INSTRUCTION GUIDE FOR “NOTICE OF INTENT TO ENTER AND DOCKET SUPPORT JUDGMENT AND AFFIDAVIT OF DEFAULT”

**(For Arrearages of Child Support)**

# DOCUMENTS NEEDED

1. Notice of Intent to Enter and Docket Support Judgment.
2. Affidavit of Default of Support Judgment and Identification.
3. Affidavit of Service.

# STEPS YOU MUST PERFORM

1. Completely fill out the Notice of Intent to Enter and Docket Support Judgment. Fill in all of the blanks. (Please note that the obligee is the person who is to receive the support and the obligor is the person who is to pay support.)
2. Completely fill out the Affidavit of Default of Support Judgment and Identification. Sign the form before a Notary Public and have it notarized.
3. Make two copies, one for you, and one for the obligor.
4. Mail the obligor’s copy to the address you have listed on the Affidavit of Default and Identification as their mailing address.
5. After mailing obligor’s copy, fill out the Affidavit of Service and sign before a Notary Public.
6. Mail the **original** Notice of Intent to Enter and Docket Support Judgment, Affidavit of Default and Identification and Affidavit of Service to the court for processing.

 Mail to: Dakota County District Court

 Attn: Family Department

 1560 Highway 55

 Hastings, MN 55033

1. You will receive notice that the judgment has been entered in about a month.