

STATE OF INDIANA) IN THE _____ COURT
)SS:
COUNTY OF _____) CASE NO. _____

IN RE THE _____ OF:

Minor Child (*paternity only*)

Petitioner,

v.

Respondent

APPEARANCE BY UNREPRESENTED PERSON IN CIVIL CASE

This Appearance Form must be filed on behalf of every party in a civil case.

1. My name is _____ and I am:

- Initiating (filing)
 Responding (answering or defending)
 Intervening

in this case I am not represented by a lawyer.

2. Contact information for receiving legal service of document and case information as required by Court Rules. (*NOTE: If you are the Initiating Party and this case, or a related case, involves a protection from abuse order, a workplace violence restraining order, or a no-contact order, you must provide an address for the purpose of legal service of documents. But, that address should not be one that exposes your location.*)

Address: _____

Email address: _____

I will accept service at the above email address.

Phone: _____

Fax: _____

OR, if in a related case, you have used the Attorney General confidential address, you may check the box below:

Attorney General confidential address

- 3. This is a _____ case type as defined in Administrative Rule 8(B)(3).
(The Clerk will tell you the case type if you do not know it, so you may handwrite your response at the Clerk's Office.)
- 4. This case involves child support issues and the names and social security numbers of all family members are on a separately attached document marked "Not For Public Access In Accordance With Administrative Rule 9)
- 5. There are related cases: *(If yes, please indicate below)*
 - Yes
 - No

Caption and case number of related cases:

Caption: _____ Case No.: _____

Caption: _____ Case No.: _____

Caption: _____ Case No.: _____

Additional information as required by local rule:

Signature

CERTIFICATE OF SERVICE

I hereby certify that I sent a copy of this Appearance by first class mail to the opposing party's attorney, or to the opposing party if the opposing party is not represented by an attorney on

_____.

Signature

STATE OF INDIANA) IN THE _____ COURT
)SS:
COUNTY OF _____) CASE NO. _____

IN RE THE _____ OF:

Minor Child (*paternity only*)

Petitioner,

v.

Respondent.

VERIFIED PETITION FOR MODIFICATION OF CHILD SUPPORT

Comes now _____, self represented, and hereby files a Verified Petition For Modification of Child Support, and states as follows:

1. That parties have _____ minor child(ren), namely:

Name

Date of birth

_____	_____
_____	_____
_____	_____
_____	_____

2. _____ is ordered to pay \$_____ in current child support effective on _____.

3. Since that time, there has been a change in circumstances that makes the current order vary more than 20% from what the child support guidelines would indicate should be paid, or so substantial and continuing as to make the terms of the current support order unreasonable for the following reasons:

4. Child support should be modified to reflect the substantial change in circumstances as outlined above.

5. Arrearages are not determined at this time and are reserved for a later date.

6. _____ requests the Court address the tax exemption assignment.

7. A hearing should be set to determine if child support should be changed.

WHEREFORE, _____ requests that this Court set this matter for hearing, and upon hearing, modify the existing child support as is appropriate, and order all other further relief that is just and proper in the premises.

I affirm under the penalties for perjury that the foregoing representations are true.

Signature

Date

Printed Name

CERTIFICATE OF SERVICE

I hereby certify that I sent a copy of this Petition by first class mail to the opposing attorney, or the opposing party if the opposing party is not represented by an attorney, on _____.

Signature

STATE OF INDIANA) IN THE _____ COURT
)SS:
COUNTY OF _____) CASE NO. _____

IN RE THE _____ OF:

Minor Child (*paternity only*)

Petitioner,

v.

Respondent.

ORDER SETTING HEARING

Comes now _____, pro se, having filed a Verified Petition For Modification Of Child Support, and the Court finds that the matter should be set for hearing.

IT IS THEREFORE ORDERED that this matter shall be heard on

_____.

Date

Judicial Officer

The Clerk shall serve this pleading upon _____ by certified mail at the following address (this requires an additional fee payable to the Clerk):

The Clerk shall have this pleading served upon _____ by sheriff at the following address:

Distribution:

STATE OF INDIANA) IN THE _____ COURT
)SS:
COUNTY OF _____) CASE NO. _____
IN RE THE _____ OF:

Minor Child (*paternity only*)

Petitioner,

v.

Respondent

ORDER FOR MODIFICATION OF CHILD SUPPORT

Comes now, _____, self represented, having filed a *Verified Petition For Modification Of Child Support* and the Court having been duly advised in the premises, now finds that there has been a change in circumstances so substantial and continuing as to make the terms of the current child support order unreasonable, and that the child support order should be modified to reflect the substantial change in circumstances.

IT IS THEREFORE ORDERED that:

1. _____ is to pay child support in the amount of \$_____ per week, effective on _____.
2. All support payments shall be made through the County Clerk's Office (cash payments only) or the State Central Collection Unit P.O. Box 7130, Indianapolis, Indiana 46207-7130 (any payments other than cash). The court shall issue and immediately activate an Income Withholding Order pursuant to IC § 31-16-15 to any employer or income provider to the child support Obligor.
3. Arrearages are not determined at this time and are reserved for a later date.
4. _____ shall maintain medical, dental and optical insurance as available through employment, or Health Insurance Marketplace, or by government provided insurance

for the minor child(ren).

-OR-

Health insurance for the child(ren) is not available to either parent at a reasonable cost, therefore neither party is ordered to provide health insurance at this time. In the event that health insurance for the child(ren) becomes available at a reasonable cost to one or both of the parties, the party to whom such coverage is available shall obtain coverage for the children within a reasonable time after such coverage becomes available.

5. Petitioner shall be responsible for ____% of annual uninsured health care expenses for minor child(ren), and Respondent shall be responsible for ____% of annual uninsured health care expenses for minor child(ren). To request contribution from the other parent, copies of all documentation relating to the insurance claim and expenses paid or incurred by a parent must be provided to the other parent within thirty (30) days of receipt or the expense may be ineligible for contribution. Expenses paid at the time of service shall be submitted within thirty (30) days of the receipt of service.

6. _____ shall be entitled to claim the minor child(ren) for federal, state, and local income tax purposes on an annual basis. The parties shall cooperate to sign all necessary documents that will allow the party claiming the exemption to do so.

The non-custodial parent’s right to this exemption is conditioned on them being 95% compliant in their support by January 31 of their tax year pursuant to IC § 31-16-6-1.5(d). The custodial parent shall take all actions necessary to release their claim to the exemption in the manner required under Section 152(e) of the Internal Revenue Code.

-OR-

Petitioner and Respondent shall each be entitled to claim the minor child(ren) for federal, state and local income tax purposes in alternating years. Petitioner shall be entitled to claim the minor child(ren) in the year _____, and every _____ year thereafter. Respondent shall be entitled to claim the minor child(ren) in the year _____ and every _____ year thereafter. The parties shall cooperate to sign all necessary documents that will allow the party claiming the exemption to do so.

The non-custodial parent’s right to this exemption is conditioned on them being 95% compliant in their support by January 31 of their tax year pursuant to IC § 31-16-6-1.5(d). The custodial parent shall take all actions necessary to release their claim to the exemption in the manner required under Section 152(e) of the Internal Revenue Code.

So ordered _____

Judicial Officer

Distribution:

