

**INSTRUCTIONS TO REQUEST MODIFICATION OF SUPPORT  
AND ESTABLISHMENT OF ARREARAGE**

1. To prepare Petition to Modify Support and Establish Arrearage:
  - Must be typed or nearly printed.
  - Must contain the names of parties and Court case number.
  - Must have **two (2)** copies plus the original.
  - Signature must be notarized.

**Verification of all income which should include the following:**

2. Copies of their last three (3) pay stubs.
3. Copies of their most recent State and Federal Income Tax Returns, including all W-2's and supporting schedules.

Copies of all documentation showing income earned by you during the last year from any source including but not limited to: interest income; income from real or personal property; income from stocks and bonds and retirement/pension; income from gift and inheritance; settlement income; judgment income; and income from Social Security Disability and Social Security Retirement.

4. Written proof of Work Related Child Care Cost which must be dated and signed by the Day Care Provider.
5. Written proof of all cost of insurance paid by you for the child(ren).
6. Written proof of all other Child Support Orders you are Court Ordered to pay along with written proof that you are currently paying the order(s).
7. Be ready to testify under oath to the number of overnights the non-custodial parent has the child(ren).
8. Bring Petition to Modify Child Support & Establish an Arrearage to the Title IV-D Office so that we may file the documents.
9. Mail one (1) copy to the other party.
10. Must be present for hearing or Court will deny Motion to Modify! You must be on time for the hearing. Please arrive 15 minutes prior to scheduled time.

**\*\*\*THE COURT FURTHER ADVISES THE PARTIES THAT INDIANA LAW, AND SPECIFICALLY THE INDIANA CHILD SUPPORT GUIDELINES REQUIRE THE PARTIES TO SUBMIT A COMPLETED AND SIGNED CHILD SUPPORT OBLIGATION WORKSHEET TO THE COURT AT THE MODIFICATION HEARING. In the event the hearing you are attending is a remote (video hearing) the child support obligation worksheet should be filed with the court at least five days before the scheduled hearing. FAILURE TO FILE A SIGNED CHILD SUPPORT OBLIGATION WORKSHEET MAY RESULT IN A DENIAL OF THE MODIFICATION OF SUPPORT OR A CONTINUANCE OF THE HEARING, IN THE COURT'S DISCRETION\*\*\***

STATE OF INDIANA     )  
                                  ) SS:  
COUNTY OF DEKALB    )

IN THE DEKALB CIRCUIT COURT

CASE NO.:

IN RE: THE PATERNITY / MARRIAGE OF:

\_\_\_\_\_

\_\_\_\_\_  
**Petitioner**  
AND

**PETITION TO MODIFY  
CHILD SUPPORT & ESTABLISH  
ARREARAGE**

\_\_\_\_\_  
**Respondent**

Comes now \_\_\_\_\_, first being duly sworn upon his/her oath and states the following:

1. That \_\_\_\_\_ has previously been ordered to pay the sum of \$\_\_\_\_\_ per week for the support of his/her child.
2. That due to a change in circumstances, including: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. \$\_\_\_\_\_per week is no longer reasonable amount of child support.
4. That \_\_\_\_\_ request that an arrearage be established at this time.

Wherefore, the undersigned, respectfully petitions the Court for a hearing to consider the foregoing Petition to Modify Support and Establish an Arrearage.

\_\_\_\_\_  
Petitioner, Respondent

Subscribed and sworn to before me, a notary public in the County of \_\_\_\_\_ and State of \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

I certify that the same day this motion was filed with the Clerk of the Court, I mailed a

copy to \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Petitioner/Respondent

\_\_\_\_\_

\_\_\_\_\_

STATE OF INDIANA     )  
  ) SS:  
COUNTY OF DEKALB    )

IN THE DEKALB CIRCUIT COURT

CASE NO:

IN RE: THE PATERNITY/ MARRIAGE OF:

\_\_\_\_\_

\_\_\_\_\_

Petitioner

AND

\_\_\_\_\_

Respondent

**NOTICE OF HEARING AND ORDER  
TO APPEAR**

COMES NOW, \_\_\_\_\_ and having filed her/his Petition to Modify Child Support and Establish an Arrearage which Petition is in the following words and figures, to-wit:

And the Court having read and examined the attached Petition and being duly advised in the premises now finds that a hearing should be held on said Petition to determine if a Modification is in order.

**IT IS THEREFORE ORDERED, ADJUDGED AND DECREED**, that \_\_\_\_\_  
\_\_\_\_\_ be ordered to appear in the DeKalb Circuit Court  
on \_\_\_\_\_

**IT IS FURTHER ORDERED** that ALL PARTIES shall produce at said hearing, Verification of all income which should include the following:

1. Copies of their last three (3) pay stubs.
2. Copies of their most recent State and Federal Income Tax Returns, including all W-2's and supporting schedules.
3. Copies of all documentation showing income earned by you during the last year from any source including but not limited to: interest income; income from real or personal property; income from stocks and bonds and retirement/pension; income from gift and inheritance; settlement income; judgment income; and income from Social Security Disability and Social Security Retirement.
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**IT IS FURTHER ORDERED** that a copy of this Order be served on all parties.

Date: \_\_\_\_\_

\_\_\_\_\_  
Kurt B. Grimm, Judge  
DeKalb Circuit Court

Copies to:

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— DEKALB CO. TITLE IV-D