

## SUPPLEMENTAL INFORMATION RELATING TO PRO SE MODIFICATION OF SUPPORT ORDERS IN JEFFERSON COUNTY, WI

**Pro se means “for himself” or “for herself”. This refers to filing legal papers and appearing in court without an attorney.**

**NOTICE:** Family and divorce laws change often. These forms may not be appropriate for all situations. They are intended to be useful in many cases and may have to be changed in some way to fit your case. Talk to a lawyer if you are unsure that these forms are the most appropriate for your situation. **Court staff cannot give legal advice.**

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You can ask for a court hearing to change your current child support order by using a pro-se “Motion” form (**FA-4170V**). You may also stipulate (agree) to a change in a support order by using a pro-se “Stipulation” form (**FA-604A/B**). These forms are available:

- A. on the state court website [www.wicourts.gov](http://www.wicourts.gov) ,
- B. at the Child Support Agency (CSA) office, room C2070 of the Jefferson County Courthouse,
- C. by purchasing a booklet from the Clerk of Courts office, room C1080 of the Jefferson County Courthouse.

Decide if you wish to file a “Motion” or a “Stipulation”:

- Stipulation: If the parties are able to reach an agreement to change a current court order or judgment, refer to Guide form **FA-5010V**.
  - Motion: If the parties are unable to reach an agreement, any party may request that a court change or modify a court order; refer to Guide form **FA-5008V**.
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If you wish to proceed with the filing of a “**Motion**”,

- You must be first aware of what the current order is. Before deciding to file a Motion, review your present order. If you do not have a copy of your present order, you may view your case file in the Clerk of Court’s office. *You may also purchase copies from your file in the Clerk of Court’s office for \$1.25 per page.*
  - If the order was entered **less than 33 months ago**, your motion must state a substantial change in circumstances since the order was entered. Circumstances relating to support include:
    - the number of children entitled to support,
    - physical placement,
    - each party’s gross income (before taxes)
    - other facts the Court used to help determine the last order.
  - If the order was entered **more than 33 months ago**, you automatically qualify for a hearing to consider a change in the amount of support.
- Contact CSA to verify if the CSA is an interested party in your case. If the CSA **is** a party to the case, The CSA will provide you information needed to complete the Motion form, if needed, including the date and amount of your most recent court order, your court case number, and court case caption;
- The CSA Attorney may appear at the hearing. Even if the CSA Attorney does not attend the hearing, the CSA may ask for reconsideration of the order to correct any errors or omissions.
- Follow the procedural checklist in the Modification Guide (**FA-5008V**).