mortgage and your car loan here, even though you probably already included your mortgage as an expense under 5.1. If you have other debts, such as credit card debts that you have not already included as expenses in sections 5.1 – 5.8, you should fill them in under 5.11.

VI. Attorney Fees.

If you hire an attorney for this case, you should fill in those expenses, as well as any costs (for serving the other party, mailing, filing fees, etc.) here. If you owe debts to an attorney for another case, you should put that in section 5.11.

Signature:

Do not forget to sign at “Signature of declarant”) and date the form and fill in the city and state where you sign it.

Financial Records List:

Make sure that you check the boxes for the types of financial information that you are providing, and follow the instructions about them in bold print at the bottom of the form.

I. Summary of Basic Information.

Go back and fill in Section I, based upon the total net income, expenses, debt expenses, and total expenses that you filled in on lines 3.3, 5.9 and 5.11 and 5.12.

F. Sealed Financial Source Documents Form

In cases, where the court will decide child support, you should have the last two years of tax returns (or W2s and 1099s if you have not yet filed your income tax form), and at least six months of pay stubs or proof of income from other sources such as Social Security. Local court rules may require more documentation.

Petitioners and respondents must use this form whenever they file private financial documents with the court. Keep a blank copy of this form in case you need to file more financial documents later. You may attach one form to a stack of documents.

- **Caption.** Fill in the caption.
- **Check the boxes next to each type of paper that you are filing.** The instructions to the child support worksheets tell you which documents you need to file when you submit child support worksheets.
- If you are afraid of providing your address or employer’s address to the other parties, you should block out that information on the copies that you file with the court and deliver to the other parties.
- The person submitting the form should sign under “submitted by.”
- At the top of the first page of each set of financial papers, about one inch from the top of the paper, write “Sealed.”

G. Order of Child Support

Caption. If this is an order that you are proposing for a hearing on temporary orders or emergency orders, on the right hand-side of the caption, below the case number, write the word “Proposed” above the title of the Order of Child Support. Check the “Temporary” box. If you are using this form as a final order (when you are completing your case and entering the decree), check the “Final Order” box.

- **If you are writing the order as a proposed order, prepare it to show the decision you are asking the court to make.**
- **If you are preparing it because you have reached agreement, prepare it to show your agreement.**
- **If you are preparing it after the judge has announced his/her decision, fill it in to show the decision the judge made, even if you do not agree with it.**

I. Judgment Summary.

Check the first box (Does not apply) unless you think you intend to seek a judgment for back child support or you want the court to award you attorney’s fees for bringing this motion (or unless you have had a hearing or trial and the court awarded a judgment for back support or attorney fees.)

If you are filing a dissolution of marriage, or this will be your first motion for temporary child support, check “Does not apply.”

If you will use this Order of Child Support as a final order with your Findings and Decree of Dissolution, or your Order on Modification of Parenting Plan or Child Support, and the other parent owes back child support or attorney’s fees, check the second box and fill in the judgment summary.

- A. Judgment creditor:** Fill in the name of the person to whom the support is owed.
- B. Judgment debtor:** Fill in the name of the parent who owes the support
- C. Principal judgment amount:** Fill in the total back support owed, and the dates for which it is owed.
- D. Interest to the date of judgment:** Write the total amount of interest that is due for the

back support.

☼ By Washington law, child support earns simple interest of 12% per year, whether or not your Order of Child Support says that your support amount earns interest. If you want to collect interest, you will need to figure it out yourself. Generally, you apply any payments made toward back support to the oldest unpaid support payments. You would multiply the outstanding principal from each month by 1% per month.

- E. **Attorney's Fees:** If you are asking for attorney's fees or the court awarded them at your hearing/trial, you should write the amounts in here.
- F. **Costs:** Fill in any costs of litigation (filing fee, service, etc.)
- H. **Interest:** Interest should be no higher than 12%.
- J & K. **Attorneys:** Fill in the attorney for each party, or "pro se" if the party did not have an attorney.
- L. **Other:** If you need to, use this space to explain the judgment in more detail.

II. Basis.

Paragraph 2.1

- If you are filing this form with a final Decree of dissolution of marriage, check the first box.
- If you are filing this form with a motion for temporary orders or emergency orders, or a response to one of these motions, check the third box.
- If you are filing this form with an Order on Modification of Parenting Plan, check the fifth box.

III. Findings and Order.

Paragraph 3.1. Children for Whom Support is Required.

Write in the names and ages of the children to be covered by this order.

Paragraphs 3.2 Person Paying Support and 3.3 Person Receiving Support.

Complete as much of the information as you can for the person who will be paying the support and the person who will receive it. You do not need to fill in your home address if you are concerned about your address being in a public record. However, it is very important to list an address where you can get your mail on a regular basis even after the case is finished. If you move, you should make sure to give your new address to DCS and to the court very soon. If you do not update your address information with the court and with DCS, you could be served with legal papers at the address you filled in on this form, and orders could be entered without notice to you.

☀ If you write your home address on this form, it will be available to the other parties in your case, and will be in the public court record. If you are afraid to give out your home address, do not write your home address on this form. You may use a P.O. Box or an address of a friend or relative who is stable in his or her residence and will get mail to you quickly. You may be able to get a safe address from your local domestic violence program or shelter.

If you are preparing a proposed order:

If you know each parent's net income, check the box next to "net income" and write in the same net income information that you used in line 3 of the child support worksheets. If a parent does not have income, or you do not know what it is, you must *impute* income to them. If you impute income, you must check the box next to "the obligor/obligee's income is imputed at" and write the net imputed income in the box. Then, check one of the four boxes below based on whether you are imputing income because that parent's income is unknown, the parent is voluntarily unemployed, or the parent is voluntarily underemployed. If you are imputing income for some other reason, check the fourth box next to other and write the reason in the blank. For more information about imputing income, see pages 2 and 5 of the Washington State Child Support Schedule Definitions and Standard.

If you are preparing an order based upon the judge's decision, fill in the income information the judge announced for each parent. State whether the judge found that the income is net income or imputed income. If it is imputed income, check the appropriate box to show the reason for imputing income (or if the reason is not listed, check the "other" box and fill in the reason the judge gave.

Paragraph 3.5. Transfer Payment.

Paragraph 3.5 shows the obligated parent's basic share of the monthly child support obligation for the children. Write in the children's names. If support will be the standard calculation child support amount (and not a deviation), write the amount listed at line 15a or 15e of the child support worksheets for the parent covered by this order in the blank next to "Total Monthly Transfer Amount." On the other hand, if you are requesting or if the court ordered a deviation from the standard calculation, write in the blank the amount this parent will be ordered to pay. For a detailed explanation of the meaning of "standard calculation", "deviations" and "limitations", see pages 2-4 of the Washington State Child Support Schedule Definitions and Standards.

You do not need to fill in the blanks above the "Total Monthly Transfer Amount" line unless you need to write in how much of the total child support payment is for each child. You might do this where one child is going to turn 18, graduate from high school very soon and will no longer need support (see instructions for paragraph 3.13), or if one of the children is going to turn 12 soon. If you specify the child support amount for each child, write in the blanks next to each child's name the amount of support that will be paid by this parent for each child. To figure out the child support for each child, multiply the basic support obligation for that child (in the left-hand box at line 5 on the child support worksheets) by this parent's proportional share of income

(line 6 of the worksheets). Make sure the amounts you write in for each child add up to the “Total Monthly Transfer Amount” you have written on the last line.

After you have filled out the “Total Monthly Transfer Amount” section, read items #1 to #4 below to see if you also need to check any of the boxes in Paragraph 3.5.

1. Check the box (“The parents combined monthly ...”) if the parents’ combined monthly net income is over \$7,000 and the obligor parent will pay more than the advisory child support amount for combined monthly incomes of \$7,000. Then fill in the explanation for the child support amount being ordered.

☼ There are special rules for setting child support when both parents’ combined monthly net income is over \$5,000, even though the Economic Table now gives information about the per child monthly basic support obligation for combined household net incomes of up to \$7,000. Because a parent in this situation is likely to be able to afford an attorney, this packet will not give details about the special rules that apply to wealthier households. See the Washington State Child Support Schedule at pages 3 and 10 for more information on the advisory and presumptive amounts of child support for combined incomes of over \$5,000 and over \$7,000.

2. Check the next box (“If one of the children ...”) if child support will change: for example, one of the children no longer needs child support or turns 12. Then fill in the information about the future obligation.
 - To find out how much the child support should increase after the child turns 12, look at the Economic Table at page 10 of the Washington State Child Support Schedule, column B, for the number of children that are in the support order.
 - To find out how much child support should be paid for a child after that child’s sibling graduates and no longer needs support, look at the basic child support obligation in the Economic Table for the family size that is one child smaller than the number of children in your support order.
3. Check the third box (downward modification) or the fourth box (upward modification) if this order modifies an earlier support order and there is now an overpayment or underpayment. IF you check one of these boxes, fill in the amount of the over/underpayment and how it shall be paid.
4. Check “other” if the paying parent is getting credit for benefits that the children are receiving directly because of that parent’s disability. Write in the blank that the paying parent is receiving credit for disability payments to the children, and write how much those benefits are per month.

If a child gets Social Security or Labor and Industries benefits or other disability benefits on behalf of a disabled parent, that parent should ask the court to credit the amount paid to the child as part of the parent's child support payment. Make sure that it is clear that credit should only be given if the benefits are actually paid, as parents sometimes become able to work and stop getting benefits. Also, be sure the SSA or L&I income for both the disabled parent and the children is listed on

the child support worksheets as income to the disabled parent.

Paragraph 3.6. Standard Calculation.

Write the amount listed at line 15a or 15e of the worksheets you proposed, even if that is not the amount you are asking the court to set. If you are writing this order after the judge made a decision, write in the figure on line 15 a or e of the worksheets the judge approved. .

Paragraph 3.7. Reasons for Deviation.

When you write a proposed order check the first box unless you are asking for (or agreeing to) deviation.

If you are asking for or agreeing to a deviation, check the second box, and then check each box thereafter that applies to your situation. There are several reasons for deviation given in the Washington State Child Support Schedule at pages 3 - 4. Another reason for deviation may be a parent's temporary unemployment to receive schooling or training, which you could write in. Under "factual basis," write a short reason why each deviation applies (For example: "Mother supports two other children from a previous marriage").

If the judge has already made a decision, check the first box if a deviation was denied or not requested. Check the second box and the appropriate indented box if a deviation was given.

Paragraph 3.8. Reasons Why Request for Deviation Was Denied.

If no one asked for a deviation, check "A deviation was not requested." If you are writing a proposed order and the other parent requested a deviation and you agree with it (or if you are the parent asking for the deviation), check the box for "Does not apply". If you are writing a proposed order and if a parent asked for a deviation but you do not agree with it, mark "deviation is denied," mark the box next to "no good reason exists for the deviation," and show which parent asked for the deviation.

If the judge has already made a decision, check the first box if a deviation was given. Check the second box if no one requested a deviation. Check the third box if a requested deviation was denied and show who requested the deviation and the reason it was denied.

Paragraph 3.9. Starting Date and Date to be Paid.

Write the date when child support will start and the day of each month it will be paid. In most cases, the earliest that a new Order of Child Support becomes effective is the date your papers are filed and served. If the judge has set the date, write that in. If the parent will be paying other than once a month, note that here.

Caution: Be careful how you word this section if your support is collected by DCS. If you want to have half of the support paid by one date and half by another, be specific. Do not write "1st and 15th" because DCS may be confused about whether the paying parent must pay the transfer payment twice per month. Instead, use language like the following example: "Day(s) of the month support is due: *½ of the transfer payment is due on the first and ½ is due on the 15th of each month.*"

Paragraph 3.10. Incremental Payments.

In most cases, you should check "Does not apply." However, if your case is a support modification case and the support order is going to increase the support payment by more than 30% over the previous amount, then you may want to allow the paying parent to increase the payments gradually (or the court may order this). In you want to do this or if the court has ordered it, check the second box and fill in a date that is six months from the start date of the order (paragraph 3.9).

Paragraph 3.11. How Support Payments Shall be Made.

Check the first box (and the appropriate boxes in that paragraph's text) if the child has ever received public assistance or you would like (or the court orders) the Division of Child Support (DCS, formerly known as the Office of Support Enforcement) to help you collect your child support. It is usually a good idea to have DCS collect your support. If DCS collects your support, DCS is required to help if the parent paying support becomes overdue or stops paying, and there will be documented proof of the dates and amounts of all payments.

Paragraph 3.12. Wage Withholding Action.

The usual rule is that child support is deducted from the paying parent's wages and sent to the support registry. So, in most cases, you should not check anything in this paragraph. However, if you want (or the court orders) a special exception made to the usual rule that child support is deducted from the paying parent's paycheck and sent to the child support registry by the employer, you should check the first box, and the boxes thereafter that apply to your case. The court should order immediate wage withholding in most cases – the court must find good cause not to order wage withholding.

<p>You should not be fired because your paycheck is being garnished for child support.⁹ If your employer threatens to fire you if you are garnished, contact DCS, an attorney, your local legal services office, or CLEAR at 1-888-201-1014.</p>

Paragraph 3.13. Termination of Support.

If you are filing this form with a motion for temporary or emergency orders (or a response to a motion)(or after the court makes a temporary support decision at a hearing), then you should check the first box. If you are filing this as a final order in a dissolution of marriage or modification case, and your children are not yet in high school and are not disabled, you should check the second box (unless the court has ordered otherwise). If one of your children is disabled and will need your support even after age 18, check the fourth box and write in the child's name. If your children are high school age and you want the parent to be ordered to pay for college or vocational school (or the court has ordered this), check the fifth box. If you want child support to end at some other time (or the court has ordered this), check the sixth box and write in when support will end. It is usual for child support to end when the child turns 18 years old **or** completes secondary (high school) education, whichever is later.

⁹ RCW 26.18.110(8).

Paragraph 3.14. Post-Secondary Educational Support.

This paragraph is about support for college or vocational education after high school. If you know that you never want either parent to be required to help pay for your child’s college (or if the court has ordered this), check the third box. If needs for support to attend school after high school are unknown because the child is too young or plans not yet certain, but you want to have the chance to return to court before the child’s 18th birthday to request support (or the court has said you could return later), check the first box. If you know that both parents should be required to pay for college, but the child is not going to college soon, check the second box. If you want to write in a requirement that post-secondary support be paid, and how it should be paid (or if the court has ordered this), check the fourth box and write that information in the blank.

Paragraph 3.15. Payment for Expenses Not Included in the Transfer Payment.

Complete this section based on whether you have daycare and educational expenses for the children that you want the other parent to help pay or because the court has ordered him/her to pay.

If daycare or other expenses were included in Sections 8 and 9 of the worksheets, or you do not want the paying parent to pay for daycare, educational or long distance transportation expenses (or the court denied this), check the first box and skip the rest of the paragraph.

If you have daycare, educational, or long distance transportation expenses (such as when the parents live in different states), and you would like each parent to contribute to those expenses (or the court ordered this), check the second box and the appropriate indented box(es). Fill in the income proportions from line 6 of the child support worksheets (for example, .60 on line 6 would be filled in as 60% of the daycare expense). Make sure you check either the box requiring payment to be made to the daycare (or other service) provider, or to the receiving parent.

☼ If you want DCS to collect daycare for you, check the box requiring that payments be made to the parent receiving support. Also check “other” and write in: *The receiving parent shall provide receipts for daycare to DCS, which shall calculate and collect the paying parent’s proportionate share of daycare from her/him at least once every six months. The paying parent’s proportionate share of daycare is _____ (fill in proportion from line 6 of child support worksheets).*

Paragraph 3.16. Periodic Adjustment.

In most cases, you should check “Does not apply”. If this paragraph says “Does not apply,” then you may adjust or modify this order according to Washington law.

If you would like the child support amount adjusted periodically, such as every year due to small changes in income (or if the court ordered this), check the second box and specify when adjustments should occur. (Note: you will still have to go back to court to get the adjustment; it will not automatically happen.)

Paragraph 3.17. Income Tax Exemptions.

Proposed Orders: If you want the parent with whom the children live most of the time to claim

the children as dependents on their federal income taxes, you may check the first box. If you want to divide the dependent exemptions for the children, check the second box, and write in which parent should claim the exemptions. You may split the exemptions between the parents, or alternate even/odd years. If the parent that the children don't live with most of the time is going to claim the exemptions part of the time, it is a good idea to check the third box that requires the parents to sign a form with the IRS that tells who gets the tax exemptions. If you are the parent receiving support, you may also want to check the fourth box and write in that "the obligor may claim the exemption only if the obligor has fully paid all child support, daycare, and uninsured medical expenses that are owed as of December 31st of the relevant tax year." That way, if the other parent does not pay support payments on time, that parent will not be allowed to take the exemption.

If the court has made a decision about income tax exemptions, fill in this paragraph to show the judge's decision.

Paragraph 3.18. Medical Insurance.

If you are filling this out as a proposed order, show what you are asking the judge to order.

If you are filling this out after a hearing, show what the judge ordered, even if it is different from what you asked for. Use the support worksheets approved by the judge.

In most cases, the court requires both parents to provide health insurance if it is available to the parents through employment and is not too expensive. Unless only one parent will be required to provide health insurance for the children, fill out part (b) of the first paragraph. Figure out 25% of each parent's basic support obligation by multiplying the figure on Line 7 of the paying parent's column from the child support worksheets by 0.25. Skip Alternatives 1-3 (but read the last 4 paragraphs under 3.18).

☀ Even if you are required to pay for health insurance, you only need to provide insurance if the insurance for your child is available through your employment or union membership AND it would cost you less than 25% of your basic support obligation (.25 times line 7 of the worksheets). If you do not have health insurance through employment or your union, you will not need to pay for health insurance, unless the court orders alternative #2 below.

- **Alternative 1:** If you are requiring only one parent to provide insurance, check the first box and either mother or father, as appropriate. Fill in the blank. You will need to explain to the court why both parents should not be required to provide health insurance. You will also need to check and complete the information for the third box.
- **Alternative 2:** If you are requiring one of the parents to provide insurance even if the cost is more than 25% of that parent's income, check the second box and fill in the requested information. The court will want you to explain this request and may not grant it
- **Alternative 3:** If you are asking (or the court orders) that only one parent provide health insurance, in addition to checking the first alternative above, check the third box and the box by the parent who is NOT required to provide insurance. Fill in the information below that explaining why that parent is not required to provide

insurance. One good reason that a parent might not provide insurance is that the insurance available through her/his employer is an HMO from another state that would not provide coverage to the child.

Paragraph 3.19. Extraordinary Health Care Expenses.

Write in the paying parent's proportional share of income from the worksheets at line 6. To complete the next blank, write in the amount from line 8e of the child support worksheets.

Paragraph 3.20. Back Child Support.

In most cases, you should check the second box.

If you want the court to set back support (or if the court did order back support), check the third box and write in the amount and the dates for which back support should be paid. For more information on computing back support, look at the section above on the Judgment Summary.

Caution: Do not check the first box unless you know that the paying parent does not owe any back child support or unless the court ordered this. If you check the first box, the paying parent could be excused from paying any back support owed.

Paragraph 3.21. Back Interest.

In most cases, you should check the second box.

If you want the court to set back interest, check the third box and write in the dates and the amount of back interest that should be paid. For more information on computing back interest, look at the section above on the Judgment Summary.

Caution: Do not check the first box unless you know that the paying parent does not owe any interest on back child support at all or unless the court ordered this. If you check the first box, the paying parent could be excused from paying any of the interest owed.

Paragraph 3.22. Other.

Write in any additional rules you would like to include or that the judge ordered.

Signature. DO NOT fill in the date or Judge's signature; the Judge will do that when he or she approves the final order.

Sign and print your name on the lines below "Presented by". Check the box about full support enforcement services and sign if you would like the Division of Child Support to help you collect your child support. If the other parent agrees with the Order of Child Support, he or she should sign and print his or her name on the lines below *Approved for entry, Notice of presentation waived*. If the State of Washington is a party in your case, the Deputy Prosecuting Attorney will need to sign your order before you present it to the judge.

Section IV. Blank Forms

The following blank forms are for you to complete using the instructions. You may want to make a copy of each form so that you have an extra in case your first draft needs a lot of changes.

The following forms are included:

- ❖ Parenting Plan
- ❖ Declaration in Support of Proposed Parenting Plan
- ❖ Child Support Schedule
- ❖ Washington State Child Support Worksheets
- ❖ Financial Declaration
- ❖ Sealed Financial Source Documents (Cover Sheet)
- ❖ Order of Child Support

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**Superior Court of Washington
County of _____**

In re the Marriage of:

Petitioner,

and

Respondent.

No. _____

Parenting Plan

Proposed (PPP)

Temporary (PPT)

Final Order (PP)

This parenting plan is:

the final parenting plan signed by the court pursuant to a decree of dissolution entered on _____ [Date].

the final parenting plan signed by the court pursuant to an order entered on _____ [Date] which modifies a previous parenting plan or custody decree.

a temporary parenting plan signed by the court.

proposed by _____ [Name].

It Is Ordered, Adjudged and Decreed:

I. General Information

This parenting plan applies to the following children:

Name

Age

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II. Basis for Restrictions

Under certain circumstances, as outlined below, the court may limit or prohibit a parent's contact with the child(ren) and the right to make decisions for the child(ren).

2.1 Parental Conduct (RCW 26.09.191(1), (2))

- Does not apply.
- The mother's father's residential time with the child(ren) shall be limited or restrained completely, and mutual decision-making and designation of a dispute resolution process other than court action shall not be required, because this parent a person residing with this parent has engaged in the conduct which follows:
 - Willful abandonment that continues for an extended period of time or substantial refusal to perform parenting functions (this applies only to parents, not to a person who resides with a parent).
 - Physical, sexual or a pattern of emotional abuse of a child.
 - A history of acts of domestic violence as defined in RCW 26.50.010(1) or an assault or sexual assault which causes grievous bodily harm or the fear of such harm.

2.2 Other Factors (RCW 26.09.191(3))

- Does not apply.
- The mother's father's involvement or conduct may have an adverse effect on the child(ren)'s best interests because of the existence of the factors which follow:
 - Neglect or substantial nonperformance of parenting functions.
 - A long-term emotional or physical impairment which interferes with the performance of parenting functions as defined in RCW 26.09.004.
 - A long-term impairment resulting from drug, alcohol, or other substance abuse that interferes with the performance of parenting functions.
 - The absence or substantial impairment of emotional ties between the parent and child.
 - The abusive use of conflict by the parent which creates the danger of serious damage to the child's psychological development.
 - A parent has withheld from the other parent access to the child for a protracted period without good cause.
 - Other:

1 **III. Residential Schedule**

2 *The residential schedule must set forth where the child(ren) shall reside each day of the year,*
3 *including provisions for holidays, birthdays of family members, vacations, and other special*
4 *occasions, and what contact the child(ren) shall have with each parent. Parents are encouraged*
5 *to create a residential schedule that meets the developmental needs of the child(ren) and*
6 *individual needs of their family. Paragraphs 3.1 through 3.9 are one way to write your*
7 *residential schedule. If you do not use these paragraphs, write in your own schedule in*
8 *Paragraph 3.13.*

6 **3.1 Schedule for Children Under School Age**

- 7 There are no children under school age.
8 Prior to enrollment in school, the child(ren) shall reside with the mother father,
9 except for the following days and times when the child(ren) will reside with or be with
10 the other parent:

11 from _____ [day and time] to _____ [day and time]

- 12 every week every other week the first and third week of the month
13 the second and fourth week of the month other:

14 from _____ [day and time] to _____ [day and time]

- 15 every week every other week the first and third week of the month
16 the second and fourth week of the month other:

15 **3.2 School Schedule**

16 Upon enrollment in school, the child(ren) shall reside with the mother father, except for the
17 following days and times when the child(ren) will reside with or be with the other parent:

18 from _____ [day and time] to _____ [day and time]

- 19 every week every other week the first and third week of the month
20 the second and fourth week of the month other:

21 from _____ [day and time] to _____ [day and time]

- 22 every week every other week the first and third week of the month
23 the second and fourth week of the month other:

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The school schedule will start when each child begins kindergarten first grade
 other:

3.3 Schedule for Winter Vacation

The child(ren) shall reside with the mother father during winter vacation, except for the following days and times when the child(ren) will reside with or be with the other parent:

3.4 Schedule for Other School Breaks

The child(ren) shall reside with the mother father during other school breaks, except for the following days and times when the child(ren) will reside with or be with the other parent:

3.5 Summer Schedule

Upon completion of the school year, the child(ren) shall reside with the mother father, except for the following days and times when the child(ren) will reside with or be with the other parent:

Same as school year schedule.
 Other:

3.6 Vacation With Parents

Does not apply.
 The schedule for vacation with parents is as follows:

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3.7 Schedule for Holidays

The residential schedule for the child(ren) for the holidays listed below is as follows:

	With Mother (Specify Year <u>Odd/Even/Every</u>)	With Father (Specify Year <u>Odd/Even/Every</u>)
New Year's Day	_____	_____
Martin Luther King Day	_____	_____
Presidents' Day	_____	_____
Memorial Day	_____	_____
July 4th	_____	_____
Labor Day	_____	_____
Veterans' Day	_____	_____
Thanksgiving Day	_____	_____
Christmas Eve	_____	_____
Christmas Day	_____	_____
_____	_____	_____
_____	_____	_____

For purposes of this parenting plan, a holiday shall begin and end as follows (set forth times):

Holidays which fall on a Friday or a Monday shall include Saturday and Sunday.

Other:

3.8 Schedule for Special Occasions

The residential schedule for the child(ren) for the following special occasions (for example, birthdays) is as follows:

	With Mother (Specify Year <u>Odd/Even/Every</u>)	With Father (Specify Year <u>Odd/Even/Every</u>)
<u>Mother's Day</u>	_____	_____
<u>Father's Day</u>	_____	_____
_____	_____	_____

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Other:

3.9 Priorities Under the Residential Schedule

Does not apply.

If the residential schedule, paragraphs 3.1 - 3.8, results in a conflict where the children are scheduled to be with both parents at the same time, the conflict shall be resolved by priority being given as follows:

Rank the order of priority, with 1 being given the highest priority:

- | | |
|---------------------------------|----------------------------------|
| ____ school schedule (3.1, 3.2) | ____ vacation with parents (3.6) |
| ____ winter vacation (3.3) | ____ holidays (3.7) |
| ____ school breaks (3.4) | ____ special occasions (3.8) |
| ____ summer schedule (3.5) | |

Other:

3.10 Restrictions

Does not apply because there are no limiting factors in paragraphs 2.1 or 2.2.

The mother's father's residential time with the children shall be limited because there are limiting factors in paragraphs 2.1 and 2.2. The following restrictions shall apply when the children spend time with this parent:

There are limiting factors in paragraph 2.2, but there are no restrictions on the mother's father's residential time with the children for the following reasons:

1 **3.11 Transportation Arrangements**

2 Transportation costs are included in the Child Support Worksheets and/or the Order of Child
3 Support and should not be included here.

4 Transportation arrangements for the child(ren), between parents shall be as follows:
5

6 **3.12 Designation of Custodian**

7 The children named in this parenting plan are scheduled to reside the majority of the time with
8 the [] mother [] father. This parent is designated the custodian of the child(ren) solely for
9 purposes of all other state and federal statutes which require a designation or determination of
10 custody. This designation shall not affect either parent's rights and responsibilities under this
11 parenting plan.

12 **3.13 Other**

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20 **3.14 Summary of RCW 26.09.430 - .480, Regarding Relocation of a Child**

21 This is a summary only. For the full text, please see RCW 26.09.430 through 26.09.480.

22 If the person with whom the child resides a majority of the time plans to move, that person shall
23 give notice to every person entitled to court ordered time with the child.

1 If the move is outside the child's school district, the relocating person must give notice by
2 personal service or by mail requiring a return receipt. This notice must be at least 60 days before
3 the intended move. If the relocating person could not have known about the move in time to give
4 60 days' notice, that person must give notice within 5 days after learning of the move. The notice
5 must contain the information required in RCW 26.09.440. See also form DRPSCU 07.0500,
6 (Notice of Intended Relocation of A Child).

7 If the move is within the same school district, the relocating person must provide actual notice by
8 any reasonable means. A person entitled to time with the child may not object to the move but
9 may ask for modification under RCW 26.09.260.

10 Notice may be delayed for 21 days if the relocating person is entering a domestic violence shelter
11 or is moving to avoid a clear, immediate and unreasonable risk to health and safety.

12 If information is protected under a court order or the address confidentiality program, it may be
13 withheld from the notice.

14 A relocating person may ask the court to waive any notice requirements that may put the health
15 and safety of a person or a child at risk.

16 Failure to give the required notice may be grounds for sanctions, including contempt.

17 If no objection is filed within 30 days after service of the notice of intended relocation, the
18 relocation will be permitted and the proposed revised residential schedule may be confirmed.

19 A person entitled to time with a child under a court order can file an objection to the child's
20 relocation whether or not he or she received proper notice.

21 An objection may be filed by using the mandatory pattern form WPF DRPSCU 07.0700,
22 (Objection to Relocation/Petition for Modification of Custody Decree/Parenting Plan/Residential
23 Schedule). The objection must be served on all persons entitled to time with the child.

24 The relocating person shall not move the child during the time for objection unless: (a) the
25 delayed notice provisions apply; or (b) a court order allows the move.

26 If the objecting person schedules a hearing for a date within 15 days of timely service of the
27 objection, the relocating person shall not move the child before the hearing unless there is a clear,
28 immediate and unreasonable risk to the health or safety of a person or a child.

29 **IV. Decision Making**

30 **4.1 Day-to-Day Decisions**

31 Each parent shall make decisions regarding the day-to-day care and control of each child while
32 the child is residing with that parent. Regardless of the allocation of decision making in this
33 parenting plan, either parent may make emergency decisions affecting the health or safety of the
34 children.

35 **4.2 Major Decisions**

36 Major decisions regarding each child shall be made as follows:

1	Education decisions	<input type="checkbox"/>	mother	<input type="checkbox"/>	father	<input type="checkbox"/>	joint
2	Non-emergency health care	<input type="checkbox"/>	mother	<input type="checkbox"/>	father	<input type="checkbox"/>	joint
	Religious upbringing	<input type="checkbox"/>	mother	<input type="checkbox"/>	father	<input type="checkbox"/>	joint
3	_____	<input type="checkbox"/>	mother	<input type="checkbox"/>	father	<input type="checkbox"/>	joint
	_____	<input type="checkbox"/>	mother	<input type="checkbox"/>	father	<input type="checkbox"/>	joint
4	_____	<input type="checkbox"/>	mother	<input type="checkbox"/>	father	<input type="checkbox"/>	joint
	_____	<input type="checkbox"/>	mother	<input type="checkbox"/>	father	<input type="checkbox"/>	joint
5	_____	<input type="checkbox"/>	mother	<input type="checkbox"/>	father	<input type="checkbox"/>	joint

6 **4.3 Restrictions in Decision Making**

7 Does not apply because there are no limiting factors in paragraphs 2.1 and 2.2 above.
 8 Sole decision making shall be ordered to the mother father for the following reasons:

9 A limitation on the other parent’s decision making authority is mandated by RCW 26.09.191 (See paragraph 2.1).

10 Both parents are opposed to mutual decision making.

11 One parent is opposed to mutual decision making, and such opposition is reasonably based on the following criteria:

12 (a) The existence of a limitation under RCW 26.09.191;

13 (b) The history of participation of each parent in decision making in each of the areas in RCW 26.09.184(4)(a);

14 (c) Whether the parents have demonstrated ability and desire to cooperate with one another in decision making in each of the areas in RCW 26.09.184(4)(a); and

15 (d) The parents’ geographic proximity to one another, to the extent that it affects their ability to make timely mutual decisions.

16 There are limiting factors in paragraph 2.2, but there are no restrictions on mutual decision making for the following reasons:

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20 **V. Dispute Resolution**

21 *The purpose of this dispute resolution process is to resolve disagreements about carrying out this parenting plan. This dispute resolution process may, and under some local court rules or the provisions of this plan must be used before filing a petition to modify the plan or a motion for*

1 *contempt for failing to follow the plan.*

2 Disputes between the parties, other than child support disputes, shall be submitted to (list person
or agency):

3 counseling by _____, or

4 mediation by _____, or

5 arbitration by _____.

6 The cost of this process shall be allocated between the parties as follows:

7 _____% mother _____% father.

8 based on each party's proportional share of income from line 6 of the child support
worksheets.

9 as determined in the dispute resolution process.

10 The dispute resolution process shall be commenced by notifying the other party by written
request certified mail other:

11 In the dispute resolution process:

12 (a) Preference shall be given to carrying out this Parenting Plan.

13 (b) Unless an emergency exists, the parents shall use the designated process to resolve
disputes relating to implementation of the plan, except those related to financial support.

14 (c) A written record shall be prepared of any agreement reached in counseling or mediation
and of each arbitration award and shall be provided to each party.

15 (d) If the court finds that a parent has used or frustrated the dispute resolution process
without good reason, the court shall award attorneys' fees and financial sanctions to the
other parent.

16 (e) The parties have the right of review from the dispute resolution process to the superior
court.

17 No dispute resolution process, except court action is ordered.

18 **VI. Other Provisions**

19 There are no other provisions.

20 There are the following other provisions:

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VII. Declaration for Proposed Parenting Plan

Does not apply.
 (Only sign if this is a proposed parenting plan.) I declare under penalty of perjury under the laws of the state of Washington that this plan has been proposed in good faith and that the statements in Part II of this Plan are true and correct.

Mother Date and Place of Signature

Father Date and Place of Signature

VIII. Order by the Court

It is ordered, adjudged and decreed that the parenting plan set forth above is adopted and approved as an order of this court.

WARNING: 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.

When mutual decision making is designated but cannot be achieved, the parties shall make a good faith effort to resolve the issue through the dispute resolution process.

If a parent fails to comply with a provision of this plan, the other parent's obligations under the plan are not affected.

Dated: _____
Judge/Commissioner

Presented by: _____ Approved for entry:

Signature of Party or Lawyer/WSBA No. Signature of Party or Lawyer/WSBA No.

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23 *Parenting Plan (PPP, PPT, PP) - Page 12 of 11*
WPF DR 01.0400 (6/2006) - RCW 26.09.181; .187; .194

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**Superior Court of Washington
County of _____**

In re the Marriage of:

Petitioner,

and

Respondent.

No. _____

**Declaration in Support
of Parenting Plan
(DCLR)**

(Complete a separate form for each child if necessary)

This declaration is made by the [] father [] mother.

1. _____ [name of child(ren)] has/have resided with the following person(s) during the past 12 months:

Name

Length of Time
Child(ren) Resided With
This Person

2. (a) The mother's performance of parenting functions relating to the daily needs of the child(ren) during the past 12 months:

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(b) The mother's work schedule for the past 12 months:

(c) The mother's current work schedule:

3. (a) The father's performance of parenting functions relating to the daily needs of the child(ren) during the past 12 months:

(b) The father's work schedule for the past 12 months:

(c) The father's current work schedule:

4. (a) The child-care schedule for the past 12 months:

(b) The current child-care schedule:

5. Any circumstances under RCW 26.09.191 that are likely to pose a serious risk to the child(ren) and that warrant limitation on the award to a parent of temporary residence or time with the child(ren) pending entry of a permanent parenting plan are set forth in Part II of my proposed temporary parenting plan.

6. **Other**

I declare under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

Signed at _____, [City] _____ [State] on _____ [Date].

Signature of Party

Print or Type Name

WASHINGTON STATE CHILD SUPPORT SCHEDULE

Including:

- Definitions and Standards
- Instructions
- Economic Table
- Worksheets

Effective Dates:

Definitions & Standards
Instructions
Economic Table
Worksheets

June 7, 2006
September 1, 2000
September 1, 2000
September 1, 2000



WASHINGTON
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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.

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.

Instructions: means the instructions developed by the Office of the Administrator for 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 Office of the Administrator for 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.

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 Office of the Administrator for 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 Office of the Administrator for the Courts.

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.

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.

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.

3. Income sources included in gross monthly income: Monthly gross income shall include income from any source, including: salaries; wages; commissions; deferred compensation; overtime; contract-related benefits; income from second jobs; dividends; interest; trust income; severance pay; annuities; capital gains; pension retirement benefits; workers' compensation; unemployment benefits; spousal maintenance actually received; bonuses; social security benefits and disability insurance benefits.

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.

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 income of other adults in the household; child support received from other relationships; gifts and prizes; temporary assistance for needy families; Supplemental Security Income; general assistance and food stamps. 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.

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.

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.

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 spousal maintenance to the extent actually paid; up to two thousand dollars per year in voluntary pension payments actually made if the contributions were made for the two tax years preceding the earlier of the tax year in which the parties separated with intent to live separate and apart or the tax year in which the parties filed for dissolution; 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.

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

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 work history, education, health and age 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. In the absence of information to the contrary, a parent's imputed income shall be based on the median income of year-round full-time workers as derived from the United States Bureau of Census, current population reports, or such replacement report as published by the Bureau of Census. (See "Approximate Median Net Monthly Income" chart on page 5.)

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.
2. Health care expenses: Ordinary health care expenses are included in the economic table. Monthly health care expenses that exceed 5 percent of the basic support obligation shall be considered extraordinary health care expenses. Extraordinary health care expenses shall be shared by the parents in the same proportion as the basic support obligation.
3. Day care and special child rearing expenses: Day care 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
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.

LIMITATIONS STANDARDS

1. Limit at 45 percent of a parent's net income: Neither parent's total child support obligation may exceed 45 percent of net income except for good cause shown. Good cause includes but is not limited to possession of substantial wealth, children with day care expenses, special medical need, educational need, psychological need and larger families.
2. Income below six hundred dollars: When combined monthly net income is less than six hundred dollars, a support order of not less than twenty-five dollars per child per month shall be entered for each parent unless the obligor parent establishes that it would be unjust or inappropriate to do so in that particular case. The decision whether there is a sufficient basis to go below the

exemptions between the parties or both.

presumptive minimum payment must take into consideration the best interests of the child and circumstances of each parent. Such circumstances can include comparative hardship to the affected households, assets or liabilities, and earning capacity.

Basic subsistence limitation: A parent's support obligation shall not reduce his or her net income below the need standard for one person established pursuant to RCW 74.04.770, except for the presumptive minimum payment of twenty-five dollars per child per month or in cases where the court finds reasons for deviation. This section shall not be construed to require monthly substantiation of income. See the Need Standard for Cash Assistance, for one person (Assistance Unit Size of 1) at <http://apps.leg.wa.gov/WAC/default.aspx?cite=338-478-0015>, or locate WAC 388-478-0015 at <http://apps.leg.wa.gov/wac/>.)

3. Income above five thousand and seven thousand dollars: In general setting support under this paragraph does not constitute a deviation. The economic table is presumptive for combined monthly net incomes up to and including five thousand dollars. When combined monthly net income exceeds five thousand dollars, support shall not be set at an amount lower than the presumptive amount of support set for combined monthly net incomes of five thousand dollars unless the court finds a reason to deviate below that amount. The economic table is advisory but not presumptive for combined monthly net income that exceeds five thousand dollars. When combined monthly net income exceeds seven thousand dollars, the court may set support at an advisory amount of support set for combined monthly net incomes between five thousand and seven thousand dollars or the court may exceed the advisory amount of support for combined monthly net income of seven thousand dollars upon written findings of fact.

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 if the parent who is married to the new spouse is asking for a deviation based on any other reason. Income of a new spouse 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 the child would not receive a lesser economic benefit due to the tax planning.

- 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.
- 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.
- d. Residential schedule: The court may deviate from the standard calculation if the child spends a significant amount of time with the 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. 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.
- e. Children from other relationships: The court may deviate from the standard calculation when either or both 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 mother, father 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 either or both 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.
- 2. All income and resources of the parties before the court, new spouses, 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.
- 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.
- 4. When reasons exist for deviation, the court shall exercise discretion in considering the extent to which the factors would affect the support obligation.
- 5. Agreement of the parties is not by itself adequate reason for any deviations from the standard calculations.

POST-SECONDARY EDUCATION STANDARDS

- 1. The child support schedule shall be advisory and not mandatory for post-secondary educational support.
- 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 child'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.
- 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.
- 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).
- 5. The court shall not order the payment of post-secondary educational expenses beyond the child's twenty-third birthday, except for exceptional circumstances, such as mental, physical or emotional disabilities.
- 6. The court shall direct that either or both 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 either or both parents' payments are made directly to the child if the child does not reside with either 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.

WASHINGTON STATE CHILD SUPPORT SCHEDULE INSTRUCTIONS FOR WORKSHEETS

Fill in the names and ages of only those children whose support is at issue.

Approximate Median Net Monthly Income

PART I: BASIC CHILD SUPPORT OBLIGATION

<u>MALE</u>	<u>age</u>	<u>FEMALE</u>
\$1,363	15-24	\$1,222
\$2,154	25-34	\$1,807
\$2,610	35-44	\$1,957
\$2,846	45-54	\$2,051
\$2,880	55-64	\$1,904
\$2,828	65 +	\$1,940

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.)

U.S. Bureau of the Census, Money Income in the United States: 1998, Current Population Reports, Median Income of People by Selected Characteristics: 1998, Full-Time, Year-Round Workers, Table 7.

[Net income has been determined by subtracting FICA (7.65 percent) and the tax liability for a single person (one withholding allowance).]

GROSS MONTHLY INCOME

Gross monthly income is defined under **INCOME STANDARD #3: Income sources included in gross monthly income**. (See page 1.)

LINE 1a, Wages and Salaries: Enter the average monthly total of all salaries, wages, contract-related benefits, income from second jobs and bonuses.

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 VI of the worksheets.

LINE 1b, Interest and Dividend Income: Enter the average monthly total of dividends and interest income.

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 1c, Business Income: Enter the average monthly income from self-employment.

LINE 1d, Spousal Maintenance Received: Enter the monthly amount of spousal maintenance actually received.

If a parent is unemployed, underemployed or the income of a parent is unknown, refer to “**INCOME STANDARD #6: Imputation of income**.” (See page 2.)

LINE 1e, Other Income: Enter the average monthly total of other income. (Other income includes, but is not limited to: trust income, severance pay, annuities, capital gains, pension retirement benefits, workers compensation, unemployment benefits, social security benefits and disability insurance benefits.)

In the absence of information to the contrary, a parent’s imputed income shall be based on the following table.

LINE 1f, Total Gross Monthly Income: Add the monthly income amounts for each parent (lines 1a through 1e) and enter the totals on line 1f.

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 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 refund, 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.

LINE 2d, Mandatory Union/Professional Dues: Enter the monthly cost of mandatory union or professional dues.

LINE 2e, Pension Plan Payments: Enter the monthly cost of pension plan payments. (For information regarding limitations on the allowable deduction of voluntary pension plan payments, refer to INCOME STANDARD #5: Determination of net income. See page 2.)

LINE 2f, Spousal Maintenance Paid: Enter the monthly amount of spousal maintenance actually paid pursuant to a court order.

LINE 2g, 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 2h, Total Deductions From Gross Income: Add the monthly deductions for each parent (lines 2a through 2g) and enter the totals on line 2h.

LINE 3, Monthly Net Income: For each parent subtract total deductions (line 2h) from total gross monthly income (line 1f) 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.

If the combined income on line 4 is less than \$600, skip to line 7.

LINE 5, Basic Child Support Obligation: In the work area provided on line 5, enter the basic support obligation amounts 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 two numbers in the columns listed below the family size that are across from the net income amount. The amount in the “A” column is the basic support amount for a child up to age 11. The amount in the “B” column is the basic support amount for a child 12 years of age or older.**

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.)

LINE 7, Each Parent’s Basic Child Support Obligation: 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.)

If the combined monthly net income on line 4 is less than \$600, enter on line 7 each parent’s support obligation, which is the presumptive minimum amount of \$25 multiplied by the number of children. Then skip to line 15(a) and enter the same amount.

PART II: HEALTH CARE, DAY CARE, 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: Health care expenses and #3: Day care and special child rearing expenses, extraordinary health care, day care 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 extraordinary health care, day care 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 health care, day care, 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.

HEALTH CARE EXPENSES

LINE 8a, Monthly Health Insurance Premiums Paid For Child(ren): List the monthly amount paid by each parent for health care insurance for the child(ren) 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 8b, Uninsured Monthly Health Care Expenses Paid For Child(ren): List the monthly amount paid by each parent for the child(ren)’s health care expenses not reimbursed by insurance.

LINE 8c, Total Monthly Health Care Expenses: For each parent add the health insurance premium payments (line 8a) to the uninsured health care payments (line 8b) and enter these amounts on line 8c.

LINE 8d, Combined Monthly Health Care Expenses: Add the parents’ total health care payments (line 8c) and enter this amount on line 8d.

LINE 8e, Maximum Ordinary Monthly Health Care: Multiply the basic support obligation (line 5) times .05.

LINE 8f, Extraordinary Monthly Health Care Expenses: Subtract the maximum monthly health care deduction (line 8e) from the combined monthly health care payments (line 8d) and enter this amount on line 8f. (If the resulting answer is “0” or a negative number, enter a “0”.)

Day Care and Special Child Rearing Expenses

LINE 9a, Day Care Expenses: Enter average monthly day care costs.

LINE 9b, Education Expenses: Enter the average monthly costs of tuition and other related educational expenses.

LINE 9c, Long Distance Transportation Expenses: Enter the average monthly costs of long distance travel incurred pursuant to the residential or visitation schedule.

LINE 9d, Other Special Expenses: Identify any other special expenses and enter the average monthly cost of each.

LINE 9e, Total Day Care and Special Expenses: Add the monthly expenses for each parent (lines 9a through 9d) and enter these totals on line 9e.

LINE 10, Combined Monthly Total of Day Care and Special Expenses: Add the parents’ total expenses (line 9e) and enter this total on line 10.

LINE 11, Total Extraordinary Health Care, Day Care and Special Expenses: Add the extraordinary health care payments (line 8f) to the combined monthly total of day care and special expenses (line 10) and enter this amount on line 11.

LINE 12, Each Parent’s Obligation For Extraordinary Health Care, Day Care And Special Expenses: Multiply the total extraordinary health care, day care, and special expense amount (line 11) by the income proportion for each parent (line 6) and enter these amounts on line 12.

PART III: GROSS CHILD support obligation

LINE 13, Gross Child Support Obligation: For each parent add the basic child support obligation (line 7) to the obligation for extraordinary health care, day care and special expenses (line 12). Enter these amounts on line 13.

PART IV: 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 day care provider).

LINE 14a, Monthly Health Care Expenses Credit: Enter the total monthly health care expenses amounts from line 8c for each parent.

LINE 14b, Day Care And Special Expenses Credit: Enter the total day care and special expenses amounts from line 9e for each parent.

LINE 14c, Other Ordinary Expense Credit: If approval of an other 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 child'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 14d, Total Support Credits: For each parent, add the entries on lines 14 a through c and enter the totals on line 14d.

**PART V: STANDARD CALCULATION/
PRESUMPTIVE TRANSFER PAYMENT**

LINE 15a, if combined monthly income on line 4 is below \$600, for each parent enter the amount from line 7 on line 15a. If the court does not deviate from the standard calculation, the transfer payment should equal the amount in the paying person's column. Skip to Part VI.

LINE 15b, if combined income on line 4 is \$600 or more, for each parent subtract the total support credits (line 14d) from the gross child support obligation (line 13) and enter the resulting amounts on line 15b.

LINE 15c, Multiply line 3 by .45. If that amount is less than 15(b) enter that amount on line 15(c). If the amount is equal to or greater than line 15(b) leave line 15(c) blank. You do not qualify for the 45% net income limitation standard.

LINE 15d, Subtract the standard need amount (page 3, Basic subsistence limitation) from the amount on Line 3 for each parent. If that amount is less than Line 15(b) enter that amount or \$25 per child, whichever is greater, on line 15(d). If that amount is equal to or greater than line 15(b) leave line 15(d) blank. You do not qualify for a need standard limitation.

LINE 15e, Enter the lowest amount from lines 15(b), 15(c) and 15(d) on line 15(e). If the court does not deviate from the standard calculation, the transfer payment should

LINE 19, Nonrecurring Income: Describe and enter the

equal the amount in the paying person's column.

**PART VI: 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 16 a-h, Household Assets: Enter the estimated present value of assets of the household.

LINE 17, Household Debt: Describe and enter the amount of liens against assets owned by the household and/or any extraordinary debt.

OTHER HOUSEHOLD INCOME

LINE 18a, Income of Current Spouse: If a parent is currently married to someone other than the parent of the child(ren) for whom support is being determined, list the name and enter the income of the present spouse.

LINE 18b, Income of Other Adults In The Household: List the names and enter the incomes of other adults residing in the household.

LINE 18c, 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 18d, Income from Child Support: List the name of the child(ren) for whom support is received and enter the amount of the support income.

LINE 18e, 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, SSI, general assistance, food stamps and aid and attendance allowances.)

LINE 18f, Other Income: Describe and enter the amount of any other income of the household. (Include income from gifts and prizes on this line.)

amount of any income included in the calculation of gross income (LINE 1f) 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 20, Child Support Paid for Other Children: List the names and ages and enter the amount of child support paid for other children.

LINE 21, 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 22, 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.)

Nonparental Custody Cases: When the children do not reside with either parent, the household income and resources of the children’s custodian(s) should be listed on line 22.

**WASHINGTON STATE CHILD SUPPORT SCHEDULE
ECONOMIC TABLE**

MONTHLY BASIC SUPPORT OBLIGATION PER CHILD

(KEY: A = AGE 0-11 B = AGE 12-18)

Combined Monthly Net Income	One Child Family		Two Children Family		Three Children Family		Four Children Family		Five Children Family	
	A	B	A	B	A	B	A	B	A	B
For income less than \$600, the obligation is based upon the resources and living expenses of each household. Minimum support shall not be less than \$25 per child per month except when allowed by RCW 26.19.065(2).										
600	133	164	103	127	86	106	73	90	63	78
700	155	191	120	148	100	124	85	105	74	91
800	177	218	137	170	115	142	97	120	84	104
900	199	246	154	191	129	159	109	135	95	118
1000	220	272	171	211	143	177	121	149	105	130
1100	242	299	188	232	157	194	133	164	116	143
1200	264	326	205	253	171	211	144	179	126	156
1300	285	352	221	274	185	228	156	193	136	168
1400	307	379	238	294	199	246	168	208	147	181
1500	327	404	254	313	212	262	179	221	156	193
1600	347	428	269	333	225	278	190	235	166	205
1700	367	453	285	352	238	294	201	248	175	217
1800	387	478	300	371	251	310	212	262	185	228
1900	407	503	316	390	264	326	223	275	194	240
2000	427	527	331	409	277	342	234	289	204	252
2100	447	552	347	429	289	358	245	303	213	264
2200	467	577	362	448	302	374	256	316	223	276
2300	487	601	378	467	315	390	267	330	233	288
2400	506	626	393	486	328	406	278	343	242	299
2500	526	650	408	505	341	421	288	356	251	311
2600	534	661	416	513	346	428	293	362	256	316
2700	542	670	421	520	351	435	298	368	259	321
2800	549	679	427	527	356	440	301	372	262	324
2900	556	686	431	533	360	445	305	376	266	328
3000	561	693	436	538	364	449	308	380	268	331
3100	566	699	439	543	367	453	310	383	270	334
3200	569	704	442	546	369	457	312	386	272	336
3300	573	708	445	549	371	459	314	388	273	339
3400	574	710	446	551	372	460	315	389	274	340
3500	575	711	447	552	373	461	316	390	275	341
3600	577	712	448	553	374	462	317	391	276	342
3700	578	713	449	554	375	463	318	392	277	343
3800	581	719	452	558	377	466	319	394	278	344
3900	596	736	463	572	386	477	326	404	284	352
4000	609	753	473	584	395	488	334	413	291	360
4100	623	770	484	598	404	500	341	422	298	368
4200	638	788	495	611	413	511	350	431	305	377
4300	651	805	506	625	422	522	357	441	311	385
4400	664	821	516	637	431	532	364	449	317	392
4500	677	836	525	649	438	542	371	458	323	400
4600	689	851	535	661	446	552	377	467	329	407
4700	701	866	545	673	455	562	384	475	335	414
4800	713	882	554	685	463	572	391	483	341	422
4900	726	897	564	697	470	581	398	491	347	429
5000	738	912	574	708	479	592	404	500	353	437
5100	751	928	584	720	487	602	411	509	359	443
5200	763	943	593	732	494	611	418	517	365	451
5300	776	959	602	744	503	621	425	525	371	458
5400	788	974	612	756	511	632	432	533	377	466
5500	800	989	622	768	518	641	439	542	383	473
5600	812	1004	632	779	527	651	446	551	389	480
5700	825	1019	641	791	535	661	452	559	395	488
5800	837	1035	650	803	543	671	459	567	401	495
5900	850	1050	660	815	551	681	466	575	407	502
6000	862	1065	670	827	559	691	473	584	413	509
6100	875	1081	680	839	567	701	479	593	418	517
6200	887	1096	689	851	575	710	486	601	424	524
6300	899	1112	699	863	583	721	493	609	430	532
6400	911	1127	709	875	591	731	500	617	436	539
6500	924	1142	718	887	599	740	506	626	442	546
6600	936	1157	728	899	607	750	513	635	448	554
6700	949	1172	737	911	615	761	520	643	454	561
6800	961	1188	747	923	623	770	527	651	460	568
6900	974	1203	757	935	631	780	533	659	466	575
7000	986	1218	767	946	639	790	540	668	472	583

In general setting support under this paragraph does not constitute a deviation. The economic table is presumptive for combined monthly net incomes up to and including five thousand dollars. When combined monthly net income exceeds five thousand dollars, support shall not be set at an amount lower than the presumptive amount of support set for combined monthly net income of five thousand dollars unless the court finds a reason to deviate below that amount. The economic table is advisory but not presumptive for combined monthly net income that exceeds five thousand dollars. When combined monthly net income exceeds seven thousand dollars, the court may set support at an advisory amount of support set for combined monthly net incomes between five thousand and seven thousand dollars or the court may exceed the advisory amount of support set for combined monthly net incomes of seven thousand dollars upon written findings of fact.

Washington State Child Support Schedule

Worksheets (CSW)

Mother _____ Father _____

County _____ Superior Court Case Number _____

Children and Ages:		
Part I: Basic Child Support Obligation (See Instructions, Page 5)		
	Father	Mother
1. Gross Monthly Income		
a. Wages and Salaries	\$	\$
b. Interest and Dividend Income	\$	\$
c. Business Income	\$	\$
d. Spousal Maintenance Received	\$	\$
e. Other Income	\$	\$
f. Total Gross Monthly Income (add lines 1a through 1e)	\$	\$
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. Pension Plan Payments	\$	\$
f. Spousal Maintenance Paid	\$	\$
g. Normal Business Expenses	\$	\$
h. Total Deductions from Gross Income (add lines 2a through 2g)	\$	\$
3. Monthly Net Income (line 1f minus 2h)	\$	\$
4. Combined Monthly Net Income (add father's and mother's monthly net incomes from line 3) (If combined monthly net income is less than \$600, skip to line 7.)	\$	

5. Basic Child Support Obligation (enter total amount in box →)			
Child #1 _____ Child		\$	
#3 _____			
Child #2 _____ Child			
#4 _____			
	Father		Mother
6. Proportional Share of Income (each parent's net income from line 3 divided by line 4)	.		.
7. Each Parent's Basic Child Support Obligation (multiply each number on line 6 by line 5) (If combined net monthly income on line 4 is less than \$600, enter each parent's support obligation of \$25 per child. Number of children: _____. Skip to line 15a and enter this amount.)	\$		\$
Part II: Health Care, Day Care, and Special Child Rearing Expenses (See Instructions, Page 7)			
8. 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 8a plus line 8b)	\$		\$
d. Combined Monthly Health Care Expenses (add father's and mother's totals from line 8c)		\$	
e. Maximum Ordinary Monthly Health Care (multiply line 5 times .05)		\$	
f. Extraordinary Monthly Health Care Expenses (line 8d minus line 8e., if "0" or negative, enter "0")		\$	
9. Day Care and Special Child Rearing 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 9a through 9d)	\$		\$
10. Combined Monthly Total Day Care and Special Expenses (add father's and mother's day care and special expenses from line 9e)		\$	
11. Total Extraordinary Health Care, Day Care, and Special Expenses (line 8f plus line 10)		\$	
12. Each Parent's Obligation for Extraordinary Health Care, Day Care, and Special Expenses (multiply each number on line 6 by line 11)	\$		\$
Part III: Gross Child Support Obligation			
13. Gross Child Support Obligation (line 7 plus line 12)	\$		\$
Part IV: Child Support Credits (See Instructions, Page 7)			
14. 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 14a through 14c)	\$	\$
Part V: Standard Calculation/Presumptive Transfer Payment (See Instructions, Page 8)		
15. Standard Calculation	Father	Mother
a. Amount from line 7 if line 4 is below \$600. Skip to Part VI.	\$	\$
b. Line 13 minus line 14d, if line 4 is over \$600 (see below if appl.)	\$	\$
Limitation standards adjustments		
c. Amount on line 15b adjusted to meet 45% net income limitation	\$	\$
d. Amount on line 15b adjusted to meet need standard limitation	\$	\$
e. Enter the lowest amount of lines 15b, 15c or 15d:	\$	\$
Part VI: Additional Factors for Consideration (See Instructions, Page 8)		
16. Household Assets (List the estimated present value of all major household assets.)	Father's Household	Mother's Household
a. Real Estate	\$	\$
b. Stocks and Bonds	\$	\$
c. Vehicles	\$	\$
d. Boats	\$	\$
e. Pensions/IRAs/Bank Accounts	\$	\$
f. Cash	\$	\$
g. Insurance Plans	\$	\$
h. Other (describe)	\$	\$
	\$	\$
	\$	\$
17. Household Debt (List liens against household assets, extraordinary debt.)		
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
18. Other Household Income		
a. Income Of Current Spouse (if not the other parent of this action)		
Name _____	\$	\$
Name _____	\$	\$
b. Income Of Other Adults In Household		
Name _____	\$	\$
Name _____	\$	\$

c. Income Of Children (if considered extraordinary)		
Name _____	\$	\$
Name _____	\$	\$
d. Income From Child Support		
Name _____	\$	\$
Name _____	\$	\$

Other Household Income (continued)	Father's Household	Mother's Household
e. Income From Assistance Programs		
Program _____	\$	\$
Program _____	\$	\$
f. Other Income (describe)		
_____	\$	\$
_____	\$	\$
19. Non-Recurring Income (describe)		
_____	\$	\$
_____	\$	\$
20. Child Support Paid For Other Children		
Name/age: _____	\$	\$
—		
Name/age: _____	\$	\$
—		
Name/age: _____	\$	\$
—		
21. Other Children Living In Each Household		
(First names and ages)		
22. Other Factors For Consideration		

Other factors for consideration (continued)			
Signature and Dates			
I declare, under penalty of perjury under the laws of the State of Washington, the information contained in these Worksheets is complete, true, and correct.			
_____		_____	
Mother's Signature		Father's Signature	
_____		_____	
Date	City	Date	City

 Judge/Reviewing Officer Date

**This worksheet has been certified by the State of Washington Office of the Administrator for the Courts.
 Photocopying of the worksheet is permitted.**

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Superior Court of Washington
County of _____

In re the Marriage of:

Petitioner,

and

Respondent.

No. _____

Financial Declaration

Petitioner

Respondent

(FNDCLR)

Name: _____

Date of Birth: _____

I. Summary of Basic Information

Declarant's Total Monthly Net Income (from § 3.3 below) \$ _____

Declarant's Total Monthly Household Expenses (from § 5.9 below) \$ _____

Declarant's Total Monthly Debt Expenses (from § 5.11 below) \$ _____

Declarant's Total Monthly Expenses (from § 5.12 below) \$ _____

Estimate of the other party's gross monthly income (from § 3.1f below) \$ _____

unknown

II. Personal Information

2.1 Occupation:

2.2 The highest year of education completed:

2.3 Are you presently employed? Yes No

a. If yes: (1) Where do you work. Employer's name and address must be listed on the Confidential Information Form.

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- (2) When did you start work there (month/year)? _____
- b. If no: (1) When did you last work (month/year)? _____
- (2) What were your gross monthly earnings? \$ _____
- (3) Why are you presently unemployed? _____

III. Income Information

If child support is at issue, complete the Washington State Child Support Worksheet(s), skip Paragraphs 3.1 and 3.2. If maintenance, fees, costs or debts are at issue and child support is **Not** an issue this entire section should be completed. (Estimate of other party's income information is optional.)

3.1 Gross Monthly Income

If you are paid on a weekly basis, multiply your weekly gross pay by 4.3 to determine your monthly wages and salaries. If you are paid every two weeks, multiply your gross pay by 2.15. If you are paid twice monthly, multiply your gross pay by 2. If you are paid once a month, list that amount below.

	Name	Name
	_____	_____
a. Wages and Salaries	\$ _____	\$ _____
b. Interest and Dividend Income	\$ _____	\$ _____
c. Business Income	\$ _____	\$ _____
d. Spousal Maintenance Received		
From _____	\$ _____	\$ _____
e. Other Income	\$ _____	\$ _____
f. Total Gross Monthly Income (add lines 3.1a through 3.1e)	\$ _____	\$ _____
g. Actual Gross Income (Year-to-date)	\$ _____	\$ _____

3.2 Monthly Deductions From Gross Income

a. Income Taxes	\$ _____	\$ _____
b. FICA/Self-employment Taxes	\$ _____	\$ _____
c. State Industrial Insurance Deductions	\$ _____	\$ _____
d. Mandatory Union/Professional Dues	\$ _____	\$ _____
e. Pension Plan Payments	\$ _____	\$ _____
f. Spousal Maintenance Paid	\$ _____	\$ _____
g. Normal Business Expenses	\$ _____	\$ _____
h. Total Deductions from Gross Income (add lines 3.2a through 3.2g)	\$ _____	\$ _____

3.3 Monthly Net Income (Line 3.1f minus line 3.2h or) \$ _____ \$ _____

line 3 from the Child Support Worksheet(s.)

3.4 Miscellaneous Income

- a. Child support received from other relationships \$ _____ \$ _____
- b. Other miscellaneous income (list source and amounts)
 - _____ \$ _____ \$ _____
 - _____ \$ _____ \$ _____
 - _____ \$ _____ \$ _____
- c. Total Miscellaneous Income (add lines 3.4a through 3.4b) \$ _____ \$ _____

3.5 Income of Other Adults in Household \$ _____ \$ _____

3.6 If the income of either party is disputed, state monthly income you believe is correct and explain below:

IV. Available Assets

- 4.1 Cash on hand \$ _____
- 4.2 On deposit in banks \$ _____
- 4.3 Stocks and bonds, cash value of life insurance \$ _____
- 4.4 Other liquid assets: \$ _____

V. Monthly Expense Information

Monthly expenses for myself and _____ dependents are: (Expenses should be calculated for the future, after separation, based on the anticipated residential schedule for the children.)

5.1 Housing

- Rent, 1st mortgage or contract payments \$ _____
- Installment payments for other mortgages or encumbrances \$ _____
- Taxes & insurance (if not in monthly payment) \$ _____
- Total Housing \$ _____

5.2 Utilities

- Heat (gas & oil) \$ _____

1	Electricity	\$ _____
	Water, sewer, garbage	\$ _____
2	Telephone	\$ _____
3	Cable	\$ _____
	Other	\$ _____
4	Total Utilities	\$ _____

5 **5.3 Food and Supplies**

6	Food for _____ persons	\$ _____
	Supplies (paper, tobacco, pets)	\$ _____
7	Meals eaten out	\$ _____
	Other	\$ _____
8	Total Food Supplies	\$ _____

9 **5.4 Children**

10	Day Care/Babysitting	\$ _____
	Clothing	\$ _____
11	Tuition (if any)	\$ _____
12	Other child-related expenses	\$ _____
	Total Expenses Children	\$ _____

13 **5.5 Transportation**

14	Vehicle payments or leases	\$ _____
	Vehicle insurance & license	\$ _____
15	Vehicle gas, oil, ordinary maintenance	\$ _____
16	Parking	\$ _____
	Other transportation expenses	\$ _____
17	Total Transportation	\$ _____

18 **5.6 Health Care (Omit if fully covered)**

19	Insurance	\$ _____
20	Uninsured dental, orthodontic, medical, eye care expenses	\$ _____
	Other uninsured health expenses	\$ _____
21	Total Health Care	\$ _____

22 **5.7 Personal Expenses (Not including children)**

23	Clothing	\$ _____
----	----------	----------

1 Hair care/personal care expenses \$ _____
 2 Clubs and recreation \$ _____
 Education \$ _____
 3 Books, newspapers, magazines, photos \$ _____
 Gifts \$ _____
 4 Other \$ _____
 5 Total Personal Expenses \$ _____

6 **5.8 Miscellaneous Expenses**

7 Life insurance (if not deducted from income) \$ _____
 Other _____ \$ _____
 8 Other _____ \$ _____
 9 Total Miscellaneous Expenses \$ _____

10 **5.9 Total Household Expenses** (The total of Paragraphs 5.1 through 5.8) \$ _____

11 **5.10 Installment Debts Included in Paragraphs 5.1 Through 5.8**

<u>Creditor</u>	<u>Description of Debt</u>	<u>Balance</u>	<u>Month of Last Payment</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

15 **5.11 Other Debts and Monthly Expenses not Included in Paragraphs 5.1 Through 5.8**

<u>Creditor</u>	<u>Description of Debt</u>	<u>Balance</u>	<u>Month of Last Payment</u>	<u>Amount of Monthly Payment</u>
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____

1 Total Monthly Payments for Other Debts and Monthly Expenses \$ _____

2 **5.12 Total Expenses (Add Paragraphs 5.9 and 5.11)** \$ _____

3 **VI. Attorney Fees**

4 6.1 Amount paid for attorney fees and costs to date: \$ _____

5 6.2 The source of this money was:

6 6.3 Fees and costs incurred to date: \$ _____

7 6.4 Arrangements for attorney fees and costs are:

8 6.5 Other:

9 I declare under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

10 Signed at _____, [City] _____ [State] on _____ [Date].

11 _____
Signature of Declarant

Print or Type Name

12 The following financial records are being provided to the other party and filed separately with the court.

13 Financial records pertaining to myself:

14 Individual Partnership or Corporate Income Tax returns for the years _____
_____ including all W-2s and schedules;

15 Pay stubs for the dates of _____
_____.

16 Other: _____

17 _____

18 _____

19 _____

20 ***Do not attach these financial records to the financial declaration. These financial***
21 ***records should be served on the other party and filed with the court separately***
22 ***using the sealed financial source documents cover sheet (WPF DRPSCU***
23 ***09.0220). If filed separately using the cover sheet, the records will be sealed to***
protect your privacy (although they will be available to all parties in the case, their
attorneys, court personnel and certain state agencies and boards.) See GR 22
(C)(2).

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**Superior Court of Washington
County of _____**

In re the Marriage of:

Petitioner(s),

and

Respondent(s).

No. _____

**Sealed Financial Source
Documents
(Cover Sheet)
(SEALFN)
Clerk's Action Required**

Sealed Financial Source Documents

(List documents below and write "Sealed" at least one inch from the top of the first page of each document.)

- Income Tax records
- Pay Stubs
- Credit Card Statements
- Bank statements
- Checks or the equivalent
- Check registers
- Loan application documents
- Retirement plan orders
- Other

Submitted by:

Notice: The other party will have access to these financial source documents. If you are concerned for your safety or the safety of the children, you may redact (block out or delete) information that identifies your location.

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**Superior Court of Washington
County of _____**

In re the Marriage of:

Petitioner,

and

Respondent.

No. _____

Order of Child Support

Temporary (TMORS)

Final Order (ORS)

Clerk's Action Required

I. Judgment Summary

Does not apply because no attorney's fees or back child support has been ordered.

The judgment summary:

- A. Judgment creditor _____
- B. Judgment debtor _____
- C. Principal judgment amount (back child support) \$ _____
from _____ [Date] to _____ [Date]
- D. Interest to date of judgment \$ _____
- E. Attorney fees \$ _____
- F. Costs \$ _____
- G. Other recovery amount \$ _____
- H. Principal judgment shall bear interest at _____ % per annum
- I. Attorney fees, costs and other recovery amounts shall bear interest at _____ % per annum
- J. Attorney for judgment creditor _____
- K. Attorney for judgment debtor _____
- L. Other: _____

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II. Basis

2.1 Type of Proceeding

This order is entered under a petition for dissolution of marriage, legal separation, or declaration concerning validity:

- decree of dissolution, legal separation or a declaration concerning validity.
- order for modification of child support.
- hearing for temporary child support.
- order of adjustment.
- order for modification of a custody decree or parenting plan.
- other:

2.2 Child Support Worksheet

The child support worksheet which has been approved by the court is attached to this order and is incorporated by reference or has been initialed and filed separately and is incorporated by reference.

2.3 Other

III. Findings and Order

It Is Ordered:

3.1 Children for Whom Support is Required

<u>Name (first/last)</u>	<u>Age</u>
--------------------------	------------

3.2 Person Paying Support (Obligor)

Name (first/last):
 Birth date:
 Service Address: [You may list an address that is not your residential address where you agree to accept legal documents.]

1 **The Obligor Parent Must Immediately File With the Court and the**
2 **Washington State Child Support Registry, and Update as Necessary, the**
3 **Confidential Information Form Required by RCW 26.23.050.**

4 **The Obligor Parent Shall Update the Information Required by Paragraph 3.2**
5 **Promptly After any Change in the Information. The Duty to Update the**
6 **Information Continues as long as any Support Debt Remains due Under**
7 **This Order.**

- 8 Monthly Net Income: \$ _____
9 The income of the obligor is imputed at \$ _____ because:
10 the obligor's income is unknown.
11 the obligor is voluntarily unemployed.
12 the obligor is voluntarily underemployed.
13 other:

14 **3.3 Person Receiving Support (Obligee)**

15 Name (first/last):

16 Birth date:

17 Service Address: [You may list an address that is not your residential address where you agree to
18 accept legal documents.]

19 **The Obligee Must Immediately File With the Court and the Washington**
20 **State Child Support Registry and Update as Necessary the Confidential**
21 **Information Form Required by RCW 26.23.050.**

22 **The Obligee Shall Update the Information Required by Paragraph 3.3**
23 **Promptly After any Change in the Information. The Duty to Update the**
24 **Information Continues as Long as any Monthly Support Remains Due or**
25 **any Unpaid Support Debt Remains Due Under This Order.**

- 26 Monthly Net Income: \$ _____
27 The income of the obligee is imputed at \$ _____ because:
28 the obligee's income is unknown.
29 the obligee is voluntarily unemployed.
30 the obligee is voluntarily underemployed.
31 other:

1 The obligor may be able to seek reimbursement for day care or special child rearing expenses not
2 actually incurred. RCW 26.19.080.

3 **3.4 Service of Process**

4 ***Service of Process on the Obligor at the Address Required by Paragraph***
5 ***3.2 or any Updated Address, or on the Obligee at the Address Required by***
6 ***Paragraph 3.3 or any Updated Address, may Be Allowed or Accepted as***
7 ***Adequate in any Proceeding to Establish, Enforce or Modify a Child***
Support Order Between the Parties by Delivery of Written Notice to the
Obligor or Obligee at the Last Address Provided.

8 **3.5 Transfer Payment**

9 The obligor parent shall pay the following amounts per month for the following children:

<u>Name</u>	<u>Amount</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Monthly Transfer Amount	\$ _____

14 The parents' combined monthly net income exceeds \$7,000 and the court sets child
15 support in excess of the advisory amount because:

16 If one of the children changes age brackets, the child support shall be as follows:

17 This is a downward modification that has caused an overpayment of \$ _____. This
18 amount shall be repaid or credited as follows:

19 This is an upward modification that has caused an underpayment of \$ _____. This
20 amount shall be paid as follows:

21 Other:

1 ***The Obligor Parent's Privileges to Obtain or Maintain a License, Certificate,***
2 ***Registration, Permit, Approval, or Other Similar Document Issued by a***
3 ***Licensing Entity Evidencing Admission to or Granting Authority to Engage***
4 ***in a Profession, Occupation, Business, Industry, Recreational Pursuit, or***
the Operation of a Motor Vehicle may Be Denied or may Be Suspended if
the Obligor Parent is not in Compliance With This Support Order as
Provided in Chapter 74.20A Revised Code of Washington.

5 **3.6 Standard Calculation**

6 \$ _____ per month. (See Worksheet line 15.)

7 **3.7 Reasons for Deviation From Standard Calculation**

- 8 The child support amount ordered in paragraph 3.5 does not deviate from the standard
calculation.
- 9 The child support amount ordered in paragraph 3.5 deviates from the standard calculation for
the following reasons:
- 10 Income of a new spouse of the parent requesting a deviation for other reasons;
 - 11 Income of other adults in the household of the parent requesting a deviation for other
reasons;
 - 12 Child support actually paid or received for other children from other relationships;
 - 13 Gifts;
 - 14 Prizes;
 - 15 Possession of wealth;
 - 16 Extraordinary income of a child;
 - 17 Tax planning which results in greater benefit to the children;
 - 18 A nonrecurring source of income;
 - 19 Extraordinary debt not voluntarily incurred;
 - 20 A significant disparity in the living costs of the parents due to conditions beyond their
control;
 - 21 Special needs of disabled children;
 - 22 Special medical, educational, or psychological needs of the children;
 - 23 The child spends a significant amount of time with the parent who is obligated to make a
support transfer payment. The deviation does not result in insufficient funds in the
receiving parent's household to meet the basic needs of the child. The child does not
receive public assistance;
 - 24 Children from other relationships;
 - 25 Costs incurred or anticipated to be incurred by the parents in compliance with court-
ordered reunification efforts or under a voluntary placement agreement with an agency
supervising the child;
 - 26 The obligor has established that it is unjust or inappropriate to apply the presumptive
minimum payment of \$25.00 per child.
 - 27 Other:

28 The factual basis for these reasons is as follows:

1 Washington State Support Registry
2 P. O. Box 45868
3 Olympia, WA 98504
4 Phone: 1-800-922-4306 or
5 1-800-442-5437

6 Direct Payment: Support payments shall be made directly to:

7 Name _____
8 Mailing Address _____
9 _____

10 A party required to make payments to the Washington State Support Registry will not receive
11 credit for a payment made to any other party or entity. The obligor parent shall keep the registry
12 informed whether he or she has access to health insurance coverage at reasonable cost and, if so,
13 to provide the health insurance policy information.

9 **3.12 Wage Withholding Action**

10 Withholding action may be taken against wages, earnings, assets, or benefits, and liens enforced
11 against real and personal property under the child support statutes of this or any other state,
12 without further notice to the obligor parent at any time after entry of this order unless an
13 alternative provision is made below:

14 [If the court orders immediate wage withholding in a case where Division of Child Support does
15 not provide support enforcement services, a mandatory wage assignment under Chapter 26.18
16 RCW must be entered and support payments must be made to the Support Registry.]

17 Wage withholding, by notice of payroll deduction or other income withholding action
18 under Chapter 26.18 RCW or Chapter 74.20A RCW, without further notice to the
19 obligor, is delayed until a payment is past due, because:

20 the parties have reached a written agreement that the court approves that provides
21 for an alternate arrangement.

22 the Division of Child Support provides support enforcement services for this case
23 [see 3.11] and there is good cause [as stated below under "Good Cause"] not to
24 require immediate income withholding which is in the best interests of the child
25 and, in modification cases, previously ordered child support has been timely
26 paid.

27 the Division of Child Support does not provide support enforcement services for
28 this case [see 3.11] and there is good cause [as stated below under "Good Cause"]
29 not to require immediate income withholding.

30 Good Cause:

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3.13 Termination of Support

Support shall be paid:

- provided that this is a temporary order, until a subsequent child support order is entered by this court.
- until the child(ren) reach(es) the age of 18 or as long as the child(ren) remain(s) enrolled in high school, whichever occurs last, except as otherwise provided below in Paragraph 3.14.
- until the child(ren) reach(es) the age of 18, except as otherwise provided below in Paragraph 3.14.
- after the age of 18 for _____ [Name] who is a dependent adult child, until the child is capable of self-support and the necessity for support ceases.
- until the obligation for post secondary support set forth in Paragraph 3.14 begins for the child(ren).
- Other:

3.14 Post Secondary Educational Support

- The right to petition for post secondary support is reserved, provided that the right is exercised before support terminates as set forth in paragraph 3.13.
- The parents shall pay for the post secondary educational support of the child(ren). Post secondary support provisions will be decided by agreement or by the court.
- No post secondary educational support shall be required.
- Other:

3.15 Payment for Expenses not Included in the Transfer Payment

- Does not apply because all payments, except medical, are included in the transfer payment.
- The mother shall pay _____% and the father _____% (each parent's proportional share of income from the Child Support Schedule Worksheet, line 6) of the following expenses incurred on behalf of the children listed in Paragraph 3.1:
 - day care.
 - educational expenses.
 - long distance transportation expenses.

1 other:

2
3 Payments shall be made to the provider of the service the parent receiving the transfer payment.

4 The obligor shall pay the following amounts each month the expense is incurred on behalf of the children listed in Paragraph 3.1:

5 day care: \$ _____ payable to the day care provider other parent;

6 educational expenses: \$ _____ payable to the educational provider other parent;

7 long distance transportation: \$ _____ payable to the transportation provider other parent.

8 other:

9
10 **3.16 Periodic Adjustment**

11 Does not apply.

12 Child support shall be adjusted periodically as follows:

13 Other:

14
15 **3.17 Income Tax Exemptions**

16 Does not apply.

17 Tax exemptions for the children shall be allocated as follows:

18 The parents shall sign the federal income tax dependency exemption waiver.

19 Other:

20
21 **3.18 Medical Insurance for the Children Listed in Paragraph 3.1**

22 Unless one or more of the **alternatives** below are checked, **each parent** shall maintain or provide health insurance coverage if:

23 (a) Coverage that can be extended to cover the child(ren) is or becomes available to each parent through employment or is union-related; and

24 (b) The cost of such coverage for the mother does not exceed \$ _____ (25 percent of mother's basic child support obligation on Worksheet line 7), and the cost of such coverage for the father does not exceed \$ _____ (25 percent of father's basic child support obligation on Worksheet Line 7).

25 **Alternative 1:** The parent below shall maintain or provide health insurance coverage if

1 coverage that can be extended to cover the child(ren) is or becomes available to that parent
2 through employment or is union-related and the cost of such coverage **does not exceed**
\$ _____ (25 percent of that parent's basic child support obligation on Worksheet line 7).

- 3 Mother
4 Father

5 **Alternative 2:** The parent below shall maintain or provide health insurance coverage if
6 coverage that can be extended to cover the child(ren) is or becomes available to that parent
through employment or is union-related even if such coverage **exceeds** \$ _____ (25
percent of that parent's basic child support obligation on Worksheet line 7).

- 7 Mother
8 Father

9 **Alternative 3:** The parent below is not obligated to provide health insurance coverage:

- 10 Mother
11 Father

12 This parent is not obligated to provide health insurance coverage because:

- 13 The other parent provides insurance coverage.
14 Other:

15 The parent(s) shall maintain health insurance coverage, if available for the children listed in
16 paragraph 3.1, until further order of the court or until health insurance is no longer available
17 through the parents' employer or union and no conversion privileges exist to continue coverage
18 following termination of employment.

19 A parent who is required under this order to provide health insurance coverage is liable for any
20 covered health care costs for which that parent receives direct payment from an insurer.

21 A parent who is required under this order to provide health insurance coverage shall provide
22 proof that such coverage is available or not available within 20 days of the entry of this order to
23 the physical custodian or the Washington State Support Registry if the parent has been notified or
ordered to make payments to the Washington State Support Registry.

If proof that health insurance coverage is available or not available is not provided within 20
days, the obligee or the Department of Social and Health Services may seek direct enforcement of
the coverage through the obligor's employer or union without further notice to the obligor as
provided under Chapter 26.18 RCW.

21 **3.19 Extraordinary Health Care Expenses**

22 The **Obligor** shall pay _____% of extraordinary health care expenses (the obligor's
23 proportional share of income from the Child Support Schedule Worksheet, line 6), if monthly

1 medical expenses exceed \$ _____ (5% of the basic support obligation from
Worksheet line 5).

2 **3.20 Back Child Support**

- 3 No back child support is owed at this time.
4 Back child support that may be owed is not affected by this order.
5 The obligee parent is awarded a judgment against the obligor parent in the amount of
\$ _____ for back child support for the period from _____ [Date]
6 to _____ [Date].
7 Other:

8 **3.21 Back Interest**

- 9 No back interest is owed at this time.
10 Back interest that may be owed is not affected by this order.
11 The obligee parent is awarded a judgment against the obligor parent in the amount of
\$ _____ for back interest for the period from _____ [Date] to
12 _____ [Date].
13 Other:

14 **3.22 Other**

15
16
17
18 Dated: _____

Judge/Commissioner

19 Presented by:

Approved for entry:
Notice of presentation waived:

20
21 _____
Signature of Party or Lawyer/WSBA No.

Signature of Party or Lawyer/WSBA No.

22 _____
Print or Type Name

Print or Type Name

1 I apply for full support enforcement services from the DSHS' Division of Child Support.

2 _____
Signature of Party

3 Approval required in Public Assistance cases. The DSHS' Division of Child Support received
4 notice required by RCW 26.23.130. This order has been reviewed and approved as to:

- 5 Current Child Support
- 6 Back Child Support
- 7 Medical Support
- 8 Other:

9 _____
Deputy Prosecuting Attorney/WSBA No.

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**PARENTING PLANS AND CHILD SUPPORT FOR DISSOLUTION 8/06
EVALUATION FORM**

Your comments are appreciated and will help to make this packet more useful to others.
Please take a moment to complete this form and return it to:

Danielle Rebar
Northwest Justice Project
500 W. 8th, Suite 275
Vancouver, WA 98660

1. Where did you get this book? _____
2. What is your primary language? _____
3. Are you a *low-income person? yes no
[*\$1125 for household of 1; \$1400 for 2; \$1600 for 3; \$2000 for 4; \$2200 for 5]
4. What is the last grade you completed in school? _____
5. Did you read the instructions? yes no
6. Did you also need the help of an agency, court facilitator, or advocate to complete your court case? yes no
6a. If yes, what agency or individual helped you? _____
7. Did you use the legal forms? yes no
8. Did you find anything difficult to understand? yes no
8a. If yes, please tell us what. _____

9. Did you find any mistakes? yes no
If yes, what mistakes were found? _____

10. Today's Date: _____
11. Other Comments or Suggestions: _____

