

**INSTRUCTIONS FOR THE  
REQUEST FOR HEARING AND NOTICE OF HEARING**

**COMPLETE THIS FORM IF:**

- A Request to Modify Child Support Pursuant to Guidelines Simplified Procedure has been filed, AND
- You want to have a hearing to explain your position.

**TO COMPLETE THIS FORM YOU WILL NEED:**

- A copy of the Request to Modify Child Support, AND
- A completed “Parent’s Worksheet for Child Support Amount.”

**NOTE:** There may be a charge for filing this Request. There may be other charges including an appearance fee if this is your first appearance in this case. If you cannot pay these fees, you may request the fees be waived or deferred. The Clerk of the Superior Court has the necessary forms to ask for waiver or deferral.

**WHEN YOU HAVE COMPLETED THIS FORM:**

Give the form and your completed worksheet to the Clerk of the Superior Court. The Clerk’s office will fill in the date, time, and place of the Hearing and have the notice signed.

**IMMEDIATELY AFTER THE COURT SETS THE HEARING AND FILLS IN THE INFORMATION IN ITEM 7:** You must send the Request for Hearing and Notice of Hearing as indicated in item 8.

**Follow these instructions which are numbered to match the identifying numbers on the form. Please type or print neatly using black ink.**

1. Fill in the name, address, and phone number of the person filing the form. Indicate if the petitioner or the respondent is the person filing, and whether or not the person is self-represented or represented by an attorney.
2. Fill in the name of the county that appears in this space on the Request to Modify Child Support.
3. Fill in the name of the person shown as the petitioner on the Request to Modify Child Support. Fill in the name of the person shown as the respondent on the Request to Modify Child Support.
4. Fill in the case number that appears on the Request to Modify Child Support.
5. Check this box if you are requesting the court to modify the child support to an amount that is different from the amount requested by the other party.
6. You must date and sign here in person before a Notary Public or a clerk of court. By signing, you are stating under oath, or affirming, that the contents of this Request for

Hearing are true and correct under penalty of perjury.

7. Leave this area blank; it will be completed by personnel at the Office of the Clerk of the Superior Court when you file these documents.
8. List the name and current mailing address of the other party to this action. If you are using the child support enforcement services of the Division of Child Support Enforcement (DCSE), or if the other party answered “yes” to item 14 on the Request to Modify Child Support, you **MUST** also mail a copy of this Request for Hearing and Notice of Hearing to a DCSE office. You may drop it off or mail it to your local office. Enter your home or work zip code to find a child support office location nearest to you at: [FindOfficeFormazdes.gov](http://FindOfficeFormazdes.gov).
9. Sign and date the form to indicate that you will mail the Request for Hearing and Notice of Hearing as indicated.