

SELF-SERVICE CENTER

**PROCEDURES: HOW TO GET YOUR ORDER TO MODIFY
SIGNED BY THE JUDGE**

STEP 1 Make two (2) copies of the following documents*:

“Order Modifying Parenting Time and Child Support”

“Parenting Plan”

*“Order Stopping Income Withholding Order”*¹ (if applicable)

*“Current Employer Information Sheet”*² (for person who gets to stop paying) (if applicable)

*“Current Employer Information Sheet”*³ (for person newly ordered to pay) (if applicable)

STEP 2 Separate your documents three (3) sets: One set of Originals and Two sets of copies:

<p>Set 1 (Originals):</p> <p><i>“Order Modifying Parenting Time and Child Support”</i> <i>“Parenting Plan”</i> <i>“Order Stopping Income Withholding Order”</i>¹ <i>“Current Employer Info. Sheet”</i> (for current payor)² <i>“Current Employer Info. Sheet”</i> (for new payor)³</p>	<p>Set 2 (Copies for you)</p> <p><i>“Order Modifying Parenting Time and Child Support”</i> <i>“Parenting Plan”</i> <i>“Order Stopping Income Withholding Order”</i>¹ <i>“Current Employer Info. Sheet”</i> (for current payor)² <i>“Current Employer Info. Sheet”</i> (for new payor)³</p>
<p>Set 3 (Copies for Other Party)</p> <p><i>“Order Modifying Parenting Time and Child Support”</i> <i>“Parenting Plan”</i> <i>“Order Stopping Income Withholding Order”</i>¹ <i>“Current Employer Info. Sheet”</i> (for current payor)² <i>“Current Employer Info. Sheet”</i> (for new payor)³</p>	<p>NOTE :</p> <p>¹ Required only if this modification results in the person who is currently ordered to pay <i>no longer</i> having to pay. ² Required if this modification results in the person who is currently ordered to pay no longer having to pay. ³ Required if this modification results in a (new) person having to pay who did not under the previous Order.</p>

STEP 3 Take the documents to your court default hearing or to your trial for the Judge to review and sign if he or she approves them.