

**EXPEDITED CHILD SUPPORT PROCESS
INSTRUCTIONS FOR RESPONSE TO MOTION TO MODIFY SUPPORT**

USE CHILD SUPPORT FORMS FOR EXPEDITED PROCESS ONLY IF:

- (1) There is already an existing court order setting or reserving support;
- (2) You are asking the court to change basic support, medical support, and/or child care, **and**
- (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.

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

New terms:

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.
- 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 personally served on the other party and the county attorney at least fourteen (14) days before the hearing or seventeen (17) days if service is by mail. **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.**

GENERAL INFORMATION

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:

- Substantial change in the gross monthly income of a party;
- Substantial change in the need / expenses of a party or the joint children;
- Extraordinary medical expenses of the child not provided for under a health care plan;
- A change in health care coverage or a substantial change in the cost of existing health care coverage;
- A change in 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.

If you are now ordered to pay child support and are requesting 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 changed residence
- school records
- day care records or medical records

INSTRUCTIONS

STEP 1
CONTACT COURT ADMINISTRATION

Contact court administration with your current phone number and mailing address in case the court needs to notify you of any location or date/time change.

STEP 2
**FILL OUT THE “RESPONSE TO MOTION
TO MODIFY CHILD SUPPORT” FORM (CSX302)**

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.

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 and the name and address of the county attorney where your case is located.

Notice

I will ask the court to grant the relief described below at a hearing scheduled as follows:

Date: _____ **A** _____ Time: _____ **B** _____ a.m./p.m.

Courthouse address: _____ **C** _____

Telephone: _____ **D** _____

NOTE: Please contact the court with your current phone number and mailing address in case they need to notify you of any location or date/time change.

In the “Notice” section:

- A. List the hearing date.
- B. List the time of the hearing and choose “a.m.” or “p.m.”
- C. List the address of the courthouse. You need to list the address even if you think the hearing will be held remotely. If the hearing is not going to be held at the courthouse, court administration will send out a notice with information about how to participate in the hearing.
- D. List the phone number for court administration.

You can find the address and telephone number online (see <http://mncourts.gov/Find-Courts.aspx>), or get the information from court administration.

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 3
**FILL OUT THE “AFFIDAVIT IN SUPPORT OF RESPONSIVE MOTION
TO MODIFY CHILD SUPPORT” FORM (CSX303)**

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 child support order should or should not 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 medical and/or dental insurance coverage

STEP 4
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 under the court forms category of “Confidential Information” and is court form number CON111 and CON112.

STEP 5 MAKE COPIES OF FORMS

- Make three copies of the completed "Response to Motion to Modify Child Support" form, three copies of your "Affidavit in Support of Responsive 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 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 6
**HAVE COPIES OF THE FORMS AND SUPPORTING DOCUMENTS
SERVED ON THE OTHER PARTY AND COUNTY ATTORNEY’S OFFICE**

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 responsive motion, affidavits, and 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.

Personal service: forms and supporting documents are hand delivered to the other party personally or 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 14 days before the hearing date.

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 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.

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.

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 7 days before the scheduled hearing.

- The “Response to Motion to Modify Child Support”
- 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.

NOTE: If you fail to use the Form 11.2 cover sheet 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 [child support motion fee](#) at the time you file this responsive 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 child support 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 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* packet of 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 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.

STEP 9 APPEAR AT THE HEARING

Attend the hearing on the date and time scheduled. Be sure to have your copy of the “Response to Motion to Modify Child Support,” “Affidavit in Support of Responsive Motion,” and all of your supporting documents. If your hearing is in person, 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.

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.
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