

**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 Custody, Parenting Time and Child Support”*

*“Parenting Plan”*

*“Order Stopping Income Withholding Order”*<sup>1</sup> (if applicable)

*“Current Employer or Other Payor Information Sheet”*<sup>2</sup> (for person who gets to *stop* paying)  
(if applicable)

*“Current Employer or Other Payor Information Sheet”*<sup>3</sup> (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><b>Set 1 (Originals):</b></p> <p><i>“Order Modifying Custody . . .”</i> <i>“Parenting Plan”</i></p> <p><i>“Order Stopping Income Withholding Order”</i><sup>1</sup> <i>“Current Employer or Other Payor Information Sheet”</i> (for current payor)<sup>2</sup> <i>“Current Employer Info. Sheet”</i> (for <i>new</i> payor)<sup>3</sup></p>	<p><b>Set 2 (Copies for you)</b></p> <p><i>“Order Modifying Child Custody . . .”</i> <i>“Parenting Plan”</i></p> <p><i>“Order Stopping Income Withholding Order”</i><sup>1</sup> <i>“Current Employer or Other Payor Information Sheet”</i> (for current payor)<sup>2</sup> <i>“Current Employer or Other Payor Information Sheet”</i> (for <i>new</i> payor)<sup>3</sup></p>
<p><b>Set 3 (Copies for Other Party)</b></p> <p><i>“Order Modifying Child Custody . . .”</i> <i>“Parenting Plan”</i></p> <p><i>“Order Stopping Income Withholding Order”</i><sup>1</sup> <i>“Current Employer or Other Payor Information Sheet”</i> (for current payor)<sup>2</sup> <i>“Current Employer or Other Payor Information Sheet”</i> (for <i>new</i> payor)<sup>3</sup></p>	<p><b>NOTE :</b></p> <p><sup>1</sup> Required <b>only</b> if this modification results in the person who is currently ordered to pay <i>no longer</i> having to pay. <sup>2</sup> Required if this modification results in the person who is currently ordered to pay no longer having to pay. <sup>3</sup> 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.