

**EXPEDITED CHILD SUPPORT PROCESS**  
**TXHEEJ TXHEEM LIS NYIAJ YUG NOJ YUG HAUS CEEV RAU ME NYUAM**  
**MOTION TO MODIFY CHILD SUPPORT**  
**NTAWV THOV HLOOV NYIAJ YUG NOJ YUG HAUS ME NYUAM**

**USE CHILD SUPPORT FORMS FOR EXPEDITED PROCESS ONLY IF:**  
**TSUAS SIV COV NTAWV THOV NYIAJ YUG NOJ YUG HAUS CEEV ME NYUAM YOG:**

- (1) There is already an existing court order setting or reserving child support;  
*Tsev hais plaub twb yeej muaj ntawv ntswj los yog zwm cia nyiaj yug noj yug haus me nyuam;*
- (2) You are asking the court to change basic support, medical support, and/or child care, **and**  
*Koj xav thov lub tsev hais plaub kom hloov cov nyiaj yug noj yug haus, kev pab them nqi kho mob thiab/los yog nyiaj pab them chaw zov me nyuam, **thiab***
- (3) 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.  
*Koj thiab/los yog lwm tog neeg tau nyiaj pab los ntawm tsoom fwm los yog tau cov kev pab nyiaj yug me nyuam (Txoj Cai IV-D cov kev pab) los ntawm lub chaw lis nyiaj yug noj yug haus me nyuam.*

**You cannot use child support forms for the expedited process to change spousal maintenance, parenting time, (visitation) or custody**

***Koj siv tsis tau cov ntawv thov nyiaj yug noj yug haus me nyuam los hloov ceev cov kev pab nyiaj yug txij nkawm, sij hawm saib me nyuam, (kev sib xyuas) los yog kev tau me nyuam***

New terms:

*Cov ntsiab lus tshiab:*

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

*Tus me nyuam ob leeg txhawb – yog tus me nyuam uas ob leej niam leej txiv pab kev yug noj yug haus rau.*

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

*Tus me nyuam tsis yog ob leeg txhawb – yog tus me nyuam tau cai nrog ib tug niam txiv, tiam sis tsis yog ob leej niam leej txiv tau yug noj yug haus rau tus me nyuam.*

- Court personnel, the county attorney's office, and the child support enforcement agency **cannot** help you fill out these forms.  
*Neeg ua hauj lwm hauv tsev hais plaub, cheeb nroog kws lij choj lub chaw lis dej num, thiab lub chaw lis nyiaj yug noj yug haus me nyuam pab **tsis** tau koj teb cov ntaub ntawv.*
- 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.  
*Koj yuav tau tham nrog ib tug kws lij choj los yog lwm lub chaw pab kev cai lij choj yogkoj tsis paub teb cov nqe lus nug ntaub cov ntawv.*
- 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.

*Koj **yuav tsum** teb tag nrho cov ntawv teev hauv cov lus qhia teb no (Tsab Ntawv Thov Hloov Nyiaj Yug Noj Yug Haus, Tsab Ntawv Pov Thawj Txhawb Kev Thov hauv Tsab Ntawv Thov Hloov, Tsab Ntawv Pov Thawj Xa Ntawv, Tsab Ntawv 11.1 (yog tsim nyog), thiab Tsab Ntawv 11.2). Yuav tsum muab tag nrho cov ntawv zwm rau hauv tsev hais plaub.*

- These forms must be served on the other party and the county attorney at least twenty (20) days before the hearing. **YOU CANNOT SERVE THE FORMS YOURSELF. YOU MUST HAVE SOMEONE ELSE OVER THE AGE OF 18 WHO IS NOT A PARTY TO THE CASE HAND DELIVER OR MAIL THE FORMS FOR YOU.**

*Yuav tsum muab cov ntawv no xa rau lwm tog neeg thiab tus kws lij choj hauv cheeb nroog luv kawg li nees nkaum (20) hnuv ua ntej lub rooj sib hais plaub. **KOJ XA TSIS TAU COV NTAWV KOJ TUS KHEEJ. KOJ YUAV TSUM CIA LWM TUS NEEG HNUV NYOOG TSHAJ 18 XYOO UAS TSIS YOG IB TOG NEEG NTAWM ROOJ PLAUB NQA LOS YOG XA COV NTAWV RAU KOJ.***

**GENERAL INFORMATION**  
**XOV XWM NTHUAV DAV**

When filling out the forms be as accurate and as detailed as possible. A court order for child support may be changed by showing that the current support order is unreasonable and unfair because of:

*Thaum teb cov ntaub ntawv, teb thiab teev cov ntsiab lus kom yog npaum li yog tau. Hloov tau tsev hais plaub tsab ntawv ntswj nyiaj yug noj yug haus yog qhia tau tias qhov nyiaj yug noj yug haus tam sim no tsis zoo tsim nyog thiab tsis nyaj ncees vim:*

- Substantial change in the gross monthly income of a party;  
*Nyiaj hli hloov ntau heev ntawm ib tog neeg;*
- Substantial change in the need / expenses of a party or the joint child(ren);  
*Kev tu ncuva/nuj nqis hloov loj heev ntawm ib tog neeg los yog tus (cov) me nyuam ob leeg txhawb;*
- Extraordinary medical expenses of the child not provided for under a health care plan;  
*Tus me nyuam muaj nuj nqis ntau heev uas tsis muaj kev pov hwm pab them;*
- A change in health care coverage or a substantial change in the cost of existing health care coverage;  
*Kev hloov ntawm kev pov hwm them nqi kho mob los yog nqi muas kev pov hwm hloov loj leej;*
- A change in work-related or education-related child care expenses;  
*Nqi zov me nyuam uas muaj feem xyuam rau kev ua hauj lwm los yog kev kawm ntawv hloov loj heev;*
- The emancipation of a child. Emancipation may occur by attaining the age of 18, graduating from high school, or joining the military;  
*Kev ywj siab ntawm tus me nyuam. Yuav muaj kev ywj siab thaum twg muaj hnuv nyoog 18 xyoo, kawm ntawv tiav qib high school los yog koom kev ua tsov rog;*
- A change in the residence of the child(ren).  
*Tus (cov) me nyuam chaw nyob hloov.*

If you are now ordered to pay child support and are requesting support to be suspended because the child(ren) is/are living with you, you must provide proof. Examples of things that you can

file with the court as proof are:

*Yog koj raug ntswj kom them nyiaj yug noj yug haus me nyuam tam sim no thiab xav thov kom txiav tshem kev yug noj yug haus vim tus (cov) me nyuam nyob nrog koj, koj yuav tau muaj pov thawj. Cov qauv pov thawj uas koj muab tau rau lub tsev hais plaub yog xws li:*

- a signed and notarized statement from the other party stating the child(ren) has changed residence  
*ib nqe lus kos npe thiab nias thwj los ntawm tog neeg tod teev tias tus (cov) me nyuam tau hloov chaw nyob*
- school records  
*cov ntaub ntawv teev hauv tsev kawm ntawv*
- day care records or medical records  
*cov ntaub ntawv teev hauv chaw zov me nyuam los yog ntaub ntawv teev kab mob kev nkeeg*

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 651-296-2775.  
*Muaj cov ncauj lus qhia pab nyob rau hauv koj cheeb nroog lub tsev qiv ntawv lij choj. Xav paub nyob qhov twg, xyuas <http://mn.gov/law-library/research-links/county-law-libraries.jsp>. Xav paub ntxiv, hu cuag tus neeg lis dej num hauv tsev hais plaub los yog hu rau Xeev Minnesota Tsev Qiv Ntawv Lij Choj ntawm 651-296-2775.*

**INSTRUCTIONS COV LUS QHIA TEB**

**STEP 1**

**KAUJ RUAM 1**

**FILL OUT THE “NOTICE OF MOTION AND MOTION  
TO MODIFY CHILD SUPPORT” FORM**

**TEB “TSAB NTAWV FAJ SEEB KEV THOV THIAB THOV HLOOV NYIAJ YUG  
NOJ YUG HAUS ME NYUAM”**

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:

*Cov xov xwm yuav muab los teb rau cov kem thiab cov seem saum toj tsab ntawv muaj nyob saum toj ntawm koj tsab ntawv ntswj nyiaj yug noj yug haus me nyuam los yog ntawv pov thawj kev sib nrauj, ntawv pov thawj leej txi, xws li:*

- The county where your case is located (which may be different from the county where you live).  
*Lub cheeb nroog ua koj rooj plaub nyob rau (tej zaum yuav txawv lub cheeb nroog koj nyob rau).*
- The number of the judicial district.  
*Tus zauv cim txhooj hais plaub.*
- The court file number.  
*Tus zauv cim rooj plaub.*
- The name of the Petitioner.  
*Tus Neeg Foob npe.*
- The name of the Respondent.  
*Tus Neeg Raug Foob npe.*

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.

*Yog tias koj yog Tus Neeg Foob hauv tsab ntawv ntswj los yog ntawv pov thawj tam sim no, koj yuav yog Tus Neeg Foob hauv tsab ntawv thov no. Yog tias koj yog Tus Neeg Raug Foob hauv tsab ntawv ntswj los yog ntawv pov thawj tam sim no, koj yuav yog Tus Neeg Raug Foob hauv tsab ntawv foob no.*

Fill in the name and last known address of the other party and the name and address of the county attorney 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.

*Sau lub npe thiab qhov chaw nyob ntawm lwm tog neeg uas koj paub thiab lub npe thiab chaw nyob ntawm cheeb nroog tus kws lij choj uas koj rooj plaub nyob rau. **TSIS TXHOB** sau hnuv, sij hawm qhov chaw yuav muaj lub rooj sib hais plaub. Koj yuav sau cov xov xwm no rau Kauj Ruam 4 nram no.*

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.

*Ntawm qhov kos tias “Ntawv Thov”, tsuas kos cov kem uas teev cov kev hloov koj xav thov kom lub tsev hais plaub hloov –koj tsis tag kos txhua kem. Koj yuav tau kos ntau cov kev hloov npaum li koj xav kos, tiam sis nws yog lub tsev hais plaub txoj kev txiav txim yuav hloov yam twg.*

Fill in the name and phone number of the person to contact to settle this matter.  
*Sau lub npe thiab xov tooj ntawm tus neeg uas hu cuag mus daws qhov teeb meem no.*

**STEP 2**  
**KAUJ RUAM 2**  
**FILL OUT THE “AFFIDAVIT IN SUPPORT OF MOTION TO MODIFY CHILD SUPPORT” FORMS**  
**TEB COV “TSAB NTAWV POV THAWJ TXHAWB KEV THOV HLOOV NYIAJ YUG NOJ YUG HAUS ME NYUAM”**

Fill in the top of the form the same way you did on your “Notice of Motion and Motion” form.  
*Sau rau saum toj tsab ntawv tib yam li koj sau rau koj “Tsab Ntawv Faj Seeb Kev Thov thiab Ntawv Thov”.*

Fill in the information on the “Affidavit in Support of Motion”.  
*Sau cov ncauj lus rau “Tsab Ntawv Pov Thawj Txhawb Kev Thov”.*

**ONLY DATE AND SIGN YOUR “AFFIDAVIT IN SUPPORT OF MOTION” FORM WHEN YOU ARE IN FRONT OF A NOTARY PUBLIC OR THE COURT CLERK. MAKE SURE TO BRING PICTURE IDENTIFICATION TO SHOW TO THE NOTARY PUBLIC OR CLERK.** A Notary Public can usually be found at a bank and sometimes at the courthouse.

***TSUAS RAU HNUB TIM THIAB KOS NPE RAU KOJ “TSAB NTAWV POV THAWJ TXHAWB KEV THOV HLOOV” THAUM TWG KOJ NYOB TIM NTSEJ TIM MUAG NTAWM IB TUG NEEG NIAS THWJ UA TIM KHAWV LOS YOG TUS NEEG KHIJAV DEJ NUM HAUV TSEV HAIS PLAUB. NCO NTSOOV MUAB KOJ DAIM YUJ CIM TUS KHEEJ QHIA RAU TUS NEEG NIAS THWJ UA TIM KHAWV SAIB.***

*Muaj Tus Neeg Nias Thwj Ua Tim Khawv ua hauj lwm hauv txhab nyiaj thiab qee zaub hauv lub tsev hais plaub.*

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

*Sau ua ke cov ntaub ntawv los txhawb koj cov laj thawj xav hloov qhov nyiaj yug noj yug haus. Cov qauv ntaub ntawv no muaj xws li cov nram no:*

- 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

*Ntawv pov thawj koj cov nyiaj (cov tw nyiaj nyuam qhuav tau, chaw hauj lwm cov ntawv teev nyiaj them, los yog cov ntawv pov thawj them nyiaj thiab cov nuj nqis yog koj ua hauj lwm rau tus kheej. Lwm cov ntaub ntawv yog xws li cov ntawv W-2 los yog luam koj cov ntaub ntawv se rau xyoo dhau los*

- Proof of unemployment/disability (lay-off notice, doctor’s statement, etc.)  
*Ntawv pov thawj nyiaj poob hauj lawm/nyiaj raug mob hauv hauj lwm (ntawv faj seeb rho tawm hauj lwm, kws kho mob nqe lus, thiab tej yam li ntawd)*
- Verification for status of unemployment compensation claim or worker’s compensation claim  
*Ntawv pov thawj nyiaj poob hauj lwm los yog nyiaj tau los ntawm kev raug mob hauv hauj lwm*
- Verification of receipt and amount of social security income  
*Ntawv pov thawj tau nyiaj thiab qhov nyiaj laus tau*
- Verification of child care expenses  
*Ntawv pov thawj cov nqi zov me nyuam*
- Verification of the cost of health care and/or dental insurance coverage  
*Ntawv pov thawj nqi muas pov hwm kev kho mob thiab/los yog kho hniav*

**STEP 3**  
**KAUJ RUAM 3**  
**FILL OUT THE “CONFIDENTIAL FINANCIAL SOURCE DOCUMENTS” FORM 11.2.**  
***TEB TSAB NTAWV 11.2 “TSAB NTAWV CEEV COV NTAUB NTAWV TEEV NYIAJ TXIAG”***  
**FILL OUT “CONFIDENTIAL INFORMATION ” FORM 11.1 WHEN NECESSARY**  
***TEB TSAB NTAWV 11.1 “XOV XWM CEEV ZOO CIA” THAUM TWG TSIM NYOG***

Certain information is considered confidential and not available to the public. To keep this information private and not available to the public, you must attach Form 11.2 to certain documents that contain confidential information. See Rule 11 of the Minnesota General Rules of Practice for more information. One Form 11.2 can be used for all documents containing confidential information. Examples of documents that have confidential information include:

*Qee cov xov xwm yog cov yuav tau ceev zoo cia thiab qhia tsis tau rau pej xeem huab hwm. Kom ceev tau cia cov ntaub ntawv no thiab qhia tsis tau rau pej xeem huab hwm koj yuav tsum rhais Tsab Ntawv 11.2 rau qee cov ntaub ntawv uas muaj cov xov xwm yuav tau ceev zoo cia. Xyuas Txoj Cai 11 ntawm Minnesota Cov Kev Cai Coj kom paub meej ntxiv. Siv tau ib Tsab Ntawv 11.2 rau tag nrho cov ntaub ntawv uas muaj cov xov xwm yuav tau ceev zoo cia. Cov qauv ntaub ntawv uas muaj cov xov xwm yuav tau ceev zoo cia muaj xws li:*

- Paycheck stubs, employer statements, W-2 forms, or business income and business expenses  
*Cov tw nyiaj, chaw hauj lwm cov ntawv teev nyiaj them, cov W-2 los yog lag luam nyiaj tau thiab lag luam cov nuj nqis*
- Copies of your tax returns and schedules  
*Luam koj cov ntawv ua se thiab cov nplooj ntawv qhia nyiaj thiab nuj nqis*
- Bank statements  
*Cov ntawv teev nyiaj hauv txhab nyiaj*
- Credit card statements  
*Cov ntawv teev qhia cov yuaj txais nyiaj*
- Check registers  
*Cov nyiaj zwm cia*

To protect your privacy, the other parties, and your child(ren), all social security numbers, employer identification numbers, and financial account numbers listed on papers you file with the court must be blackened out (crossed out) completely. Failure to do this means these numbers could be available to the general public and you could be charged court costs for the failure to keep your and the other party's social security number, employer identification number, and/or financial account numbers private. Use Form 11.1 to list any of these confidential numbers and file Form 11.1 with the court. **If these numbers are already on file with the court, you do not need to submit another Form 11.1.**

*Kom tiv thaiv tau koj li ntiag tug, lwm cov tog neeg thiab koj tus (cov) me nyuam, muab tag nrho cov zauv ceev kev noj haus ruaj ntseg, cov zauv cim chaw hauj lwm, thiab cov zauv askauj hauv txhab nyiaj uas teev muaj rau cov ntaub ntawv nyob hauv tsev hais plaub kos kom dub dub (kos tawm) tag nrho. Tsis ua li no yog txhais tias pej xeem yuav pom cov zauv no thiab koj yuav raug tsev hais plaub nplua rau qhov koj tsis ceev zoo koj thiab lwm tog neeg cov zauv ceev kev noj haus ruaj ntseg, zauv cim chaw hauj lwm, thiab/los yog cov zauv askhauj hauv txhab nyiaj. Siv Tsab Ntawv 11.1 teev cov zauv yuav tau ceev zoo cia no thiab zwm Tsab Ntawv 11.1 rau hauv tsev hais plaub. Yog twb yeej muaj cov zauv no ntawm cov ntaub ntawv hauv tsev hais plaub lawm, koj tsis tag zwm dua lwm Tsab Ntawv 11.1.*

#### STEP 4

#### KAUJ RUAM 4

#### OBTAIN A HEARING DATE, TIME, AND LOCATION FROM COURT ADMINISTRATION

#### **TEEM KOM MUAJ LUB ROOJ SIB HAIS PLAUB, SIJ HAWM THIAB QHOV CHAW LOS NTAWM CHAW LIS DEJ NUM HAUV TSEV HAIS PLAUB**

- Contact the court administrator's office in the county where your case is located.  
*Hu rau tus neeg lis dej num hauv tsev hais plaub hauv lub cheeb nroog uas koj rooj plaub nyob rau.*
- Ask for a hearing date, time, location of the hearing, and the name of the child support magistrate or judge who will hear the matter. The hearing date must be at least 23 days away from the date the motion papers are mailed to the other party and the county attorney's office. Count the day after it is mailed as Day 1.  
*Thov kom muaj lub rooj sib hais plaub, sij hawm, qhov chaw sib hais plaub, thiab tus kws txiav txim txog nyiaj yug noj yug haus me nyuam lub npe los yog tus kws txiav txim plaub ntug uas yuav txiav txim rau qhov xwm txheej no. Lub rooj sib hais plaub yuav tsum teem li 23 hnuv tom ntej txij hnuv xa tag cov ntawv thov hloov mus rau tog neeg to thiab rau tus kws lij choj hauv cheeb nroog lub chaw lis dej num. Suav hnuv tom qab xa tag ua Hnuv 1.*
- Fill in the date, time, and location of the hearing on the "Notice of Motion and Motion" form.  
*Sau hnuv, sij hawm thiab qhov chaw rau lub rooj sib hais plaub rau "Tsab Ntawv Faj Seeb Kev Thov thiab Ntawv Thov".*

**STEP 5**  
**KAUJ RUAM 5**  
**MAKE COPIES OF FORMS**  
**LUAM COV NTAWV**

- Make three copies of the completed “Notice of Motion and Motion” form, three copies of your “Affidavit in Support of Motion” form, and three 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.

*Luam peb “Tsab Ntawv Faj Seeb Kev thiab Ntawv Thov”, peb tsab “Ntawv Pov Thawj Txhawb Tsab Ntawv Thov”, thiab peb tsab ntawm tag nrho lwm cov ntaub ntawv uas txhawb rau koj tsab ntawv thov (xws li tw nyiaj, ntawv se, ntawv pov thawj nuj nqis). **Tsis txhob** luam Tsab Ntawv 11.2 los yog 11.1, tshwj tsis yog koj xav luam cia rau koj tus kheej.*

- 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).

*Luam txhua tsab ntawv thiab cov ntaub ntawv txhawb cia rau koj tus kheej (nco ntsoov nqa koj cov ntaub ntawv nrog koj mus rau hauv tsev hais plaub hnuv koj mus sib hais).*

**STEP 6**  
**KAUJ RUAM 6**  
**HAVE COPIES OF THE FORMS AND SUPPORTING DOCUMENTS**  
**SERVED ON THE OTHER PARTY AND COUNTY ATTORNEY’S OFFICE**  
**MUAB COV NTAWV THIAB COV NTAUB NTAWV TXHAWB XA RAU TOG NEEG**  
**TOD THIAB TUS KWS LIJ CHOJ HAUV CHEEB NROOG LUB CHAW LIS DEJ NUM**

You must arrange for the other party and the county attorney’s office to receive complete copies of all forms and supporting documents you have prepared for the hearing. This is called “service of process.” A copy of the motion, affidavits, and any supporting documents must be served upon all parties, either personally or by mail. If a party is represented by an attorney, the forms and supporting documents must be served on the attorney instead of the party.

*Koj yuav tsum npaj kom tog neeg tod thiab tus kws lij choj hauv cheeb nroog lub chaw lis dej num tau txais tag nrho cov ntawv thiab cov ntaub ntawv txhawb. Qhov no yog hu ua “txheej txheem xa ntawv.” Luam tsab ntawv thov, cov ntawv pov thawj, thiab lwm cov ntawv txhawb uas yuav tau muab xa los yog nqa mus rau tag nrho cov tog neeg. Yog ib tog neeg muaj kws lij choj, yuav tsum xa cov ntawv thiab cov ntaub ntawv txhawb mus rau tog neeg ntawd tus kws lij choj.*

Personal service: forms and supporting documents are hand delivered to the other party personally or by leaving them at that party’s place of residence with some person who is of suitable age or discretion who also lives at the same residence. Forms and supporting documents must be hand delivered at least 20 days before the hearing date.

*Kev nqa ntawv: ib tug neeg uas muaj hnuv nyoog tsim nyog los yog nyob ntawm tib qhov chaw nqa cov ntawv thiab cov ntaub ntawv txhawb mus rau. Yuav tsum yog nqa cov ntawv thiab cov*



*ntaub ntawv txhawb mus txog luv kawg li ua ntej 20 hnuv yuav muaj lub rooj sib hais.*

Mail service: forms and supporting documents are mailed by first class U.S. mail to the other party and the county attorney's office at least 23 days before the hearing date.

*Kev xa ntawv: Xa cov ntawv thiab cov ntaub ntawv txhawb raws Teb Chaws Asmeskas txoj kev xa ntawv qib ib mus rau tog neeg tod thiab tus kws lij choj hauv cheeb nroog lub chaw lis dej luv kawg li ua ntej 20 hnuv yuav muaj lub rooj sib hais.*

**If your forms and supporting documents are not timely served upon the other party (or his/her attorney) and the county attorney's office your motion may not be heard by the court.**

*Yog koj cov ntawv thiab cov ntaub ntawv txhawb tsis xa raws sij hawm kom txog tog neeg tod (los yog nws tus kws lij choj) thiab tus kws lij choj hauv cheeb nroog lub chaw lis dej num, lub tsev hais plaub yuav tsis mloog koj cov lus thov.*

**NOTE! YOU CANNOT HAND DELIVER OR MAIL THE DOCUMENTS YOURSELF. YOU MUST HAVE SOMEONE ELSE OVER THE AGE OF 18 WHO IS NOT A PARTY TO THE CASE HAND DELIVER OR MAIL THE DOCUMENTS FOR YOU.**

**FAJ SEEB! KOJ NQA TSIS TAU LOS YOG XA TSIS TAU COV NTAUB NTAUV KOJ TUS KHEEJ. KOJ YUAV TSUM MUAJ LWM TUS NEEG NTO HNUV NYOOG 18 XYOO UAS TSIS YOG IB TOG NEEG HAUV ROOJ PLAUB UAS TUS NQA LOS YOG XA COV NTAUB NTAUV RAU KOJ.**

**STEP 7**  
**KAUJ RAUM 7**  
**COMPLETE THE "AFFIDAVIT OF SERVICE" FORM**  
**TEB KOM TIAV "TSAB NTAUV POV THAWJ XA NTAUV"**

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

*Tus neeg uas nqa los yog xa cov ntawv thiab cov ntaub ntawv txhawb yuav tsum teb kom tiav "Tsab Ntawv Pov Thawj Xa Ntawv rau ib tog neeg twg uas xa mus rau.*

**NOTE! THE PERSON WHO HAND DELIVERS OR MAILES THE FORMS AND SUPPORTING DOCUMENTS MUST SIGN THE "AFFIDAVIT OF SERVICE" IN FRONT OF A NOTARY PUBLIC OR A COURT CLERK. MAKE SURE THE PERSON BRINGS PICTURE IDENTIFICATION TO SHOW TO THE NOTARY PUBLIC OR CLERK.**

**FAJ SEEB! TUS NEEG UAS NQA LOS YOG XA COV NTAUV THIAB COV NTAUB NTAUV TXHAWB YUAV TSUM KOS NPE RAU "TSAB NTAUV POV THAWJ XA NTAUV" NTAUM TUS NEEG NIAS THWJ UA TIM KHAUV LOS YOG TUS NEEG KHIAB DEJ NUM HAUV TSEV HAIS PLAUB. NCO NTSOOV KOM TUS NEEG NTAUV MUAB NWS DAIM YUAJ CIM TUS KHEEJ QHIA RAU TUS NEEG NIAS THWJ UA TIM KHAUV SAIB.**

**STEP 8**  
**KAUJ RUAM 8**  
**FILE THE FORMS AND SUPPORTING DOCUMENTS WITH COURT**  
**ADMINISTRATION AND PAY ANY REQUIRED COURT FEE**  
**ZWM TSEG COV NTAWV THIAB COV NTAUB NTAWV TXHAWB RAU HAUV LUB**  
**TSEV HAIS PLAUB CHAW LIS DEJ NUM THIAB THEM COV NQI TSIM NYOG**

File the **original forms** and supporting documents with court administration in the county where your case is located as soon as practical but no later than 5 days before the scheduled hearing.

*Zwm cov ntawv tseem thiab cov ntaub ntawv txhawb rau hauv tsev hais plaub chaw lis dej num uas koj rooj plaub nyob rau sai li sai tau tiam sis tsis pub lig tshaj 5 hnub ua ntej hnub teem sib hais plaub.*

- The original “Notice of Motion and Motion to Modify Child Support”  
*“Tsab Ntawv Faj Seeb Kev Thov thiab Ntawv Thov Hloov Nyiaj Yug Noj Yug Haus Me Nyuam” tseem*
- The original “Affidavit in Support of Motion to Modify Child Support”  
*“Tsab Ntawv Pov Thawj Txhawb Kev Thov Hloov Nyiaj Yug Noj Yug Haus Me Nyuam” tseem*
- The “Affidavit of Service”  
*“Tsab Ntawv Pov Thawj Xa Ntawv”*



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.

*Nco ntsoov muab Tsab Ntawv Pov Thawj Xa Ntawv zwm tseg vim nws yog pov thawj rau lub tsev hais plaub txog thaum twg koj muab koj cov ntaub ntawv xa rau lwm tog neeg.*

**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 attach one Form 11.2 to supporting documents that contain confidential information (see Step 3). Be certain to blacken out all social security numbers and financial account numbers that appear on any other document not under cover of Form 11.2. 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 original forms and supporting documents filed with the court.

**Tsab Ntawv 11.2**

*Koj yuav tsum zwm tseg tag nrho cov ntaub ntawv txhawb (xws li cov tw nyiaj, chaw hauj lwm cov ntawv teev nyiaj them, ntawv se, ntawv pov thawj nqi pov hwm kho mob/kho hniav los yog nuj nqis, cov nqi zov me nyuam, nyiaj tau los ntawm kev raug mob hauv hauj lwm) thiab rhais Tsab 11.2 los txhawb cov ntaub ntawv uas muaj cov xov xwm yuav tau ceev zoo cia (xyuas Kauj Ruam 3). Nco ntsoov muab cov zauv cim kev noj haus ruaj ntseg thiab cov zauv askauj hauv txhab nyiaj uas tshw ntawm lwm cov ntaub ntawv tsis muaj hauv Tsab 11.2. Xyuas koj cov ntaub ntawv kom teb txhij cov chaw seem, tshwj xeeb yog Tsab Ntawv Pov Thawj Xa Ntawv thiab tsab ntawv thov. Tag nrho cov ntawv xa lawm yuav tsum zoo tib yam li cov tseem thiab cov ntaub ntawv txhawv uas muab zwm rau hauv tsev hais plaub.*

## Court Fees

Pay the \$100 modification 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 \$100 modification 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.

### Tsev Hais Plaub Cov Nqi

*Them \$100 nqi hloov thaum koj ua tsab ntawv thov hloov no. Yog koj tsis them thawj qhov nqi zwm tseg ntaub ntawv thaum rooj plaub no xub pib, lub chaw lis dej num hauv tsev hais plaub yuav hais kom koj them thawj qhov nqi zwm ntaub ntawv thiab nqi khaws cia ntaub ntawv nrog rau qhov \$100 nqi hloov ua ntej lub tsev hais plaub yuav mloog koj rooj plaub. Lub chaw lis dej num hauv tsev hais plaub yuav qhia tau rau koj yog koj twb them thawj qhov nqi zwm ntaub ntawv lawm.*

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 Fee Waiver (In Forma Pauperis) application (available from court administration or the court website at [www.mncourts.gov/forms](http://www.mncourts.gov/forms)) and file it with court administration. Your application will be reviewed by a child support magistrate or judge who will decide whether you must pay the fee. If the magistrate or judge does not sign an order that waives the fee, you must be prepared to pay the fee.

*Yog koj them tsis taus qhov nqi, lub tsev hais plaub yuav zam koj qhov nqi zwm thiab hloov ntaub ntawv. Koj yuav tau teb Tsab Ntawv Zam Nqi (Zam Nqi Hais Plaub Rau Kev Pluag) (muaj nyob ntawm chaw lis dej num hauv tsev hais plaub los yog lub tsev hais plaub qhov vas sab [www.mncourts.gov/forms](http://www.mncourts.gov/forms)) thiab muab zwm rau hauv chaw lis dej num hauv tsev hais plaub. Tus kws txiav txim plaub ntug yug noj yug haus me nyuam los yog tus kws txiav txim plaub ntug yuav xyuas koj tsab ntawv thiab txiav txim seb koj puas tsim nyog them qhov nqi. Yog tias tus kws txiav txim plaub ntug yug noj haus me nyuam los yog tus kws txiav txim plaub ntug tsis kos npe rau tsab ntawv ntswj uas zam qhov nqi koj yuav tau npaj them qhov nqi.*

## **STEP 9**

### **KAUJ RUAM 9 APPEAR AT THE HEARING TSHWM HAUV ROOJ SIB HAIS**

Come 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,” “Affidavit in Support of Motion to Modify Child Support,” and all of your supporting documents. You must bring enough copies of any supporting documents not already filed with the court nor served on all the parties so that copies can be given to all parties and the court.

*Tuaj rau hauv tsev hais plaub thaum hnuv thiab sij hawm teem rau lub rooj sib hais. Nco ntsoov nqa koj “Tsab Ntawv Thov Hloov Nyiaj Yug Noj Yug Haus Me Nyuam,” “Tsab Ntawv Pov Thawj Txhawb Kev Thov Hloov Nyiaj Yug Noj Yug Haus Me Nyuam,” thiab tag nrho koj cov ntaub ntawv txhawb. Koj yuav tsum luam kom txaus cov ntaub ntawv txhawb uas koj tsis tau muab zwm rau hauv tsev hais plaub thiab tsis tau xa rau tag nrho cov tog neeg kom muab tau rau tag nrho cov tog neeg thiab lub tsev hais plaub.*