

Legal Services Programs

Statewide Legal Services: (Entry point for the legal services network in Connecticut). **860-344-0380** Central CT area or **1-800-453-3320**.

Other Legal Services Programs:

Hartford, Hartford County:

Greater Hartford Legal Aid
999 Asylum Avenue
Hartford, CT 06105
(860) 541-5000
FAX: (860) 541-5050

Greater New Haven Area:

New Haven Legal Assistance Association, Inc.
426 State Street
New Haven, CT 06510
(203) 946-4811
TDD: (203) 946-4811
FAX: (203) 498-9271

Visit us on the internet:

www.slsct.org
www.ghla.org
www.nhlegal.org
www.connlegalservices.org
www.larcc.org

This pamphlet was produced by the Legal Assistance Resource Center of CT in cooperation with CT Legal Services, Greater Hartford Legal Aid, New Haven Legal Assistance Association, and Statewide Legal Services.

The information in this pamphlet is based on the laws in CT as of August 2005. We hope that the information is helpful. It is not intended as legal advice for an individual situation. If you need further help and have not done so already, please call Statewide Legal Services (see above) or contact an attorney.

Copyright: August 2005

Throughout Connecticut:

Connecticut Legal Services:
Administrative Office: (860) 344-0447

Offices:

211 State Street
Bridgeport, CT 06604
(203) 336-3851

587 Main Street
New Britain, CT 06051
(860) 225-8678

153 Williams Street
New London, CT 06320
(860) 447-0323

20 Summer Street
Stamford, CT 06901
(203) 348-9216

85 Central Avenue
Waterbury, CT 06722
(203) 756-8074

872 Main St., P.O. Box 258
Willimantic, CT 06226
(860) 456-1761

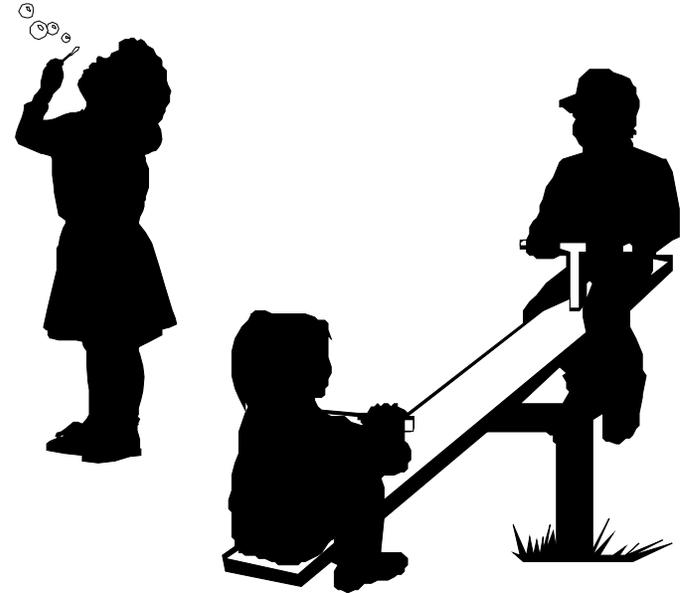
CLS Satellite Offices:

Danbury (203) 348-9216
Meriden (860) 225-8678
Middletown (860) 225-8678
Norwalk (203) 899-2451
Norwich (860) 447-0323
Rockville 1-800-413-7796
Torrington 1-800-413-7797

AIDS Legal Network for CT

999 Asylum Avenue
Hartford, CT 06105
(860) 541-5027 or 1-888-380-3646

HOW TO MODIFY CHILD SUPPORT AND ALIMONY ORDERS



August 2005

Modifying Child Support And Alimony Orders

If you are having problems with the amount of child support or alimony you are receiving or the amount you have to pay, this booklet will give you some direction on where you can find help or show you how to handle the matter on your own.

Before you go on, be sure that **A** and either B-1 or B-2 are true: (circle all that apply):

A : An order concerning support or alimony has been made by a court in Connecticut and the person it was made against now lives in Connecticut;

and either B-1 or B-2 is true:

B-1: You can prove that your financial circumstances have SUBSTANTIALLY changed since the last court order of support or alimony. The judge will compare the old financial affidavit with the new one to check this. A substantial change means:

- Your income has substantially gone down since the last order, or
- The other party's income has substantially gone up since the last order, or
- The reasonable expenses of caring for the children have drastically gone up or down since the last order.

--or--

B-2: The current order is substantially different from the amount which is required by the child support guidelines. (See the explanation on Pages 3 through 5.)

NOTE: If you have not circled **A** and **at least one from B**, you should not use the steps in this booklet.

Please read the entire booklet before proceeding.

What other help is available?

If Support Enforcement Services is handling the case, they can also do all of the steps needed to get your case to court for a modification. Support Enforcement Services (SES) will start a modification if your circumstances meet B-2 as described above.

Before you try to do a modification on your own, we urge you to seek the help of SES, your child support worker or an attorney if you can afford one. **However**, if you are the person who pays the child support (you are called the "obligor") **and you have lost your job**, you will probably be able to get into court **faster** if you file your motion for modification **on your own** rather than going through SES.

To get the phone number of your local Support Enforcement Services office and/or the Department of Social Services, call the Child Support Hotline at 1-800-228-KIDS (1-800-228-5437).

Does it make sense to go back to court to modify the child support order?

The law requires that Connecticut's child support guidelines be followed *unless* a judge or support magistrate finds an important reason not to follow them. The law also allows the court to change (modify) an order if the amount of the order is more than 15% different from the amount under the guidelines. But, a court hearing a **motion to modify can change the support either DOWN or UP**. So, before you file a motion to modify, look carefully to see if the modification will help you.



The noncustodial parent must contribute at least 10% of his or her income, starting with \$50 per week. That percentage increases gradually as income goes up. Certain types of disability payments do not count as income (such as Supplemental Security Income/SSI and State Administered General Assistance/SAGA).

✓ Support orders may include additional amounts for day care costs and medical expenses. The new laws could mean much higher support orders for those with incomes above certain amounts if the custodial parent has unreimbursed day care costs or if the child has Medicaid or HUSKY B medical coverage.

When comparing your current support order, remember:

- If the child is under 18, the total support order will include:
 - an amount for "current support", and
 - may include additional amounts for health care and child care costs.
- Current support will be in the ranges below, if the net income of you and the other parent combined is below \$1000 per week:

RANGE OF CHILD SUPPORT PAYMENTS	
Number of Children	Percentage of Income
1	22 to 24%
2	30 to 35%
3	34 to 42%
4	39 to 46%

■ There will be an additional amount for health coverage if it is available to you through your employment at a reasonable cost. If the child/ren receive HUSKY health coverage, you will also be expected to contribute to these costs, in proportion to your income as a percentage of the combined income of both parents.



■ Special rules on HUSKY and child care costs for low-income person who is paying child support.

If income of person paying support is at or below the following:

Number of Children	Net weekly income of person who pays the child support is at or below:
1	\$250
2	\$300
3	\$320
4	\$360
5	\$390
6	\$420

... then

- contributions to HUSKY will not be required,
- and (depending on the other parent's income) child care contribution will be limited to between 20 and 50% of the cost of child care.

You can get a copy of the August 1, 2005 Child Support Guidelines from court or online at <http://www.jud.state.ct.us/external/news/childsupport.htm>.

NOTE: Do you live with the child for whom support is owing and have an order against you to pay back support (arrearage) only?

In this case, the weekly order is \$5 per *month* unless your gross income is more than 250% of poverty. If your existing order on an arrearage is higher than this, and you are the custodial parent, you may be able to get a modification. If this is your case and the state takes your tax refund for payment of back support, you are entitled to have the state return your tax refund to you. Contact your Support Enforcement worker.

Support Order
You owe back due support of \$

Doing a Modification on Your Own

If you have read the first part of this booklet and want to go ahead with a modification on your own, the following steps will show you how. Read through the steps before you begin. There will be a filing fee (\$70 as of this writing) and a \$40 to \$60 marshal's fee. (Note: *sheriffs* are now *marshals*). If you can't afford to pay these fees, you can ask the court to allow you not to pay. See the legal aid booklet, *A Guide to Fee Waivers*. Follow the steps below carefully, keeping in mind that court and marshal procedures may be different from one part of the state to another.

A. Filling Out Your Papers

1. The form to ask the court to make changes to your support or alimony order is called a **Motion for Modification**. Other forms must also be filled out and filed with the court clerk (see below for list). **All of the forms are at the court clerk's office and on the State of Connecticut Judicial web site** (www.jud.state.ct.us). You will also need to fill out a blank letter (included in this booklet) to give to the marshal. This letter asks the marshal to serve the papers (see Section B).



2. Prepare your **Motion for Modification** using the sample on Page 12 as a guide. Do not fill out the back--the court will fill it out. Your motion will be filed with the clerk's office at the same court that entered the original order. If you don't know your docket number and date of the last court order, contact the clerk's office (in person or by phone). Give the name of your case and ask for the information you need.

To modify ALIMONY or CHILD SUPPORT, you will need to fill out the following forms:

- Motion for Modification** Form: *JD-FM-174*
- Pro se **Appearance** Form: *JD-CL-12*. (File when you file the motion to modify).
- Financial Affidavit** Form: *JD-FM-6*. (The law says this must be filed at least 5 days before the hearing, but the court may accept it the day of the hearing).
- Advisement of Rights Re: Income Withholding** Form: *JD-FM-71*. (File this at the hearing along with the Withholding Order for Support form listed next).
- Withholding Order for Support** Form: *JD-FM-1* (also get *JD-FM-1(i)* instruction sheet).
- Case Input Record, Non IV-D Income Withholding** Form: *JD-FM-150*.

To modify CHILD SUPPORT, you will ALSO need to fill out:

- (These forms are filed at the hearing).
- an **Affidavit Concerning Children** Form: *JD-FM-164*.
 - a **Completed Child Support and Arrearage Worksheet** (in the *Child Support Guidelines* or from a family services officer)

These forms need to be completed before the judge will hear your case. Call **Statewide Legal Services** at 1-800-453-3320 or (860) 344-0380 if you need help filling out the forms. The Family Services Officer might also be able to help.

3. Take your completed **Motion for Modification** to the court clerk's office. The clerk will write in the date and time of the hearing as well as the date by which the marshal must serve the papers. Ask the clerk whether you can pick the papers up or have them mailed to you.

In some courts, the filing fee or fee waiver papers must also be filed at this time, while at other courts you wait until the papers have been served. Ask the court clerk for a **fee waiver application**.

4. Fill out and file a "pro se" **Appearance** form. This form tells the court you are representing yourself.

5. Ask the clerk for a list of marshals.

6. After the clerk has given the papers back to you, make two copies of the motion--one for yourself and one for the marshal.

If the children get TFA (state welfare), you must make an extra copy and mail it to: Assistant Attorney General, 55 Elm St., Hartford, CT 06106.

B. Getting The Papers "Served" (Given to the Other Party)



7. Before contacting the marshal, fill out the **BLANK FORM** for the marshal's letter. Use Sample Form 2 on Page 13 as a guide. Whether you contact the marshal in person or by mail, you should give him/her this completed letter along with the rest of the motion. The information in the letter will make it easier for the marshal to "serve" the other party.

8. Either bring or mail the original motion and one copy to a marshal who covers the town in which the other parent lives or works. Ask the clerk or an available marshal how you can reach a marshal who can help you. A list of marshals is also on the Judicial web site (www.jud.state.ct.us).

The marshal's fee for service is around \$40 to \$60. Some marshals will bill you after service and some may require payment in advance. You can call the marshal and find out. If you have received a waiver of fees from the court, tell the marshal that. (The blank marshal's letter has a place to check payment type).

9. After the marshal makes service, he/she will give you the original motion with the Return of Service. The Return of Service shows when and where he/she gave the papers to the other party. Make a copy of the Return of Service for your records.

10. Bring (or mail) the original motion and the marshal's Return of Service to the clerk's office to file. You will now have to pay the filing fee if you have not already paid or if you did not get a waiver from the court.

NOTE: Depending on your situation, you may have your case heard by either a *judge* or *family support magistrate*. For ease of reading, we refer to this person as a *judge* in this pamphlet.

C. Before Going To Court



11. If you have not already done so, fill out the **financial affidavit** before you go to court on the date of your hearing. The Legal Aid booklet, *A Guide to Financial Affidavits* will tell you which items you should include in the financial affidavit. You must sign the financial affidavit in front of a notary public, a court clerk, or an attorney.

Make three copies of the financial affidavit--you will have to give the completed financial affidavit to the judge at the hearing and one to the other party. Keep one copy for your records.

D. Presenting Your Case in Court



12. Get to the court about a half hour before your court hearing time. Try to talk to a Family Services Officer or a Support Enforcement Officer as this person can help you with how things happen in that particular court. Be sure to ask this Officer when your case will be heard. And, tell the Officer if you and the other party have or have not reached an agreement.

13. If this is a child support case, you will need to fill out a worksheet from the Child Support Guidelines. This worksheet will show what the Guidelines say the child support order should be. (If you don't have a worksheet, you may be able to get one from the court clerk).

14. Listen to the judge's or magistrate's instructions when he/she opens the court.

15. When your case is called, say your name for the court reporter. Be polite and respectful of the judge and the other side. **If you have an agreement**, present the agreement to the clerk. **If you have not reached an agreement**, you will speak before the other side in your case speaks since you made the motion to change the court order. Give your side of the story slowly and completely. Try to stay to the facts. The other side will have the right to ask you questions (cross-examination). State what you are seeking, for example, an increase in child support. State what was previously ordered and what has substantially changed. If this is a child support case, tell the judge how you calculated child support on the worksheet and the reason for the child support order to be raised or lowered. The judge will probably require that you be "sworn in" (take an oath to tell the truth) before you testify.

Be specific about how much more you want the other party to pay or how much less you are able to pay, and give the reasons why.

16. The other side will be allowed to present its case after you are finished presenting your case. You will have the right to cross-examine the other party and his/her witnesses, but your questions should relate only to what they testified about. Never argue with a witness. You also have a right to testify again to rebut what was said.

17. After the witnesses have testified, the judge may allow both sides to make a short argument (that is, briefly say why the order should be changed). You will probably be given the chance to speak first. Stay on the specific issues raised in your motion. The judge may lose patience if you go on too long.

18. At the end of the hearing the judge may make a ruling "from the bench" (right then and there). Often, though, the judge will say, "I'll take the papers," which means a decision will be made later. In that case, the clerk will send you a copy of the court's decision which will have the judge's orders. If you do not hear from the court in a few days, call the clerk and ask about it.

19. When the judge says how much a child support or alimony order will be, he or she will usually say that there is an "immediate wage execution." This means that if you fill out the proper paperwork, the payments ordered will be taken out of the paycheck of the person paying.

Paperwork needed to start a "Wage Execution" includes:

The proper paperwork for both child support and alimony includes three forms as shown below. The forms are available from the court clerk or on the judicial website.

- 1. Advisement of Rights Re: Income Withholding.** (*Form # JD-FM-71*). You must take it to the person who is to pay the support or alimony and have him/her sign it. Then take the form back to the court clerk.
- 2. Order to Withhold Income for Child Support** (also called a **Withholding Order for Support**). (*Form # JD -FM-1*) Even though the title of the forms says it's for Child Support, you can use it for ALIMONY. Carefully follow the form's instructions. Ask the court clerk to sign the form. You must mail this form along with the JD-FM-150 as instructed below.
- 3. Case Input Record, Non IV-D Income Withholding** (*Form # JD-FM-150*). Once the judge orders an income withholding, you must also complete this form.

Mail the Case Input Record (JD-FM-150) and the Order to Withhold Income (JD-FM-1) which was signed by the court clerk to the address noted on the form: *Child Support Information and Problem Resolution Unit (IPRU), P.O. Box 320680 Hartford, CT 06132.*

✓ It is important to send these two forms as it prompts the state's support enforcement unit to:

- (1) set up an account for the payments and
 - (2) serve the employer with the withholding order.
- (Employers must send withheld child support to the State Disbursement Unit and the money could just sit there if no account is established).

NOTE: If for any reason the person ordered to pay does not pay, he or she can be brought to court for "Contempt of Court." See the Legal Aid pamphlet, *How to Get a Contempt Order.* Or contact the SES office if you are eligible for help with child support enforcement as explained on Page 2.

Sample 1 - Motion for Modification

MOTION FOR MODIFICATION STATE OF CONNECTICUT
 JD-FM-174 Rev. 5-03 SUPERIOR COURT
 C.G.S. § 46b-86, P.B. §§ 25-26, 25-30, 25-57, 25-66 www.jud.state.ct.us

COURT USE ONLY
MFMOD

(Check one) *(Ask the court clerk)*
 Before Judgment (Copy must be mailed or delivered to all parties/attorneys. Complete Certification on page 2/reverse.) After Judgment (Copy must be served by a state marshal or other proper officer on all parties with an Order for Hearing and Summons on page 2/reverse.)

JUDICIAL DISTRICT OF *(court that made original order)* AT (Town) *(city where court is)* DOCKET NO. *(get from original papers)*

PLAINTIFF'S NAME (Last, first, middle initial) *(your name)* DEFENDANT'S NAME (Last, first, middle initial) *(person being sued)*

PLAINTIFF'S ADDRESS (No., street, city, state, zip code) *(your address)* DEFENDANT'S ADDRESS (No., street, city, state, zip code) *(address of above person)*

TYPE OF MOTION TO MODIFY *(check appropriate boxes)*
 CUSTODY VISITATION CHILD SUPPORT ALIMONY OTHER (Specify): _____

I am the PLAINTIFF DEFENDANT. I respectfully represent that: *(write date from original court papers)*

1. This Court issued an order dated _____ directing the plaintiff defendant to:
(Complete all that apply)

PAY CHILD SUPPORT IN THE AMOUNT OF: PER _____	PAY ALIMONY IN THE AMOUNT OF: PER _____	HAVE CUSTODY OF THE CHILD/CHILDREN: (Check one) <input type="checkbox"/> JOINT <input type="checkbox"/> SOLE
HAVE VISITATION OR PARENTING TIME AS FOLLOWS: (Attach a copy of the visitation schedule if available)		PRIMARY RESIDENCE WITH _____
OTHER: _____		

2. (Check appropriate box(es) and explain briefly why you are seeking a modification)

Since the date of the order, the circumstances concerning this case have changed substantially as follows:

The final order for child support is substantially different from the Child Support Guidelines as follows:

I ask the Court to modify the current order as follows: (Check all that apply)

(act from court papers) *(check boxes that apply)* (You must file a Financial Affidavit (JD-FM-6) at least 5 days before the hearing. You must file an Affidavit Concerning Children (JD-FM-164) before the Court will act, and a completed child support and arrearage guidelines worksheet and an Advise ment of Rights Re: Income Withholding (JD-FM-71) at the hearing.)

CHILD SUPPORT
 Increase Decrease the amount of child support to be paid. Order immediate income withholding.

ALIMONY (You must file a Financial Affidavit (JD-FM-6) at least 5 days before the hearing. You must file an Advise ment of Rights Re: Income Withholding (JD-FM-71) at the hearing.)
 Increase Decrease the amount of alimony to be paid.

CUSTODY (You must file a Financial Affidavit (JD-FM-6) and a completed child support and arrearage guidelines worksheet at the hearing. You must file an Affidavit Concerning Children (JD-FM-164) before the Court will act.)
 Modify custody as follows:

VISITATION (You must file a Financial Affidavit (JD-FM-6) at the hearing. You must file an Affidavit Concerning Children (JD-FM-164) before the Court will act. You must file a completed child support and arrearage guidelines worksheet at the hearing.)
 Modify visitation (parenting time) as follows:

OTHER (Please be specific):

SIGNATURE *(your signature)* PRINT NAME *(print your name)* DATE SIGNED *(date you signed)*

ADDRESS (No., street, city, state, zip code) *(your address)* TELEPHONE (Area code first) *(your phone)*

(Continued on reverse/page 2) *Check appropriate court: Superior Court Family Support Magistrate Division
 - Do Not Fill Out The Back -

Sample 2 - Marshal's Letter

Date: May 22, 2002

John Doe
(Marshal's Name)
55 Court St
(Address)
Hartford, CT 06105
(City, State)

Dear Marshal:

Enclosed please find a **Motion for Modification** to be served on Joe Jones

The best place to serve him/her is at his/her home address at 55 Town Lane
Hartford, CT between the hours of 6 pm and 10 pm or at his/her
place of employment, Millpond Tool Co., located at 17 Center St.
Hartford CT, between the hours of 7 am and 4 pm.

Joe Jones is 42 years old, 6' tall, and
(Name of person to be served)

weighs around 200 lbs. He has curly brown hair.

(physical description).

Please make your return of service to me and (check one)

bill me directly, or

submit to State of CT for payment in accordance with enclosed order to waive fees.

Please file proof of service with this court at least six days before the hearing.

Please call me if you have any questions. Thank you.

Sincerely,

Jane Miller

(Your Name)

4042 Main St

(Your Street Address)

Hartford CT 06106

(Your City, State, Zip)

860-555-0000

(Your Telephone Number)

Pamphlets In Our Family Law Series

- How to Modify Child Custody Orders
- How to Modify Child Support and Alimony Orders
- How to Modify Child Visitation Orders
- How to Get a Contempt Order
- Custody Disputes: What to Expect From The Family Relations Office
- A Guide to Fee Waivers
- A Guide to Financial Affidavits
- How to Defend Yourself In A Paternity Case
- How to Get A Restraining Order
- How to Extend A Restraining Order
- Getting a Lawyer Appointed for Your Child: Divorce, Custody, or Visitation Cases

Child Support Series

- Help With Child Support Enforcement
- If You Are Behind on Child Support Payments
- Help Modifying Support Orders
- Establishing Paternity and Support For Your Child



Call Statewide Legal Services

1-800-453-3320 or (860) 344-0380

Date: _____

(*Marshal's Name*)

(*Address*)

(*City, State*)

Dear Marshal:

Enclosed please find a **Motion for Modification** to be served on _____
_____.

The best place to serve him/her is at his/her home address at _____
_____ between the hours of _____ and _____ or at his/her place
of employment, _____, located at _____
_____, between the hours of _____ and _____.
_____ is _____ years old, _____ tall, and

(*Name of person to be served*)

(*physical description*).

Please make your return of service to me and (*check one*)

_____ bill me directly, or

_____ submit to State of CT for payment in accordance with enclosed order to waive fees.

Please file proof of service with this court at least six days before the hearing. Please call me if you
have any questions. Thank you.

Sincerely,

(*Your Name*)

(*Your Street Address*)

(*Your City, State, Zip*)

(*Your Telephone Number*)

MOTION FOR MODIFICATION

JD-FM-174 Rev. 1-06
C.G.S. § 46b-86, P.B. §§ 25-26, 25-30, 25-57, 25-65

STATE OF CONNECTICUT
SUPERIOR COURT
www.jud.ct.gov



(Check one)

- Before judgment** **After judgment** (If you are asking the court to modify a final [after judgment] custody or visitation order and/or a parental responsibility plan, you must attach a Request for Leave form (JD-FM-202) to this motion and complete the SWORN STATEMENT section on page 2.)

JUDICIAL DISTRICT OF _____ AT (Town) _____ DOCKET NO. _____
PLAINTIFF'S NAME (Last, first, middle initial) _____ DEFENDANT'S NAME (Last, first, middle initial) _____
PLAINTIFF'S ADDRESS (No., street, city, state, zip code) _____ DEFENDANT'S ADDRESS (No., street, city, state, zip code) _____
TYPE OF MOTION TO MODIFY
 CHILD SUPPORT ALIMONY CUSTODY VISITATION PARENTAL RESPONSIBILITY PLAN OTHER (Specify): _____

I am the PLAINTIFF DEFENDANT. I respectfully represent that:

1. This Court issued an order dated _____ directing the plaintiff defendant to:
(Complete all that apply)

PAY CHILD SUPPORT IN THE AMOUNT OF: PER _____	PAY ALIMONY IN THE AMOUNT OF: PER _____	HAVE CUSTODY OF THE CHILD/CHILDREN: (Check one) <input type="checkbox"/> JOINT <input type="checkbox"/> SOLE
HAVE VISITATION OR PARENTING TIME AS FOLLOWS: (Attach a copy of the visitation schedule if available)		PRIMARY RESIDENCE WITH _____
OTHER: _____		

2. (Check appropriate box(es) and explain briefly why you are seeking a modification)

- Since the date of the order, the circumstances concerning this case have changed substantially as follows:

 The final order for child support is substantially different from the Child Support Guidelines as follows:

I ask the Court to modify the current order as follows: (Check all that apply)

CHILD SUPPORT (You must file a Financial Affidavit (JD-FM-6) at least 5 days before the hearing. You must file an Affidavit Concerning Children (JD-FM-164) before the Court will act, and a completed child support and arrearage guidelines worksheet and an Advisement of Rights Re: Income Withholding (JD-FM-71) at the hearing.)

- Increase Decrease the amount of child support to be paid. Order immediate income withholding.

ALIMONY (You must file a Financial Affidavit (JD-FM-6) at least 5 days before the hearing. You must file an Advisement of Rights Re: Income Withholding (JD-FM-71) at the hearing.)

- Increase Decrease the amount of alimony to be paid.

CUSTODY (If after judgment, you must attach a completed Request for Leave (JD-FM-202) to this motion. You must file a Financial Affidavit (JD-FM-6) and a completed child support and arrearage guidelines worksheet at the hearing. You must file an Affidavit Concerning Children (JD-FM-164) before the Court will act.)

- Modify custody as follows:

VISITATION (If after judgment, you must attach a completed Request for Leave (JD-FM-202) to this motion. You must file a Financial Affidavit (JD-FM-6) at the hearing. You must file an Affidavit Concerning Children (JD-FM-164) before the Court will act. You must file a completed child support and arrearage guidelines worksheet at the hearing.)

- Modify visitation (parenting time) as follows:

PARENTAL RESPONSIBILITY PLAN (If after judgment, you must attach a completed Request for Leave (JD-FM-202) to this motion.)

- Modify parental responsibility plan as follows:

OTHER (Please be specific):

SIGNATURE _____	PRINT NAME _____	DATE SIGNED _____
ADDRESS (No., street, city, state, zip code) _____		TELEPHONE (Area code first) _____

PLAINTIFF'S NAME (Last, first, middle initial)	DEFENDANT'S NAME (Last, first, middle initial)	DOCKET NO.
--	--	------------

NOTE: If you are now or have ever been a recipient of state assistance, you must send a copy of this motion to: The Office of the Attorney General, 55 Elm Street, Hartford, CT 06106

SWORN STATEMENT

(Complete only if you are asking the court to modify a final order [after judgment] of custody or visitation and/or parental responsibility plan.)

I certify that the factual and legal basis for the modification is true and accurate to the best of my knowledge and belief.

SIGNED (Moving party or other person having personal knowledge of the facts recited herein)

Subscribed and sworn to before me on:	DATE	SIGNED (Notary, Comm. of Superior Court, Assistant Clerk)
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CERTIFICATION

I certify that I mailed or delivered a copy of this motion to:	NAME*	DATE MAILED/DELIVERED
ADDRESS (No., street, city, state, zip code)*		

SIGNATURE	PRINT NAME	DATE SIGNED
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**If necessary, attach additional sheet with name of each party served and the address at which service was made.*

ORDER FOR HEARING AND SUMMONS (To be completed by clerk, if applicable)

The Court orders that a hearing be held at the time and place shown below. The Court also orders the plaintiff defendant to give notice to the opposing party of the Motion and of the time and place where the court will hear it, by having a true and attested copy of the Motion and this Order served on the opposing party by any proper officer at least **12 days** before the date of the hearing. Proof of service shall be made to this Court at least **six days** before the date of hearing.

HEARING TO BE HELD AT →	SUPERIOR COURT, JUDICIAL DISTRICT OF		DATE
	COURT ADDRESS	ROOM NO.	TIME

TO ANY PROPER OFFICER:

By the Authority of the State of Connecticut, you must serve a true and attested copy of the above Motion and Order For Hearing on the below named person in one of the ways required by law at least **12 days** before the date of the hearing, and file proof of service with this Court at least **six days** before the hearing.

PERSON TO BE SERVED	ADDRESS		
BY THE COURT	ASSISTANT CLERK	DATE SIGNED	

ORDER

The court has heard this motion and orders it **GRANTED** **DENIED.**

BY THE COURT (Judge/F.S.M./ Assistant Clerk)	DATE ORDERED
--	--------------

FOR COURT USE ONLY

FEE FOR MOTION TO MODIFY: PAID WAIVED