

Changing a Child Support Order in Your State

! The information below applies only to District of Columbia

1. How can I find out if I have a “IV-D” child support case in this state?

Parents may call the District of Columbia Child Support Services Division (CSSD) to find out if they have a IV-D case on Monday-Friday from 8:15 a.m. – 4:45 p.m. The CSSD phone number is (202) 442-9900. Parents may also obtain information on a IV-D case through the CSSD Online Case Lookup, <http://cssd.dc.gov/page/obtaining-information-about-your-case>.

If the case is from the District of Columbia but not a IV-D case, the parent must contact the Family Court Operations Division at the H. Carl Moultrie Courthouse located at 500 Indiana Avenue NW, John Marshall Level, East Wing, JM 540, Washington, D.C. 20001. The Family Court Operations Division may also be reached at (202) 879-1212 on Monday-Friday from 8:30 a.m. – 5:00pm.

2. How can I contact my child support agency?

A parent may contact the D.C. Child Support Services Division (CSSD) by calling (202) 442-9900.

A parent may visit the CSSD office located at 441 4th Street, NW, Suite 550N, Washington, D.C. 20001 between the hours of 8:15 a.m. – 4:45 p.m.

For written inquiries, the mailing address is:

Child Support Services Division
One Judiciary Square
441 4th St NW 550N
Washington, D.C. 20001

For general information, please visit the CSSD website at <http://cssd.dc.gov/>. A parent may also email specific questions to the CSSD office through the ‘Ask the Director’ link.

3. If I am incarcerated, are there any barriers to having my order changed?

Although the incarcerated parent may file for modification directly with the court, CSSD has special policies regarding incarcerated parents in an attempt to make it easier for incarcerated parents to obtain realistic child support orders.

Upon notice of the non-custodial parent’s sentence for incarceration for more than 30 days for a charge other than failure to pay child support, CSSD may file on behalf of the incarcerated parent. CSSD encourages the incarcerated parent as well as friends or relatives of the incarcerated parent to call CSSD immediately to request a modification of the child support order. In these cases involving incarcerated parents, please notify the CSSD Legal Services Section at (202) 724-1462. This is important because if the modification request is granted, the court can modify the support order from the date on which CSSD is notified of the parent’s incarceration.

If a parent makes a modification request to CSSD, CSSD may not oppose the request if the parent has an active child support order that continues to accrue, has been sentenced to a term of incarceration for more than 30 days, the parent’s incarceration is the result of a charge other than failure to pay child support, and the incarcerated parent has insufficient financial assets to meet child support obligations demonstrated in bank accounts, retirement accounts, and other financial accounts.

Changing a Child Support Order in Your State

4. Do you provide any materials online that I can use to ask for a change to my child support order?

Yes. Information on modifying an order is available online at: <http://cssd.dc.gov/page/modifying-order>, and attached here. Parents may also elect to use ReadSpeaker, an electronic reader that translates online text to speech (located at the top of the webpage).

Modification of child support order forms may be accessed through the D.C. Bar website, including a Motion to Modify Child Support Order, <http://www.dcbbar.org/for-the-public/legal-resources/pro-se-pleadings.cfm>, and attached here.

5. Do you have any printed materials I could read to learn more about child support for parents who are incarcerated?

Yes, Child support materials targeted to incarcerated parents are available on the CSSD website at: <http://cssd.dc.gov/page/incarcerated-parents-and-ex-offenders>, and attached here.

6. When can I ask to have my order changed?

Parents have the right to request a modification of their child support order. Either parent may request a modification of an existing child support order when there has been a substantial and material change in circumstance such as if one of the parents has a significant change in income or loss of a job or if the non-custodial parent is incarcerated or released from prison.

Additionally, after three years, either parent may request a modification during a Review and Adjustment Conference with CSSD.

7. How do I request the change?

To start the process for a modification of an existing child support order (1) either parent may contact CSSD to schedule a Review and Adjustment Conference; (2) every three years, the review and adjustment process is started through an automated process where the database system locates eligible cases for review; or (3) the parent may visit the D.C. Superior Court to file a motion for modification directly.

1. Either party may visit the CSSD office to start the process for scheduling a conference. The *Review and Adjustment Conference* may be held either in-person or by phone. In situations such as incarceration, a family member or friend may contact CSSD on behalf of either party to schedule an exact date and time for the phone conference. The CSSD specialist will either contact the party or be available to receive the phone call at the date and time scheduled. To schedule a *Review and Adjustment Conference* with CSSD, a parent must first contact the Customer Service Unit at (202) 442-9900 or visit the office at 441 4th Street NW, Room 550 North, Washington, D.C. 20001, Monday – Friday, 8:15 a.m. – 4:45 p.m.
2. After three years, either parent may ask the Child Support Services Division (CSSD) to schedule a *Review and Adjustment Conference* or the parent will be contacted by CSSD through the automated database process. A parent may also request a *Review and Adjustment Conference* without waiting for three years if there is currently a substantial and material change in the non-custodial parent's ability to pay or in the needs of the children.
3. A parent may visit the Superior Court to file a motion for modification directly. The necessary forms for filing a motion for modification are located at the Central Intake Center on the JM-Level of the D.C. Superior Court, or can be obtained at <http://www.dcbbar.org/for-the-public/legal-resources/pro-se-pleadings.cfm>.

Changing a Child Support Order in Your State

8. What is the process after I've asked to have my order changed, and how long does it take?

After the parent has asked for a modification, the process includes several steps starting with a financial review. Generally, the review process may take up to 6 months. Parents who request a *Review and Adjustment Conference* must provide information to CSSD. Both parents must provide all the following forms (where applicable): the most recent support order; two current pay statements, if employed; the most recent federal income tax forms and/or W-2 statements; proof of childcare expenses for the children in the support order; proof of medical insurance coverage and cost for children in the support order; proof of other child support orders and payments on the orders; proof of biological or adopted children in the non-custodial parent's home; and, any other information that shows there has been a substantial and material change in the non-custodial parent's ability to pay or in the needs of the children. During the conference, CSSD will use this information to calculate the amount of support to be paid under the D.C. Child Support Guideline. The review may result in an increase, decrease, or no change in the child support order. If this new amount is different from the current amount by 15% or more, a motion to modify the order may be filed by CSSD. During the *Review and Adjustment Conference*, CSSD will calculate the amount of support owed under the D.C. Child Support Guideline.

If both parents agree to the modified guideline amount or to another amount during the *Review and Adjustment Conference* at the CSSD office, they may sign a consent order that sets the new support amount and start date. After the *Review and Adjustment Conference*, CSSD will follow the appropriate steps with the D.C. Superior Court, and once the judge signs the consent order, the new support amount will go into effect. Some motions to modify are not granted, even where CSSD calculated a new amount at the *Review and Adjustment Conference*. Whether the request for modification is granted is at the discretion of the judge.

If either parent disagrees with the calculated amount under the D.C. Child Support Guideline, CSSD may file the motion on either parent's behalf where there is a substantial and material change or the new amount is different from the current amount by 15% or more. The disagreeing parent may reply with an opposition upon receipt of the motion to modify.

Lastly, if CSSD finds that there is **not** a substantial and material change or the new amount is **not** different from the current amount by 15% or more, CSSD will not pursue modification of the child support order. If this occurs, either parent may seek modification through the Superior Court directly. If a parent seeks a modification, a court hearing will generally be scheduled within 45 days.

For modification hearings, both parents must be present. If the parent is incarcerated within the District, the parent may participate in the hearing by telephone. CSSD may also request that the parent be transported to the court hearing from the corrections facility. If the parent is incarcerated outside of the District, then the parent, or family and friends of the parent, must inform the Court of the parent's inability to attend the hearing.

9. Is this process different if the other parent agrees to the change in advance?

Yes. If both parents agree to the modified guideline amount or to another amount during the *Review and Adjustment Conference* at the CSSD office, they may sign a consent order that sets the new support amount and start date. After the *Review and Adjustment Conference*, CSSD will follow the appropriate steps with the D.C. Superior Court, and once the judge signs the consent order, the new support amount will go into effect.

10. Does it cost anything to try to have my order changed?

There is no filing fee for either party to request a modification if the custodial parent is a IV-D customer of CSSD. If the custodial parent receives Temporary Assistance for Needy Families (TANF) or Medicaid benefits, CSSD may waive the application fee. If a parent files for modification in D.C. Superior Court without CSSD assistance, there are filing fees (which may be waived).

Changing a Child Support Order in Your State

11. If I am incarcerated, do I need to do anything else to have my order changed?

Yes, to report the incarceration status of a parent, please call the CSSD Legal Services Section at (202) 724-1462. CSSD suggests that you notify CSSD promptly to allow CSSD to update case information, inquire whether the case is being reviewed, and inform CSSD if the incarcerated parent has already filed a motion to modify.

12. If I am incarcerated, does my state have any programs to help me with child support?

Yes. CSSD offers services to parents who are newly incarcerated and parents who will reenter the larger community. The District of Columbia Department of Correction has two prison facilities which CSSD visits twice a month to provide child support information and services.

Additional programs offered at CSSD are:

- The NCP Employment Program – provides job training and placement services to assist non-custodial parents (NCPs) with meeting their financial obligations to their children. <http://cssd.dc.gov/page/ncp-employment-program>
- The Fresh Start Program – allows for a portion of a non-custodial parent's Temporary Assistance for Needy Families (TANF) arrears to be forgiven in return for successfully making consecutive timely payments on the current support obligation or making a lump sum payment towards arrears. <http://cssd.dc.gov/page/fresh-start-program>
- Homeless Veterans Program – an initiative aimed at enhancing service to non-custodial parents (NCPs) who are homeless veterans of the United States Armed Forces and have active child support obligations or still owe child support arrears. <http://cssd.dc.gov/page/homeless-veterans-outreach-initiative>
- The Fathering Court – offers recently incarcerated parents, who are delinquent in child support payments, job training, counseling, employment services, and judicial access to help them get their lives on track and support their children. <http://cssd.dc.gov/page/fathering-court>

13. Can I get help with child support questions from other sources?

An additional resource for incarcerated parents who are unable to visit the Central Intake Center is the D.C. Bar Pro Bono Program forms located at <http://www.dcbbar.org/for-the-public/legal-resources/pro-se-pleadings.cfm>. Specifically, modification of child support order forms may be accessed through the D.C. Bar website, including a Motion to Modify Child Support Order.

There are many resources available for parents to use when working with their child support cases. The list below can be found on the CSSD website at <http://cssd.dc.gov/page/resources-cssd>. Either the non-custodial party or a family member or friend may utilize these resources.

Family Court Self-Help Center –The Family Court Self-Help Center is a free walk-in service that provides unrepresented people with general legal information in a variety of family law matters such as divorce, custody, visitation, and child support. The Family Court Self-Help Center is located at:

Family Court Self-Help Center
Moultrie Courthouse
500 Indiana Avenue, NW, JM-570
Washington, D.C. 20001

Phone: (202) 879-1471

Hours of Operation: Monday - Friday, 8:30 a.m. - 5:00 p.m. (No intakes accepted after 4:30 p.m.)

Changing a Child Support Order in Your State

Family Court Operations Division – The jurisdiction of the Family Court Operations Division includes the following types of cases: abuse and neglect, juvenile, domestic relations, domestic violence, parentage and support, mental health and retardation, and adoptions. The Family Court Operations Division is located at:

Moultrie Courthouse
500 Indiana Avenue, NW
John Marshall Level, East Wing, JM 540
Washington, D.C. 20001

Phone: (202) 879-1212
Hours of Operation: Monday - Friday, 8:30 a.m. - 5:00 p.m.
Voicemail, 24 hours

Filings can be made in the after-hours filing box in the lobby of the Moultrie Courthouse.

Other legal assistance resources available for incarcerated non-custodial parents are:

Bread for the City
Northwest Center
1525 7th Street NW, Washington, D.C. 20001

(202) 265-2400

Legal Aid of the District of Columbia
1331 H Street, NW, Suite 350, Washington, D.C. 20005

(202) 628-1161

Public Defender Services
633 Indiana Avenue NW, 2nd Floor, Washington, D.C. 20004

(202) 628-1200

14. Is there anything else I should know about trying to change my order?

Yes. Modification cannot be performed retroactively. Therefore, even where the modification request is granted, any unpaid arrears owed on the case will still remain due.

 The federal Office of Child Support Enforcement prepared this guide; however, your local child support agency can provide the most current information. This guide does not have any binding legal authority and does not constitute legal advice. You may wish to consult a lawyer before using the forms or information provided.





Child Support Services Division

 dc.gov cssd.dc.gov

[CSSD Home](#)
[Services](#)
[Receiving Support](#)
[Paying Support](#)
[Employers](#)
[Resources](#)
[About CSSD](#)


Modifying an Order

Every three years, any parent can ask the Child Support Services Division (CSSD) to schedule a review and adjustment conference. At the conference, both parents will be asked to provide current information regarding their income, childcare expenses, medical insurance availability and expenses, other children in the home, and other child support orders. CSSD will use this information to calculate the amount of support to be paid under the DC Child Support Guideline. If this new amount is different from the old amount by 15% or more, a motion to modify the order can be filed.

Substantial and Material Change

A parent does not have to wait three years to request a modification. Any parent can request a review and adjustment conference, or file a motion to modify, if there has been a substantial and material change in the non-custodial parent's (NCP's) ability to pay or in the needs of the child(ren). Generally, this means that the new order amount must be different from the current order amount by 15% or more. CSSD will proceed with the review only if you provide sufficient evidence of substantial and material change in circumstances.

Requesting a Modification of Medical Support

If your support order does not include a medical support order, or if you want a change in the medical support order, you can request a review and adjustment conference, or a motion to modify can be filed to add or modify a medical support order.

What is the DC Child Support Guideline?

The DC Child Support Guideline is the law that determines how much support an NCP should pay. By law, only certain information is used in a formula to calculate the Guideline amount which includes:

- The incomes of both parents
- The custodial parent's childcare expenses
- The NCP's medical insurance expenses for the child
- The NCP's other child support obligation amount
- The number of NCP's biological or adopted child(ren) living in the household

How to Schedule a Review and Adjustment Conference

Contact the Customer Service Unit at (202) 442-9900, or visit the office at 441 4th Street NW, Room 550 North, Washington, DC 20001, Monday – Friday, 8:15 am – 4:45 pm.

What to Bring to the Conference?

Please provide copies of the following before the conference and bring any originals on the day of the conference:

- Your most recent support order
- Two current pay statements, if employed
- Your most recent federal income tax forms and/or W-2 Statements
- Proof of childcare expenses for the children in the support order
- Proof of medical insurance coverage and cost for children in the support order
- Proof of other child support orders and payments on the orders
- Proof of other biological or adopted children in the NCP's home
- Any other information that shows there has been a substantial and material change in the NCP's ability to pay or in the needs of the child (ren)

What Happens at the Conference?

CSSD will calculate the amount of support owed under the DC Child Support Guideline.

If both parents agree to this amount or to another amount, they can sign a consent support order that sets the new support amount and start date. However, the new support amount will not go into effect until a judge signs the order. Therefore, after the review and adjustment conference, CSSD will file the consent support order with the DC Superior Court. Once the judge signs it, it becomes effective.

When Will CSSD File a Motion to Modify?

If both parents do not agree to the Guideline amount, either party can file a motion to modify with the DC Superior Court. CSSD may file the motion to modify if certain requirements are met.

How Does a NCP File a Motion to Modify?

If you are the NCP, you must file the motion to modify at the Central Intake Center on the JM-Level of the DC Superior Court. There are forms provided to you to file the motion. After filing the motion, bring a copy to CSSD at 441 4th Street, NW, Room 550 North, Washington, DC 20001. CSSD will sign for the motion to prove that we received it. You must then return to the Central Intake Center to file the proof of service.

When Will I Get a Court Hearing?

The DC Superior Court schedules all court hearings. Generally, a hearing will be scheduled within 45 days of the date the motion is filed.

When Will My Modified Order Be Final?

A support order cannot be modified until a judge signs an order allowing the modification. This is usually after a hearing on the motion to modify. Some motions to modify are not granted, even where CSSD calculated a new guideline amount at the review and adjustment conference. Whether the request for modification is granted is at the discretion of the judge.



Child Support Services Division

 dc.gov cssd.dc.gov

[CSSD Home](#)
[Services](#)
[Receiving Support](#)
[Paying Support](#)
[Employers](#)
[Resources](#)
[About CSSD](#)


Incarcerated Parents and Ex-Offenders

What can I do at my sentencing hearing to modify my child support order?

In 2005, the District of Columbia enacted a law entitled "Notice at Sentencing of Child Support Modification." The law allows all non-custodial parents (NCPs) who are being sentenced for 30 days or more for a criminal offense (non-child support criminal issues) to seek a modification of their child support order(s). The law also applies to NCPs whose probations are being revoked and who are facing a sentence of 30 days or more. Federal law prohibits an NCP to retroactively file a motion to modify a child support order after being released from prison. The motion must be filed at the time of sentencing or during imprisonment.

Any motions to modify can only be granted from the filing date of the motion and forward.

A child support order may not be subject to modification if the NCP is found to have an ability to pay support while incarcerated or is incarcerated for non-payment of child support order.

If I do not seek a modification do I still have to pay?

Yes. The new law does not automatically suspend support obligations when non-custodial parents are sent to jail or prison.

Once I'm released, what should I do about my child support order?

Contact the Child Support Services Division (CSSD) immediately and provide our office with your current address and updated financial information. If appropriate, CSSD will file a motion to reinstate your order. Depending on your current financial information, the order could be the same or higher or lower.

What are the benefits to modifying my order while incarcerated?

There is no way to change or modify your child support arrears (back child support) once they are on the books!

How can I establish paternity if I'm incarcerated?

It's easy. The paternity establishment process is available to parents if the parents are not married at the time of birth, conception, or anytime in between. Both the biological mother and biological father may sign an Acknowledgment of Paternity (AOP). This process is strictly voluntary. (This is not a DNA test.) The AOP may be completed at CSSD, Vital Records, or the hospital.

Can you change your mind after you have filed the acknowledgment of paternity?

Yes. Either parent may rescind the Acknowledgment of Paternity by completing a rescission form and filing it with CSSD or Vital Records within 60 days of the last notarized signature.

If you are not sure if you are the father, a genetic test can help determine the identity of the biological father. **YOU SHOULD NOT SIGN THE AOP IF YOU STILL HAVE QUESTIONS OR DOUBTS ABOUT BEING THE FATHER.**

Can CSSD refer me to services to help me get back on my feet after I'm released?

Yes! CSSD has several programs that can assist you. Call today to see if you qualify!

Fathering Court

A program that offer Fathers who have not been making child support payments in the District of Columbia for a long time a chance to make a fresh start. The Fathering Court offers job training, counseling, jobs, and support to get lives back on track. Fathers will be educated, counseled, and encouraged to place the needs of their children first.

Department of Employment Services Referrals

CSSD can make referrals for training and employment services with the Department of Employment Services.

Important Reminders

CSSD encourages all non-custodial parents to explore their right to a modification should they become incarcerated. If your order is modified to reflect the actual ability to pay while in prison, you will leave prison with less child support arrears owed. This will allow your re-entry into society to be much easier.

For Free Legal Information

Please contact the Family Court Self-Help Center, a free walk-in service that provides unrepresented people with general legal information in a variety of family law matters.

Moultrie Courthouse
500 Indiana Avenue, NW
Washington, DC 20001
Phone: (202) 879-1471

**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA
FAMILY COURT**

PRINT PLAINTIFF'S NAME

PLAINTIFF/PETITIONER,

v.

PRINT DEFENDANT'S NAME

DEFENDANT/RESPONDENT.

____ DRB _____

____ PCS _____

____ SUP _____

IV-d _____

Judge _____

MOTION TO MODIFY CHILD SUPPORT ORDER
Does the Other Party Consent to this Motion? yes no

I, _____, am the PLAINTIFF/PETITIONER DEFENDANT/RESPONDENT in this case.
PRINT YOUR NAME

1. This Court is the proper place to decide my request to modify support.

2. A support order was entered in this case on _____.
PRINT DATE OF ORDER

3. That support order requires: [CHECK ALL THAT APPLY]

that _____ pay current child support in the amount of \$ _____.
PRINT NAME OF PERSON PAYING

[CHECK ONE]

- Monthly
- Semi-monthly (twice each month)
- Bi-weekly (every two weeks)
- Weekly

that _____ pay past due child support in the amount of \$ _____.
PRINT NAME OF PERSON PAYING

[CHECK ONE]

- Monthly
- Semi-monthly (twice each month)
- Bi-weekly (every two weeks)
- Weekly

that the other party provide medical support in this way:

that I provide medical support in this way:

other:

4. The support order was entered for the following child(ren) that I have with the other party (through birth or adoption):

Child's Name	Current Address	Date of Birth	Gender

5. Since the support order was entered, there has been a substantial and material change in the needs of the child(ren) and/or in the noncustodial parent's ability to pay because
[CHECK ALL THAT APPLY]

I am no longer employed. I have not been employed since _____.
PRINT DATE

I am earning less now than I was earning when the child support order was entered.
My current employer is _____.
I now earn \$ _____ per _____.

I am currently disabled and unable to work.

I am currently incarcerated and I state the following about my incarceration:

INMATE ID NUMBER _____
CASE NAME AND NUMBER _____
COURT NAME AND LOCATION _____
PLACE OF INCARCERATION _____
START DATE _____
ANTICIPATED END DATE _____

I am currently supporting my other child(ren) (through birth or adoption):

living in my home

CHILD'S NAME

DATE OF BIRTH

through court-ordered child support payments:

CHILD'S NAME

DATE OF BIRTH

COURT NAME & CASE NUMBER

The other parent is earning more than s/he was earning when the support order was entered.

The child(ren)'s expenses have changed in this way:

The following child(ren) is (are) not living with the other party:

PRINT CHILD(REN)'S NAME(S)

The following child(ren) is (are) no longer living:

PRINT CHILD(REN)'S NAME(S)

The following child(ren) is (are) over 21 years of age:

PRINT CHILD(REN)'S NAME(S)

The following child(ren), although under 21 years of age, is (are) emancipated because of self-supporting employment, active military duty and/or marriage:

PRINT CHILD(REN)'S NAME(S)

Application of the child support guideline to the current circumstances of the parents results in a presumptive child support order that varies from the current child support order by 15% or more.

There has been a change in the availability and/or cost of medical insurance for the child(ren).

Other:

6. I state the following about Temporary Assistance to Needy Families (TANF): [CHECK ONE]

I am I am not currently receiving Temporary Assistance to Needy Families (TANF).

7. I state the following about Medicaid and/or DC HealthCare Alliance: [CHECK ONE]

I am I am not currently receiving Medicaid and/or DC HealthCare Alliance.

Request for Relief

I RESPECTFULLY REQUEST that the Court [CHECK ALL THAT APPLY]:

- Hold a hearing on this Motion within 45 days of filing and issue a Notice of Hearing and Order Directing Appearance (“NOHODA”) to the other party with the date and time of the hearing.
- DECREASE the child and/or medical support order according to the Child Support Guideline of the District of Columbia.
- INCREASE the child and/or medical support order according to the Child Support Guideline of the District of Columbia.
- SUSPEND the child and/or medical support order for a specific period of time.
- TERMINATE the child and/or medical support order.
- Other

I ALSO REQUEST that the Court award any other relief it considers fair and proper.

Respectfully Submitted,

SIGN YOUR NAME

STREET ADDRESS

CITY, STATE AND ZIP CODE

TELEPHONE NUMBER

SUBSTITUTE ADDRESS: CHECK BOX IF YOU HAVE WRITTEN SOMEONE ELSE’S ADDRESS AND PHONE NUMBER BECAUSE YOU FEAR HARASSMENT OR HARM.

**POINTS AND AUTHORITIES IN SUPPORT OF
MOTION TO MODIFY CHILD SUPPORT ORDER**

In support of this Motion, I respectfully refer the Court to:

1. D.C. SCR-Dom. Rel. R. 7(b) (2009).
2. D.C. Code §§ 16-916.01(r), 16-916.01(t) and 46-204(a) (2009).
3. The record in this case.
4. The attached supporting document(s), *if any*.

[LIST ANY DOCUMENTS THAT YOU ARE ATTACHING]

**RULE 4 (a)(2) and DC CODE § 46-206
CERTIFICATE OF SERVICE**

WHEN YOU FILE YOUR MOTION TO MODIFY, THE FAMILY COURT CENTRAL INTAKE CENTER WILL ISSUE A **NOTICE OF HEARING AND ORDER DIRECTING APPEARANCE (NOHODA)** THAT YOU MUST SERVE ON THE OTHER PARTY WITH A COPY OF YOUR MOTION.

YOU MUST SERVE THE OTHER PARTY BEFORE THE HEARING DATE GIVEN ON YOUR NOHODA.

HERE ARE THE WAYS YOU CAN SERVE THIS MOTION TO MODIFY AND THE NOHODA:

- **by having someone else**, who is over 18 years old and not a party to the case (NOT you), **hand it to the other party**; or
- **by having someone else**, who is over 18 years old and not a party to the case (NOT you), **leave a copy at the other party's home** with a person of suitable age and discretion who lives there; or
- **by having someone else**, who is over 18 years old and not a party to the case (NOT you), **leave a copy at the other party's workplace** with a person of suitable age and discretion; or
- **by mailing it to the other party** by certified mail, return receipt requested and by first-class mail on the same day.

IF THE RETURN RECEIPT ("GREEN CARD") COMES BACK TO YOU, AND IT IS SIGNED BY THE OTHER PARTY OR BY A PERSON OF SUITABLE AGE AND DISCRETION WHO LIVES WITH THE OTHER PARTY, FILE IT WITH THE FAMILY COURT CENTRAL INTAKE CENTER. IF THE RETURN RECEIPT ("GREEN CARD") DOES NOT COME BACK TO YOU, BUT THE FIRST-CLASS MAIL ALSO DOES NOT COME BACK TO YOU, THE SERVICE IS STILL OKAY.

AFTER YOU SERVE THE OTHER PARTY, YOU MUST COMPLETE THE CERTIFICATE OF SERVICE PORTION FOUND AT THE BOTTOM OF THE NOHODA AND FILE IT WITH THE FAMILY COURT CENTRAL INTAKE CENTER.

