

Instructions for *Pro Se* Motions to Change Child Support

** These instructions apply if your motion involves a modification of the **child support amount ordered**. If your motion includes placement or custody, a different filing fee applies.

FINDING YOUR FORMS

1. GO TO WEBSITE. Go to the website www.wicourts.gov.
2. FIND YOUR FORM.
 - A. Click on “forms” near the top of the page in the navigation bar;
 - B. Click on “circuit court”; click “Family” (in blue type); and click “all family forms” (in blue type).
3. FORMS NEEDED
 - A. **Form FA-4170** (Notice of Motion and Motion to Change)
 - B. **Form FA-4139** (Financial Disclosure Statement)
 - C. **Form FA4119** or **Form FA4121** (Proof of Service)
 - D. **Form FA-4175** (Decision & Order)
 - E. If you cannot afford the \$30.00 filing fee, you may complete **Form CV-410A** (Request for Waiver/Affidavit of Indigence) and attach **Form CV-410B** (Order on Petition for Waiver of Fees and Costs). ***Your signature must be notarized.*** If your request has been denied, you must then pay the \$30.00 filing fee to Clerk of Court. Until your payment is received, a hearing will not be held. To find and print this form:
 1. Click on “forms” near the top of the page in the navigation bar.
 2. Click on “circuit court”; click “Civil”; and click view “all civil forms”

INSTRUCTIONS

1. Complete and sign **Form FA-4170** (Notice of Motion and Motion to Change) Follow the instructions on the left hand side of the form to ensure the form is completed correctly.
2. Submit or e-file the following documents to the Rock County Clerk of Court and they will call you when your paperwork is ready to be picked up, or if e-filed, you will be notified electronically:
 - A. Completed **Form FA-4170** (Notice of Motion and Motion);
 - B. \$30.00 filing fee payable to Clerk of Court (or signed and notarized **Form CV-410A** (Request for Waiver/Affidavit of Indigence) with **Form CV-410B** (Order on Petition for Waiver of Fees and Costs). If e-Filing, payment may be made online.
3. Serve the other party. A complete copy of the motion (including all attachments) and the Notice of Hearing generated by the Clerk of Court must be served on all other parties, including the Child Support Agency. If the other party is not opted-in for electronic filing in the case, a copy must be physically given to or mailed to the other party. One of the following proof of service forms must be filed with the Court or brought to Court with you at the time of the hearing. Follow the instructions on the left hand side of the form to ensure the form is completed correctly.
Use **Form FA-4119** if the party will voluntarily accept service.

Use **Form FA-4121** to provide proof if you will mail the documents to the other party. The documents must be mailed at least eight (8) days prior to the hearing. If you are unsure of the other parties' current address, the documents must be mailed to the last known address provided to the court. Read the instructions on the left hand side of the document carefully.

Use **Form FA-4120** if you will have the party personally served.

4. Bring with you to the hearing:
 - A. Your completed **Form FA-4139** (Financial Disclosure Statement); and
 - B. A blank **Form FA-4175** (Decision & Order)

5. At the hearing, you may be ordered to prepare **Form FA-4175** (Decision & Order). **If you are instructed by the Court to prepare an order, you must:**
 - A. Following the instructions along the left side of the form, complete **Form FA-4175** (Decision & Order).
 - B. Take the *completed* original **Form FA-4175** (Decision & Order), along with a stamped, self-addressed return envelope, to the Clerk of Court, or e-File as a proposed order. The Clerk of Court will obtain the Court Commissioner's signature and mail a copy to you in the return envelope you provided. If you provide a stamped, self-addressed envelope for each party, the Clerk of Courts will send a copy to each party for whom an envelope is provided, and the process is complete. If you provide only one envelope for a copy, proceed to Step C.
 - C. When you receive the copy of the signed **Form FA-4175** (Decision & Order) from the Clerk of Court by mail, or notification through e-Filing, you must send a copy of the Decision and Order to all parties and provide proof of service to the Clerk of Court (see step #4 above).

NOTE: The order will not change until the Rock County CSA receives notification from the Court that a new order has been filed.

ADDITIONAL INFORMATION:

The legal term "*pro se*" means "for himself" or "for herself." This refers to filing legal papers and appearing in court without an attorney. Persons acting as their own attorney must follow the same Wisconsin Statutes and court rules that attorneys have to follow.

The *Pro Se* Forms cannot be modified. If you do need to attach additional information, please type or print neatly (in ink) on a separate sheet of paper and be very brief. State only the facts directly related to child support. Do this only if it is:

- necessary to state the change you are asking for; or
- necessary to state the change in circumstances.

Please do not bring children to the hearing.

EFILING: <https://logon.wicourts.gov/>

The fee to use the e-Filing system to file a case or opt into an existing case is a one-time \$20 fee per party. This allows access to view and print documents in your case and receive email notification of actions in your case. If you cannot afford the e-Filing fee, you may choose to complete **Form CV-410A and Form CV-410B**.

Clerk of Courts 608-743-2200

Child Support Agency 608-757-5700