

INSTRUCTIONS FOR FILLING OUT ORDER FOR MODIFICATION OF PARENTING PLAN

NOTE: THE MAJORITY OF THE INFORMATION REQUIRED FOR THIS ORDER WILL BE FOUND ON THE MOST RECENT DECREE FOR DISSOLUTION OF MARRIAGE, ORDER FOR PATERNITY, PARENTING PLAN, AND CHILD SUPPORT, OR THE MOST RECENT ORDER FOR MODIFICATION OF PARENTING PLAN

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 in the original action.
- Enter the case number that was assigned to the original action.

BODY OF DECREE

In the first paragraph enter the name of the county where the original action was filed and enter the date of this court hearing. Check the box that matches if the plaintiff or the defendant from the original action was the person who filed the Complaint for Modification of Parenting Plan.

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. Enter the date of the most recent decree or order that included a parenting plan. Check the box that matches what type of case that was.
- Paragraph 2. Check the correct box and fill in the date that you filed the Complaint for Modification.
- Paragraph 4. Enter the name of the other party in this case. The court will enter the date that the other party entered a voluntary appearance.
- Paragraph 6. Enter the number of children born to you and the other party.
- Paragraph 9. Check the appropriate box that indicates who developed the new Parenting Plan. The Judge will look at the new Financial Affidavit for Child Support and/or the Child Support Worksheet(s) that are based on the Parenting Plan and enter whether the plaintiff or the defendant should contribute to the support of the minor children.

In the “Order” Section:

Paragraph 10 – 17 The judge will complete the blanks in the “order” section based on the information you have provided to him in the new Parenting Plan, the Child Support Worksheet and the “Financial Affidavit for Child Support”

The child support worksheet must be presented to the judge at the time of the hearing.

You must complete the “Financial Affidavit for Child Support” and the child support worksheet and give them to the judge at the time of the final hearing.

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.