

INSTRUCTIONS FOR COMPLETING THE ORDER FOR MODIFICATION OF CHILD SUPPORT

NOTE: THE MAJORITY OF THE INFORMATION REQUIRED FOR THIS FORM WILL BE FOUND ON YOUR ORIGINAL ORDER FOR DISSOLUTION OF MARRIAGE, OR ORDER OF CHILD CUSTODY AND SUPPORT, OR THE MOST RECENT ORDER FOR MODIFICATION OF CHILD SUPPORT, OR THE CURRENT COMPLAINT FOR MODIFICATION OF CHILD SUPPORT. IT IS IMPORTANT THAT THE INFORMATION IN THIS ORDER MATCHES THE INFORMATION IN THE MOST RECENT CHILD SUPPORT ORDER.

HEADING:

- Enter the name of the county where the original action was filed.
- Enter the first, middle and last names of the plaintiff in the original action.
- Enter the first, middle and last names of the defendant(s) in the original action.
- Enter the case number that was assigned to the original action.

BODY OF DECREE

(These paragraphs do not have numbers assigned to them)

In the first paragraph enter the name of the county where the original action was filed and enter the date of this court hearing.

In the second paragraph check the box that matches if you were the plaintiff or the defendant in the original action. Enter the name of the other party in the case. The judge will mark if the other party was present, if they were represented by counsel and the name of the counsel representing them.

The first two paragraphs are not numbered.

The numbers below give instructions for completing the paragraphs that have the same numbers on the Order.

In the “Findings of Facts” Section:

Paragraph 1. Check the box that matches if you were the plaintiff or the defendant in the original action. Enter the date that you filed the Complaint for Modification _____ of Child Support.

Paragraph 2. Check the box that matches if the other party was the plaintiff or the defendant in the original action. Enter the date that the other party was served with the copy of the Complaint or the court will enter the date that the other party entered a voluntary appearance.

Paragraph 4.

- Enter the number of children born to you and the other party.
- Enter the date of the most recent order setting child support.

- Enter the first, middle and last names of the person who was ordered to pay child support.
- Enter the first, middle and last names of each child that support is being paid for and their year of birth.
 - ****if additional space is needed, check the box next to “Additional children are listed on a separate page” and list the first, middle and last names of additional children and their year of birth on another page.**
- Enter the month and year listed on the most recent order setting child support that the child support obligation became effective.
- If support was ordered for more than one child, list the amount of support ordered, and then list the amount of support ordered after each child turns 19, dies, enters the military, or is otherwise emancipated. This calculation should be in the original support order.

Paragraph 5. Check the boxes next to the party who has had the change in their circumstances.

Paragraph 7. The court will complete this section.

In the “Order” Section:

Paragraph 1. The judge will complete the blank indicating the date the modified child support will begin.

If you are able to do a child support calculation based upon the Child Support Guidelines, you can complete the amount of child support to be paid per month for the appropriate number of children. The child support worksheet must be presented to the judge at the time of the hearing.

You must complete the “Child Support Worksheet” and give it to the judge at the time of the final hearing.

Paragraph 4. You will not need to complete this paragraph. The judge will complete all necessary items.

FINAL SIGNATURE

If the court approves the Modification of Child Support, the judge will date and sign the Order.

The Order must be filed with the clerk of the court before the modification can be finalized.

You should check with the clerk’s office after the hearing to update or provide any information necessary, including information for child support.