

## LAID OFF OR CHANGE IN INCOME?

*-- for those persons with a child support order --*

Did you know that if you lose your job, go out on worker's compensation, go to jail, or have some other change in your income, that you can come to court to ask for a different amount for child support payments?

The amount does not change until the Judge approves it. The sooner you file, the sooner you can get the different payment amount. Until then, the person still owes the original amount PLUS interest, if the child support is unpaid.

THE PROCEDURE: file the REQUEST FOR ORDER paperwork to apply for a child support modification. You will need the following forms: Request for Order (FL-300); Attached Declaration (MC-031); Income & Expense Declaration (FL-150); Proof of Service Form (FL-335 and FL-334 OR FL-330). If you don't already have a fee waiver in your case, you can apply with Forms FW-001 (Application), FW-003 (Order) if you think you qualify.

You can purchase these forms from the court clerk's office or get them for free on-line at [www.courts.ca.gov/forms](http://www.courts.ca.gov/forms). We also have a **free formkit** on our website. If you have questions or would like to get your forms reviewed, stop by one of our Resource Centers or send us an email at [childsupportselfhelp@sb-court.org](mailto:childsupportselfhelp@sb-court.org)

### To make your request to change the support amount:

1. Fill out the forms.
2. Make 2 copies. (3 copies if Department of Child Support Services is involved in your case.)
3. Take original and the copies to your courthouse (clerk's office)
4. Cost -- \$60 to file + \$30 Court Reporter Fee (\$90) OR apply for fee waiver OR current fee waiver (assuming you have already paid the initial case fee) (no fee if Department of Child Support Services is involved in your case)
5. Clerk will give you court date.
6. Find someone (at least 18 years old) to serve the papers on the other party (and Department of Child Support Services, if

applicable), at least 16 court days prior to the hearing. Have your server person fill out the Proof of Service.

7. Make copy of Proof of Service; file original plus copy at your courthouse clerk's office.
8. Go to court. Don't forget to be early, because sometimes it takes extra time to find parking or get through security.