**Checklist—Parenting Plan Modification in Washington**

[ ]  **Draft Petition**: include certified copy of parenting plan if was from different county or state.

[ ]  **Filing**:

* Always Need: $56 (current parenting plan from same county) or $200 (new county), Case Cover Sheet, Petition, Summons, Conf. Info. Form, Proposed Parenting Plan
* When Want Change Child Support: Proposed Worksheets, Financial Decl., Financial Source Docs (with Sealed Cover Sheet), Proposed Child Support Order (some counties)
* When Motion for Temp. Orders: Motion, Client’s Decl., Supporting Decl.s (see Bundled Supporting Decl.s), Calendar Note (write confirmation note on your calendar), Motion for Adequate Cause, Notice of Adequate Cause Hearing, Adequate Cause Order (some counties)
* State Need Copies?

[ ]  **Service of Process**:

[ ]  **Schedule Parenting Class**:

[ ]  **Confirm Hearing on Temp. Orders**: if filed motion and local rules require confirmation

[ ]  **Hearing on Temp. Orders**:

[ ]  **GAL Letter if GAL Appointed**:

* Describe concerns
* Provide GAL with copies of pleadings

[ ]  **Remember re GAL**:

* Tell truth
* Clean house; educational activity
* Talking points: written list of concerns about OP + your advantages
* Practice talking points

[ ]  **No Response By 21 Days**?

* Ex Parte Motion for Default if No Appearance
* Calendared Motion if Appearance

[ ]  **Note for Trial** (unless trial date automatically assigned per local county rules)

[ ]  **Discovery Requests**: good idea? Might get same in return

* Interrogatories: Calendar due date
* Deposition(s): OP, Witnesses (subpoenas needed), Child(ren) (advise of risks and benefits)?

[ ]  **Once Know Trial Date**:

* Write Related Dates on Calendar: Trial, Trial Confirmation, Discovery Cutoff, ER 904 Deadline

[ ]  **Report from GAL?** If one appointed, court will want report before hearings on custody

[ ]  **Additional Hearings** (e.g. review hearing(s))

* If Custody Issue: GAL Report; For Kids’ Sake

[ ]  **Settlement Letter**: Can skip if already engaged in informal negotiations and know positions

[ ]  **Schedule Mediation**: Preferably 6-8 weeks before trial

[ ]  **Ex Parte Presentation of Final Proof** (if settle)

* What need: signed final docs, JIS (give 5 court days before), 4 Kids’ Sake, extra copy of Findings & Conclusions

--*Extra Signatures Sometimes Needed*: GAL on Parenting Plan; State on Support Order

* At Presentation: Pose findings as questions; whether want name change

--*If Kids*: Parenting Plan best interest of child(ren); any deviations or imputation for support

[ ]  **Trial**:

* Subpoenas for witnesses
* Confirm trial
* Trial brief
* Motions in limine
* JIS & parenting class completion certificate
* Exhibit binders (min 4 copies—more if GAL, State, or other parties seeking custody)