

DOOR COUNTY CHILD SUPPORT

Instructions for Pro Se Modification of Judgement

COVID 19 - Motions and Orders may still be filed with the courts; dates for hearings may be delayed. The court cannot modify an order prior to the date of filing so it is important to file your request early.

\$30.00 fee for Revision of Judgement

\$50.00 fee if revision is for Change in Physical Placement of minor children.

If your issue involves custody or placement, you may choose to apply for mediation services available through the Family Court Commissioner. The Judge may order you to mediation before proceeding your case if it involves the stated issues. A party may also request an order for mediation at any time until the child reaches 18. It may be requested by filing with the Door County Clerk of Court a **Request for Court-Ordered Mediation FA-4134V**.

1. Call or visit Clerk of Court's Office 920-746-2205 to obtain the case number for your particular case and the correct names and addresses of the petitioner and respondent. Enter this information in the appropriate places on all forms.
2. Complete **Notice of Motion and Motion to Change FA-4107V** form following the instructions on the left hand side of the form.
3. Contact the Judge's office of the Branch your court case was originally held (Branch 1: 920-746-2204, Branch 2: 920-746-2280) and ask how to schedule a hearing before the Judge to whom your case is assigned. Select a date at least three weeks in the future because the other party must be served with these documents at least seven days prior to the hearing.
4. If you are unable to pay the court fees and other costs and meet certain guidelines, the court can waive all fees. Complete a **Petition for Waiver of Fees and Costs - Affidavit of Indigency CV-410A** and **Order on Petition for Waiver of Fees and Costs CV-410B**. Take completed forms to the Court office for approval. If approved, include with the forms in Step 5.
5. Fill out the **Income and Expense Statement FA-4138V** and **Admission of Service FA-4119V**.
6. Make four (4) separate copies of all the forms. Take the original and the copies to the Clerk of Courts office to be filed and stamped. Clerk of Courts will stamp all of them and keep the original. Take one copy to Child Support Agency and have them admit service by signing the Affidavit of Service. Take the signed Affidavit of Service paper and return to the Clerk's Office.
7. Take two (2) copies to the Sheriff's Department and make arrangements to have papers served on the other party. The Sheriff's Department charges a fee for this service. If you have been approved for Waiver of Fees and Costs, be sure to point that out. The last copy is yours to keep.

8. After the other party has been served the Sheriff's Department will provide you with the copy of Proof of Service (also called an Affidavit of Service). Make a copy of this document for yourself and file the original with the Clerk of Courts Office.
9. Attend the court hearing on the appropriate date and time. Be there on time! Bring all the information and exhibits with you that you think the court should see or needs to decide the case. Be prepared to tell the courts why you feel the current order should be changed.