

## MODIFICATION OF CHILD SUPPORT

**\*\*THE CLERK'S OFFICE DOES NOT GIVE REFUNDS ON PACKET FEES OR FILING FEES, AND THEY DO NOT ACCEPT PERSONAL CHECKS – FILING FEES MAY VARY – YOU WILL NEED TO CONTACT THE CLERK IN THE COUNTY IN WHICH YOU ARE FILING\*\***

### Required forms:

- Civil Coversheet
- Supplemental Petition for Modification of Child Support
- Notice of Related Cases
- Disclosure From A Non- Lawyer
- Notice of Limitations of Services Provided (One For Each Party)
- Uniform Child Custody Jurisdiction Act Affidavit (UCCJEA)
- Notice of Social Security Number (One For Each Party)
- Financial Affidavit (One For Each Party)
- Child Support Guidelines Worksheet (must be completed)
- Certificate of Compliance with Mandatory Disclosure
- Answer to Supplemental Petition (to be signed by other party) – form #12.903(e)
- Summons (Note: You only need this if the other party will not sign the required paperwork)

### You will also need the following items:

- Copy of your Driver's License or ID card
- Six (6) regular business size envelopes with stamps on them. Three (3) should be addressed to you, and three (3) should be addressed to the other party.
- **MODIFICATION SETTLEMENT AGREEMENT** – (Both parties will sign – there is no form for this Modification Agreement, but you may use the “Marital Settlement Agreement with Children” form at [www.flcourts.org](http://www.flcourts.org) (under Self-Help/Family Law Forms) as a guide to prepare your Modification Agreement, using the paragraphs relating to the children and to child support, and REMOVING the paragraphs related to divorce.

### INSTRUCTIONS:

- ✓ Complete the required forms
- ✓ Provide copies of your Driver's License or ID Card, the envelopes, and the Modification Settlement Agreement (if there is one)
- ✓ Submit all of these documents to the Clerk with the forms and filing fee
- ✓ Wait at least **two weeks** to hear from the Case Manager in the Family Law Court Staff office (separate from the Clerk's office). If you do not hear from the Case Manager within two weeks, please contact one of the case managers listed below either by telephone or by email. Case Managers cannot help you complete the packet.

**NOTE:** If the other party will not sign the paperwork, you should keep a copy of the SIGNED Petition and Financial Affidavit to use for service of process AFTER your case manager contacts you. Otherwise, the Clerk charges \$1.00 per page for copying these documents from your file.

**Note: Case Managers cannot help you complete the forms.**

David L. Holland, Family Court Manager, 850-747-5497 or [hollandd@jud14.flcourts.org](mailto:hollandd@jud14.flcourts.org)

Trish Riemer, Case Manager, 850-747-5247 or [riemert@jud14.flcourts.org](mailto:riemert@jud14.flcourts.org) (Bay County)

Jennifer D. Williams, Case Manager, 850-747-5623 or [williamsj@jud14.flcourts.org](mailto:williamsj@jud14.flcourts.org) (Bay County)

Cary Godwin, Case Manager, 850-718-0480 or [godwinc@jud14.flcourts.org](mailto:godwinc@jud14.flcourts.org)  
(Calhoun, Gulf, Holmes, Jackson and Washington Counties)