

DISTRICT COURT
MOTION TO MODIFY CHILD SUPPORT AND/OR SPOUSAL MAINTENANCE

USE CHILD SUPPORT FORMS FOR DISTRICT COURT IF:

- (1) There is already an existing court order setting or reserving child support and/or spousal maintenance;
- (2) You are asking the court to change basic support, medical support, child care, and/or spousal maintenance; **and**
- (3) You or the other party are **not** receiving public assistance or child support enforcement services (Title IV-D services) from the local child support enforcement agency, or you or the other party **ARE** receiving public assistance or child support enforcement services **AND** you are requesting to modify spousal maintenance and/or seeking other relief from the court that will be set for hearing at the same time as the motion for modification.

If you or the other party are receiving Title IV-D services, and only want to change child support, you must use the child support forms for the expedited child support process (found online at <http://mncourts.gov/GetForms.aspx?c=6#subcat12>).

You cannot use the motion to modify child support forms to change parenting time or custody.

Joint child – is the dependent child of both parents in the support action.

Nonjoint child – is the legal child of one, but not both parents in the support action.

- Court personnel **cannot** help you fill out these forms.
- You may need to speak with a lawyer or other legal services provider if you do not know how to answer the questions on the forms.
- You **must** fill out all forms listed in these instructions (the *Motion to Modify*, the *Affidavit in Support of Motion to Modify*, the *Affidavit of Service*, *Form 11.1* (if necessary), and *Form 11.2*).

GENERAL INFORMATION

When filling out the forms, be as accurate and as detailed as possible. The hearing will be held before a district court judge or referee. According to Minn. Stat. § 518A.39, subd. 2

(<https://www.revisor.mn.gov/statutes/cite/518A/full#stat.518A.39>), a court order for child support may be changed by showing that the current support order is unreasonable and unfair because of:

- Substantial increase / decrease in gross income of a party;
- Substantial increase / decrease in need of a party or the joint children involved in this court order;
- Receipt of public assistance;
- A change in the cost of living for either party as measured by the Federal Bureau of Labor Statistics;
- A change in the obligee's living arrangements
- Extraordinary medical expenses of the child not provided for under a health care plan;
- A change in the availability of appropriate health care coverage or a substantial change in the cost of existing health care coverage;
- The addition of work-related or education-related child care expenses of the obligee or a substantial increase or decrease in existing work-related or education-related child care expenses;
- The emancipation of a child. Emancipation may occur by attaining the age of 18, graduating from high school, or joining the military;
- A change in the residence of the children.
- A change in either party's Parenting Expense Adjustment, based on the number of court-ordered overnights each parent has with each child.

If you are now ordered to pay child support and are requesting child support to be suspended because the

children is/are living with you, you must provide proof. Examples of things that you can file with the court as proof are:

- a signed and notarized statement from the other party stating the children has/have changed residence
- school records
- day care records or medical records

If you are ordered to pay spousal maintenance and are requesting spousal maintenance to be reduced, suspended, reserved, or terminated due to the obligee living with another adult, the court shall consider:

- whether the obligee would marry the adult companion but for the maintenance award;
- the economic benefit the obligee derives from living with the other adult companion;
- the length of time the obligee and the adult companion have lived together and the likelihood the living arrangement will continue in the future; and
- the economic impact on the obligee if maintenance is modified and the living arrangement with the other adult companion ends.

Note: A motion to modify spousal maintenance based on the obligee living with another adult may not be brought within one year of the date of entry of the decree of dissolution or legal separation that orders spousal maintenance unless the parties have agreed in writing that the parties may modify the spousal maintenance award or the court finds that failing to allow the motion to proceed would create an extreme hardship for one of the parties.

Helpful materials may be found at your public county law library. For a directory, see <http://mn.gov/law-library/research-links/county-law-libraries.jsp>. For more information, contact your court administrator or call the Minnesota State Law Library at 651-297-7651.

INSTRUCTIONS

STEP 1

FILL OUT THE “NOTICE OF MOTION AND MOTION TO MODIFY CHILD SUPPORT/SPOUSAL MAINTENANCE” FORM (CSD202)

The information to fill in the boxes and blanks at the top of the form can be found at the top of your current child support order/maintenance order or your divorce or paternity decree, including:

- The county where your case is located (which may be different from the county where you live).
- The number of the judicial district
- The court file number
- The name of the Petitioner
- The name of the Respondent

If you are the Petitioner in the current order or decree, you will be the Petitioner in this motion. If you are the Respondent in the current order or decree, you will be the Respondent in this motion.

Fill in the name and last known address of the other party where your case is located. **DO NOT** fill in the date, time, and location of the hearing. You will fill in this information as part of Step 4 below.

In the area marked “Motion,” check off only the boxes that list the changes you are asking the court to make -- you do not need to check off every box. You may check off as many boxes as you wish, but it will be up to the court to decide what changes will actually be ordered.

Fill in the name and phone number of the person to contact to settle this matter.

STEP 2
FILL OUT THE “AFFIDAVIT IN SUPPORT OF MOTION TO MODIFY CHILD SUPPORT/SPOUSAL MAINTENANCE” AND “FINANCIAL AFFIDAVIT FOR CHILD SUPPORT” FORMS (CSD203)

Fill in the top of both Affidavits the same way you did on your “Notice of Motion and Motion” form.

Fill in the information on the “Affidavit in Support of Motion.”

Fill in the information on the “Financial Affidavit for Child Support.”

Signing the Affidavit under penalty of perjury means you are stating that the information in the Affidavit is true to the best of your knowledge. Perjury is the crime of intentionally lying or misrepresenting the truth, punishable by jail or other sanctions.

Gather documents that support your reasons why the support order should be changed. Examples of these documents include the following:

- Proof of your gross income (recent pay stubs, employer statements, or statements of receipts and expenses if you are self-employed. Other documentation may include W-2 forms or copies of your tax returns for the most recent year)
- Proof of unemployment / disability (lay-off notice, doctor’s statement, etc.)
- Verification for status of unemployment compensation claim or worker’s compensation claim
- Verification of receipt and amount of social security income
- Verification of child care expenses
- Verification of the cost of health care and/or dental insurance coverage
- Court order listing specific details of each party’s overnight parenting time

STEP 3
FILL OUT THE “COVER SHEET FOR NON-PUBLIC DOCUMENTS” FORM 11.2.
FILL OUT “CONFIDENTIAL INFORMATION” FORM 11.1 WHEN NECESSARY

NOTE! Most documents filed with the court are considered public documents and are available to the public. Certain information that is filed with the court may be considered confidential based on court rule and not available to the public. To keep this information confidential and not available to the public, you must take certain steps that are described below.

The steps listed below are for filers who are filing paper documents. Filers who are using eFS to submit their court documents must identify and designate their filings as required in Minn. Gen. R. Pract. 11.03 and 14.06.

Confidential Information Form 11.1

All social security numbers, employer identification numbers, and financial account numbers (also called “restricted identifiers”) must not be listed on papers you file with the court. This is to protect your privacy, the other parties and your children. Only provide social security numbers, employer identification numbers, and financial account numbers when the court requires this information to be provided to the court. For example, if

you must provide the court with bank account numbers, or medical account numbers, do not include any account number in your document (your motion, supporting affidavit, etc.). Instead, you must use Form 11.1 to list these confidential numbers.

If account numbers are not required to be provided to the court, and the numbers appear on documents that are considered available to the public, (such as medical invoices or credit account numbers on statements) you must remove the number on the document before filing the document with the court.


Cover Sheet for Non-Public Documents Form 11.2

Most documents filed with the court are public. However, some documents are considered non-public documents based on court rules. You **must** identify these documents as non-public at the time you file the documents with the court. You must complete and file the “Cover Sheet for Non-Public Documents Form 11.2 (also called Form 11.2 cover sheet) when you file non-public documents. The most common non-public documents are called “financial source documents.” Examples of financial source documents include:

- Paycheck stubs, employer statements, W-2 forms, or business income and business expenses
- Copies of your tax returns and schedules
- Bank statements
- Credit card statements
- Check registers

You may also need to submit other documents that court rules identify as non-public documents, such as a medical record. For example, a report from a doctor that provides a medical diagnosis or treatment plan for you or your child would qualify as a medical record.

You must use the Form 11.2 cover sheet when filing other non-public documents, such as medical records, with the court. One Form 11.2 cover sheet can be used for submitting all non-public documents.

 **The failure to use Form 11.2 or Form 11.1 may result in your document being rejected by court administration, being available to the public, stricken from the court record, and sanctions from the court.**

See Rule 11 of the Minnesota General Rules of Practice for more information about how to file documents containing social security numbers, financial account numbers, “financial source documents” and other non-public documents.

Form 11.1 and Form 11.2 can be found at www.mncourts.gov/forms under the court forms category of “Confidential Information” and is court form number CON111 and CON112.

STEP 4

OBTAIN A HEARING DATE, TIME, AND LOCATION

FROM COURT ADMINISTRATION

- Contact the court administrator's office in the county where your case is located.
- Ask for a hearing date, time, location of the hearing, and the name of the judge or referee who will hear the matter. The hearing date must be at least 24 days away from the date the motion papers are mailed to the other party. Count the day before the hearing as Day 1, then continue to count backwards.

- Fill in the date, time, and location of the hearing on the “Notice of Motion and Motion” form.

STEP 5
MAKE COPIES OF FORMS

- Make two copies of the completed “Notice of Motion and Motion” form, two copies of your “Affidavit in Support of Motion” form, and two copies of all other documents that support your motion (e.g. paycheck stubs, tax returns, proof of expenses). **Do not** make copies of Forms 11.2 or 11.1, unless you want copies for your own records.
- Keep one copy of each form and one copy of all supporting documents for yourself (remember to bring your copies with you to court on the day of your hearing).

STEP 6
SERVE COPIES OF THE FORMS AND SUPPORTING DOCUMENTS
ON THE OTHER PARTY

Overview

The other party must receive complete copies of all documents you have prepared for the hearing. This is called "service of process." The papers can be served personally (handed to the other party), or by mail. If papers are served by mail, Court Rules require adding three days.

Papers cannot be served on a legal holiday (as defined in Minn. Stat. § 645.44, subd. 5, <https://www.revisor.mn.gov/statutes/cite/645.44#stat.645.44.5>).

If the other party is represented by an attorney, serve the other party’s attorney, instead of the party directly.

Who Can Serve

The forms you have prepared can be served by any of the following:

- The sheriff;
- Another adult; or
- You.

Personal Service

At least 21 days before the hearing date, one copy of your forms and supporting documents are hand-delivered to the other party personally, or are left at that party’s place of residence with some person who is of suitable age or discretion who also lives at the same residence.

Service by Mail

At least 24 days before the hearing date, one copy of your forms and supporting documents are mailed by first class U.S. mail to the other party.

Warning: If your forms and supporting documents are not timely served upon the other party (or his/her attorney), your motion may not be heard by the court.

STEP 7
COMPLETE THE “AFFIDAVIT OF SERVICE” FORM

The person who hand-delivers or mails the forms and supporting documents must fill out an “Affidavit of Service” form for each party served.

The server must sign the “Affidavit of Service” under penalty of perjury. By signing the Affidavit under penalty of perjury, the server is stating that the information in the Affidavit is true to the best of his / her knowledge. Perjury is the crime of intentionally lying or misrepresenting the truth, punishable by jail or other sanctions.

STEP 8
**FILE THE FORMS AND SUPPORTING DOCUMENTS WITH COURT
ADMINISTRATION AND PAY ANY REQUIRED COURT FEE**

File the forms and supporting documents with court administration in the county where your case is located as soon as practical but no later than 21 days before the scheduled hearing.

- The “Notice of Motion and Motion to Modify Child Support and/or Spousal Maintenance”
- The “Affidavit in Support of Motion to Modify Child Support and/or Spousal Maintenance”
- The “Affidavit of Service”

Form 11.2

You must file copies of all supporting documents (such pay stubs, employer statements, tax returns, verification of medical/dental insurance costs or expenses, child care expenses, disability payments) and complete and file with the court one *Form 11.2* for supporting documents that contain confidential information (see Step 3). Check your documents to make sure all blanks are filled in, especially on the Affidavit of Service and the motion. All papers served must be identical copies of the forms and supporting documents filed with the court.

Court Fees

Pay the [motion filing fee](#) at the time you file this motion. If you did not pay an [initial filing fee](#) when this case first began, you will be asked by court administration to pay the initial filing fee and library fees as well as the motion fee before your motion can be heard by the court. Court administration will be able to tell you if you have paid the initial filing fee.

If you cannot afford to pay the fee, you may qualify to have the filing fee and motion fee waived by the court. You need to fill out the *Request for Filing Fee* forms (available from court administration or online at <https://mncourts.gov/GetForms.aspx?c=19&p=69>) and file it with court administration. Your application will be reviewed by a judge who will decide whether you must pay the fee. If the judge does not sign an order that waives the fee, you must be prepared to pay the fee.

STEP 9
APPEAR AT THE HEARING

Go to court on the date and time scheduled for the hearing. Be sure to bring with you your copy of the “Motion to Modify Child Support and/or Spousal Maintenance,” “Affidavit in Support of Motion to Modify Child Support and/or Spousal Maintenance,” and all of your supporting documents. You must bring enough copies of any supporting documents not already filed with the court nor served on the other party so that copies can be given to the other party and the court.