

Superior Court of Washington, County of \_\_\_\_\_

In re:

Petitioner/s (as listed on the Petition):

\_\_\_\_\_

And Respondent/s (as listed on the Petition):

\_\_\_\_\_

No. \_\_\_\_\_

Summons: Notice about Petition to Modify  
Child Support Order  
(SM)

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**Summons:**  
**Notice about Petition to Modify Child Support Order**

To: \_\_\_\_\_  
(name/s of the party or parties who did **not** file this Summons and Petition)

The person filing this *Summons* and *Petition* asked the court to modify the *Child Support Order*. You must respond in writing for the court to consider your side.

**Deadline!** Your *Response* must be served on the other party within **20 days** of the date you were served this *Summons* (60 days if you were served outside of Washington State). If the case has been filed, you must also file your *Response* by the same deadline. If you do not file and serve your *Response* or a *Notice of Appearance* by the deadline:

- No one has to notify you about other hearings in this case, and
- The court may approve the requests in the *Petition* without hearing your side (called a *default judgment*).

Follow these steps:

- 1. Read** the *Petition* and any other documents you receive with this *Summons*. These documents explain what the other party is asking for.
- 2. Fill out** the *Response to Petition to Modify a Child Support Order* (form FL Modify 502). You can get the *Response* and other forms at:
  - The Washington State Courts' website: [www.courts.wa.gov/forms](http://www.courts.wa.gov/forms),
  - The Administrative Office of the Courts – call: (360) 705-5328,

- Washington LawHelp: [www.washingtonlawhelp.org](http://www.washingtonlawhelp.org), or
- The Superior Court Clerk's office or county law library (for a fee).

**3. Serve** (give) a copy of your *Response* to the person who filed this *Summons* at the address below and to any other parties. You may use certified mail with return receipt requested. For more information on how to serve, read Superior Court Civil Rule 5.

**4. File** your original *Response* with the court clerk at this address:

Superior Court Clerk, \_\_\_\_\_ County

\_\_\_\_\_

*address* *city* *state* *zip*

**If there is no "Case No." listed on page 1**, this case may not have been filed and you will not be able to file a *Response*. Contact the Superior Court Clerk or check [www.courts.wa.gov](http://www.courts.wa.gov) to find out.

If the case was **not** filed, you must still serve your *Response*, and you may demand that the other party file this case with the court. Your demand must be in writing and must be served on the other party or his/her lawyer (whoever signed this *Summons*). If the other party does not file papers for this case within 14 days of being served with your demand, this service on you of the *Summons* and *Petition* will not be valid. If the other party does file, then you must file your original *Response* with the court clerk at the address above.

**5. Lawyer not required:** It's a good idea to talk to a lawyer, but you may file and serve your *Response* without one.

**Person filing this *Summons* fills out below:**

▶ \_\_\_\_\_

*Signature of person filing this *Summons* or lawyer* *Date*

\_\_\_\_\_  
*Print name (and WSBA No., if lawyer)*

I agree to accept legal papers for this case at (*check one*):

my lawyer's address:

\_\_\_\_\_

*lawyer's address* *city* *state* *zip*

Email (*if applicable*): \_\_\_\_\_

the following address (*this does not have to be your home address*):

\_\_\_\_\_

*address* *city* *state* *zip*

**(Optional)** email: \_\_\_\_\_

*(If this address changes before the case ends, you must notify all parties and the court in writing. You may use the Notice of Address Change form (FL All Family 120). You must also update your Confidential Information Form (FL All Family 001).)*

*This *Summons* is issued according to Rule 4.1 of the Superior Court Civil Rules of the State of Washington.*