

INSTRUCTIONS FOR COMPLETING THE COMPLAINT FOR MODIFICATION OF CHILD SUPPORT (DECREASE)

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

Enter your full name in the first paragraph. This paragraph does not have a number.

The numbers below give instructions for completing the paragraphs with the same numbers in the Complaint.

Paragraph 1.

- Enter the date of the most recent order setting child support in the first blank.
- Enter the first, middle and last name of the person who was ordered to pay child support in the second blank.
- Enter the first, middle and last name 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 name 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, enter the support amount per month for the number of children as it is listed on the most recent child support order.

Paragraph 3. Enter the first, middle and last name of the person who was ordered to pay child support for the child(ren).

Paragraph 4. Enter the first, middle and last name of the person who was ordered to pay child support for the child(ren).

Paragraph 5. Enter the first, middle and last name of the person who was ordered to pay child support for the child(ren). Check all of the boxes in front of each statement that makes up the reason that the child support obligation should be decreased.

*****YOU WILL BE REQUIRED TO PROVIDE DOCUMENTATION OF THE STATEMENTS MARKED.*****

Paragraph 6. Enter the first, middle and last name of the person who was ordered to pay child support for the child(ren).

CLOSING PARAGRAPH:

Enter the date of the most recent order setting child support.

SIGNATURE BLOCK:

Sign your full name

Enter the date that you are signing this complaint.

Enter your first, middle and last name.

Enter your street address/P.O. Box.

Enter your City, State and Zip Code.

Enter your e-mail address.

Enter your phone number.