

District Court Process  
INSTRUCTIONS TO MODIFY MEDICAL SUPPORT ONLY  
**USE THESE FORMS ONLY IF:**

- (1) There is already a court order for medical support; and
- (2) The current order is **less than three years old**; and
- (3) You are **ONLY** asking the court to change the medical support and one of the following has happened:
  - a. Change in the availability of medical and/or dental insurance coverage for the joint children; or
  - b. Substantial change in the cost of medical and/or dental insurance coverage for the joint children;  
or
  - c. Change in eligibility for medical assistance; or
  - d. The parent ordered to provide medical and/or dental insurance coverage has not provided the ordered coverage; or
  - e. The tax dependency exemption is not with the parent ordered to provide the coverage; or
  - f. The existing order requires the noncustodial parent to provide coverage, but does not address the tax dependency exemption.

If you and/or the other party receive public assistance or child support enforcement services (Title IV-D services) from the local child support enforcement agency (for example, child support is paid through the County Support and Collections Office), **DO NOT USE THESE FORMS; YOU MUST USE THE FORMS FOR THE EXPEDITED CHILD SUPPORT PROCESS.**

**NOTE: You CANNOT use this form if:**

- (1) the current order is more than three years old;
- (2) the current order reserves the issue of medical support; or
- (3) you want to ask the court to change the percentage share of the cost of medical or dental insurance or the percentage share of the out of pocket medical expenses (includes dental, mental health and vision expenses)

**If any of the above are true, then you MUST use the Motion to Modify Child Support packet instead. You can find these forms online at [www.mncourts.gov/forms](http://www.mncourts.gov/forms) under the “Child Support” Category.**

**GENERAL INFORMATION**

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, the county attorney's office, and the child support enforcement agency **cannot** help you fill out these forms.
- When filling out the forms, be as accurate and as detailed as possible. 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 Support, the Affidavit in Support of Motion to Modify, the Affidavit of Service, Form 11.1 (if necessary), and Form 11.2). All forms must be filed with the court

- These forms must be served on the other party and the county attorney within the time stated in the instructions below.

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.

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 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.
- The IV-D case number (if applicable)

**STEP 1**  
**FILL OUT THE “NOTICE OF MOTION AND MOTION TO MODIFY MEDICAL SUPPORT ONLY” FORM (CSD902)**

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. **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 changes 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 MEDICAL SUPPORT ONLY” FORMS (CSD903)**

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

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

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 medical support order should be changed. Examples of these documents include the following:

- Proof of the end of your insurance (if you were providing insurance before) ;
- Proof of the insurance you are currently carrying (if any) that covers the joint children; .
- Proof of the cost of the coverage you are providing for the joint children;
- Proof of a substantial change in the cost of the coverage ; OR
- Proof of change in eligibility for medical assistance.

### 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 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 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. Prac. 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](http://www.mncourts.gov/forms) under the court forms category of “Confidential Information” and is court form number CON111 and CON112.

**STEP 4**  
**ASK FOR A HEARING DATE, TIME, AND LOCATION**  
**FROM COURT ADMINISTRATION**

- Call 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 judicial officer 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 office or at least 21 days away from the date the motion papers are personally served (hand-delivered to the other party and the county attorney’s office). Count the day before the hearing as Day 1, then continue counting 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 (for example, 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**  
**HAVE COPIES OF THE FORMS AND SUPPORTING DOCUMENTS**  
**SERVED 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 14 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 14 days before the scheduled hearing.

- The “Notice of Motion and Motion to Modify Medical Support ONLY”
- The “Affidavit in Support of Motion to Modify Medical Support ONLY”
- The “Affidavit of Service”



Don’t forget to file the Affidavit of Service as that is proof to the court when your documents were served on the other parties.

### **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.

NOTE: If you fail to use the Form 11.2 to protect confidential information in your supporting documents, the court may order you to pay additional court costs or other sanctions as a penalty for failing to follow the court rules.

### **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 Fee Waiver* 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 judicial officer who will decide whether you must pay the fee. If the judicial officer does not sign an order that waives the fee, you must be prepared to pay the fee.

<b>STEP 9 APPEAR AT THE HEARING</b>
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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 Medical Support ONLY Support,” “Affidavit in Support of Motion to Modify Medical Support ONLY,” and all of your supporting documents. You must bring enough copies of any supporting documents not already filed with the court or served on all the parties so that copies can be given to all parties and the court.