

**DISTRICT COURT PROCESS  
INSTRUCTIONS FOR RESPONSE TO MOTION 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 child(ren); or
  - b. Substantial change in the cost of medical and/or dental insurance coverage for the joint child(ren); 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 Expedited Child Support Process forms.

**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 [Response to Motion to Modify Support, Affidavit Supporting Response to Motion to Modify, 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.

## **INSTRUCTIONS**

### **STEP 1 FILL OUT THE “RESPONSE TO MOTION TO MODIFY MEDICAL SUPPORT ONLY” FORM**

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)

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

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.

### **STEP 2 FILL OUT THE “AFFIDAVIT IN SUPPORT OF RESPONSIVE MOTION TO MODIFY MEDICAL SUPPORT ONLY” FORM**

Fill in the top of the form the same way you did on your "Response to Motion to Modify" form.

Fill in the information on the “Affidavit in Support of Responsive 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 or should not

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 child(ren); .
- Proof of the cost of the coverage you are providing for the joint child(ren);
- 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 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.**

#### **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  
MAKE COPIES OF FORMS**

- Make two copies of the completed "Response to Motion to Modify Medical Support ONLY" form, two copies of your "Affidavit in Support of Responsive 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 Form 11.2 or Form 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 5  
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**

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

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### **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 7 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 10 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.**

**If you are raising *new* issues in your response, then the timing deadlines are different:**

- For personal service, 14 days before the hearing date; and
- For service by mail, 17 days before the hearing date.

**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.**

<b>STEP 6 COMPLETE THE "AFFIDAVIT OF SERVICE" FORM</b>
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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.

<b>STEP 7 FILE THE FORMS AND SUPPORTING DOCUMENTS WITH COURT ADMINISTRATION AND PAY ANY REQUIRED COURT FEE</b>
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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 7 days before the scheduled hearing (or if raising new issues, 14 days before the hearing).

- The “Response to Motion to Modify Medical Support ONLY”
- The “Affidavit in Support of Responsive Motion”
- 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 as pay stubs, 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). 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.

### **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 responsive / counter motion can be heard by the court. Court administration will be able to tell you if you have paid the initial filing fees.

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 a [Fee Waiver \(In Forma Pauperis\)](#) application (available from court administration or online at <http://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.

<b>STEP 8</b> <b>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 “Response to Motion to Modify Medical Support ONLY,” “Affidavit in Support of Responsive Motion,” 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 a copy can be given to all parties and the court.