

CAO GCSM INSTRUCTION 1
FILING A PETITION FOR MODIFICATION (HW)
For Use when Health and Welfare is a party to the original action

The court may grant a modification (change) of child custody, visitation, or child support if there has been a substantial and material change in your circumstances and if it is in the best interest of your minor child/ren to do so. However, if there has only been a brief period of time since the entry of the last order, judgment or decree, or if the child/ren has/have not lived in Idaho for at least six months, the court may not grant your Petition unless there was a clerical mistake in the earlier order, judgment or decree, or if an emergency exists. Otherwise, the minimum time before a modification will be entered may vary from six months to two years between the entry of the previous order and the filing of the Petition to modify. The minimum time required may depend on these factors: the individual judge, the type of modification sought, whether the parties are in agreement as to the modification, whether the previous order was entered in Idaho or another jurisdiction and other circumstances. These instructions outline the process for modifying an Idaho order, judgment or decree.

NOTE: These forms are to be used **only** if the Idaho Department of Health and Welfare was a party to the original action. If so, the Department must be included in the modification action. If you and the other party are in agreement about the terms of the modification, you may be able to obtain a judgment using a Stipulation to Modify Order, Judgment or Decree, CAO GCSMPi 6-1. However, you should use that form only if the Department either agrees to the terms of the Stipulation, or declines to participate in the Modification proceeding. To use a Stipulation to Modify Order, Judgment or Decree, read and follow the instructions for Filing a Stipulation to Modify an Order, Judgment or Decree (H&W), CAO GCSMPi Inst 1-2.

If the other parent will not agree to the modification, or if the Department of Health and Welfare will not agree to the modification and objects to the changes you are requesting, then you will need to follow the instructions below on how to file and serve a Petition to Modify Order, Judgment or Decree (H&W) on the other parent and the Department of Health and Welfare.

YOU WILL BE SIGNING A STATEMENT THAT YOU HAVE READ THE PETITION FOR MODIFICATION, KNOW THE CONTENTS AND BELIEVE THE CONTENTS TO BE TRUE. TO AVOID MAKING ANY MISSTATEMENTS, BE SURE TO READ THE ENTIRE FORM.

Step 1. Talk to An Attorney, If Possible.

These instructions are not a substitute for legal advice. The laws and court rules are complex and following these instructions will not guarantee you a favorable result. We always recommend you talk to a lawyer about your problem before filing your legal paperwork. Even if you do not hire a lawyer to represent you throughout the proceeding, a lawyer can look over your paperwork, give you advice on how to present your evidence, and tell you whether this type of action is right for you. The Idaho State Bar Lawyer Referral Service (208-334-4500) can give you the name of an attorney in your area who will provide a one-half hour consultation for \$35. There are limited free legal services available to low income people. Contact the Court Assistance Office for information about resources for low-income people or visit the Idaho Supreme Court's Self-Help Center at <http://www.courtselfhelp.idaho.gov/>. When you represent yourself in a court case you are held to the same standard of legal knowledge as an attorney. This applies to the preparation of paperwork and your conduct at all hearings and/or at trial.

Step 2. Complete the Required Forms.

Complete the forms by typing or neatly printing in black ink.

You will need to complete and file the following forms to begin the modification procedure:

- Petition to Modify an Order, Judgment or Decree, CAO GCSM 1-1
- Summons with Orders, CAO FL 1-3

If you are modifying child support or you are filing your Petition to Modify Custody and the new custody arrangement will require a modification of child support, you will also need:

- Affidavit Verifying Income, CAO GCS 1-11
- Child Support Worksheet, CAO GCS 1-12 or CAO GCS 1-13
- Child Support Transmittal Form, CSS 809

If you are asking the judge to change the custody arrangements you may need to complete a proposed Parenting Plan Agreement, CAO FL 3, which you will attach to the Petition.

If you do not know where the other parent lives, you will also need

- Service by Publication, CAO FL Instruction 1-4:
- Motion and Affidavit for Service by Publication, CAO FLPi 1-5
- Order for Service by Publication, CAO FLPi 1-6
- Summons by Publication, CAO FLPi 1-4

Complete the required forms listed above.

- At the top left-hand corner of page 1 of each form fill in your full legal name, address, telephone number, and email address if you have one.
- Fill in your names as Co-Respondents in the caption exactly as they appear in the Order/Decree/Judgment you want to change.
- Fill in the case number, exactly as it appears in the Order/Decree/Judgment you want to change.
- Complete the remainder of each individual form, providing the information requested. If specific instructions are provided for a particular form, follow those instructions.

A Court Assistance Officer can help you generate the Affidavit Verifying Income and Child Support Worksheet if you provide the required information.

Make 2 copies of the Parenting Plan (if you are using it), so you can attach one to your Petition and still have one to attach to the Judgment.

Step 3: Make Copies and File with the Clerk.

Make three copies of the Petition to Modify an Order, Judgment or Decree, with any attachments, and the Summons with Orders.

Go to the window in the Clerk's Office and give the Deputy Clerk:

- The signed original Petition to Modify and copies for each party (with copies of Parenting Plan and child support documents stapled to each copy)
- The original Summons with Orders and copies for each party
- The appropriate filing fee or an Affidavit for Fee Waiver (CAO FW 1-9) and a proposed Order Re: Fee Waiver (CAO FW 1-10). See CAO FW Instruction 1 for filing a fee waiver.

Have the Clerk “conform” your copies by stamping and dating them. This will provide proof of the filing of the documents in case they become misplaced from the court file.

Step 4: Obtain Service on the Other Parties.

Note: To serve the State of Idaho, Department of Health and Welfare, you will need to serve a Deputy Attorney General, Department of Health and Welfare Division, or the attorney of record for the Department. The name and address of a Deputy Attorney General located within your judicial district can be obtained from your local court assistance officer, or from the court’s Self-Help Center Website at <http://www.courtselfhelp.idaho.gov/>.

You now need to serve the Petition to Modify, with any attachments, and Summons (and Order to Attend Parenting Workshop, if applicable) on the other parties. There are three different ways you can do this. You may have to use two different ways to serve the other two parties.

A. If one or both parties will cooperate by accepting service:

1. Fill out the Acknowledgement of Service, CAO GCS 2-1X and make two copies.
2. Take or mail to the other party the original and one copy of the Acknowledgment of Service form, a conformed copy of the Petition for Modification (with all appropriate Exhibits attached), and a conformed copy of the Summons and Order to Attend Workshop if any.
3. Have the other party sign the original Acknowledgment of Service form -certifying that he/she received a copy.
4. Have the other party return to you the original Acknowledgment of Service form. The other party is to keep the copy of the Acknowledgment of Service, the conformed copy of the Petition to Modify, and the conformed copy of the Summons with Orders and Order to Attend Workshop if any.
5. Take the original and your copy of the Acknowledgment of Service, plus the original Summons with Orders back to the Clerk at the courthouse. Ask to have your copy of the Acknowledgment of Service conformed, the conformed copy will then be returned to you. The Clerk will keep and file the original Summons with Orders and Acknowledgment of Service.
6. If both parties will acknowledge service, you will need to file two CAO GCS 2-1X forms.

B. If one or the other party will not cooperate:

1. Deliver or mail a copy of the Summons with Orders, a copy of the Petition for Modification and the original Affidavit of Service, CAO GCS 2-4X (and Order to Attend Workshop, if any), to a sheriff, professional process server or other person over eighteen (18) who will serve the papers in the county where the other party lives. If using the sheriff or a profession process server, call first to find out what they charge for serving papers, and include a money order or check for the correct amount when you send the papers. Include a letter stating where the other parent

can be served, a description or photograph of the other parent, a description of the vehicle the other parent usually drives, and any other information that may help the process server locate and identify the other parent. Don't forget to include your address and a self-addressed postage paid envelope so the Affidavit of Service can be returned to you when service is complete. If you are serving outside of Idaho, tell the sheriff or process server that Idaho requires a Notarized Return of Service.

2. The person who serves the forms must send the completed Affidavit of Service, CAO GCS 2-4X, back to you. You should make a copy of the Affidavit of Service for yourself, file the original Affidavit of Service and the original Summons with the Court and have your copy of the Affidavit conformed.

3. If both parties will not cooperate you will need to file two CAO GCS 2-4X forms.

C. If you do not know where the other parent is: See the separate instructions and forms for Service By Publication, CAO FL Instruction 1-4.

Step 5: Wait 20 Days.

The other parties have twenty (20) days from their respective date of service to respond to your Petition for Modification. If there is no response filed within that period, you may make an application for "default" to be entered and to have your Judgment signed. For this purpose, the date the other party was served was either 1) the date he/she signature the Acknowledgment of Service form; or 2) the date the process server delivered the papers to the other party; or 3) the last date the papers were published in a newspaper. There may be two different dates for the default for the two different parties.

You may need to attend the court's "Focus on the Children Parenting Workshop" or other parent education class before you can finalize your modification if you are asking the court to modify the Custody order, judgment or decree.

If the other parent indicates agreement and will sign both documents, you may complete and file a Stipulation To Modify An Order, Judgment Or Decree (CAO GCSM 6-1) and Judgment of Modification (CAO GCSM 8-1), and the Judgment of Modification may be issued without a hearing and without the twenty (20) day wait.

If the other party or parties do not respond to the court in writing within twenty (20) days of receiving service, you may Finalize Your Modification By Default. See CAO GCSM Instruction 1.

Step 6: Make Copies and File with the Clerk. When twenty (20) days have expired, if there has been no response from the other party, file these completed forms:

Complete the following forms, make one copy for your records and file with the court the original:

- Summons (if not already filed)
- Affidavit of Service, Acknowledgment of Service or Proof of Publication (if not already filed)
- Motion and Affidavit for Entry of Default (signed by you), CAO GCS 7-1
- Default, CAO GCS 7-4
- If both parties default, you will need to file two CAO GCS 7-1 and CAO GCS 7-4 forms.

Step 7: Complete the final forms, have them reviewed, make copies and prepare envelopes:

- Judgment of Modification (with all necessary supporting documents attached). Make copies for each party.
- Stamped envelopes addressed to yourself and the other parties for the Clerk to mail a copy of the Judgment of Modification with all attachments.
- Child Support Order Transmittal Form (this is required only if child support is modified.)
- Make an appointment with the Court Assistance Office to have all of your paperwork reviewed before it is presented to the judge.

The Clerk will submit your Judgment of Modification to the judge for signature and the clerk will “conform” the extra copies you provide. The judge will not sign these copies, but the Clerk will stamp the judge’s name on them. One of the copies is for you. The other is for the other parties and will be mailed to them by the court in the envelopes you provide.

Some judges will want you to attend a hearing to have your Judgment signed. The court clerk or Court Assistance Officer will be able to tell you if a hearing is required. On the day of the hearing, make sure you go to the correct courtroom. Dress appropriately and address the judge as “Your Honor.” (See “Guidelines for Courtroom Behavior”, CAO Cv Instruction 4-1 for more information). The judge will call the name and the number of your case. Go to the clerk’s table by the judge’s bench. Then the clerk will swear you in and you will take a seat at the witness stand and give your testimony which is an outline of the things you asked for in the Petition for Modification. If what you are asking the judge to give you is in any way different from what you’ve asked for in your Petition, then you must have a signed agreement with the other party (see the Court Assistance Officer or see a private attorney to amend your Motion). If the judge has no further questions, you are finished. The judge will sign the Judgment of Modification

If one of the parties does respond in writing, follow the steps below:

Step 8: Read the Response

Read the other party’s response carefully. If the other party’s response is a statement of agreement, you will not have to prepare for a contested hearing. But if the other party disagrees with your Petition or you are unsure about any of the allegations or terms in the response, you should talk to an attorney as soon as possible to learn what your rights are and what course of action to take.

Step 9: Comply with Mandatory Disclosures of Information

If either party has requested a change to child support, you have to provide income information to the other party within 35 days from the day they filed the response. This will include tax returns, W-2 forms, and many other forms, see Instruction CAO FL Inst 5-1 for further details and use forms CAO FLPi 5-1 Petitioner’s/Respondent’s Mandatory Child Support Disclosures and CAO CvPi 4-5 Certificate of Service.

Step 10: Follow all Court Orders.

Ordinarily, you will have a hearing if the other party files a document in response to your Petition. You may need to set the hearing (Notice of Hearing). You may receive various notices and/or orders from the court concerning your modification, e.g., Notice of Status Conference or Pre-trial Conference, Scheduling Order, or a Notice of Hearing. Read all court notices and orders carefully, and note the deadlines and hearing dates contained in them. Failure to meet court deadlines or to appear at scheduled conferences, hearings or at trial may

result in punishment for contempt of court or in other sanctions. Such failure may also cause you to lose your case in whole or in part.

Step 11: Consider Negotiation, Mediation, or Other Means to Settle Your Case.

The overwhelming majority of civil cases settle before trial. You should attempt to settle your case with the other parent. You can discuss settlement in person with the other parent or his/her attorney, or you may submit a written settlement offer. You might also consider mediation to resolve your dispute. Mediation is a process in which a neutral third party (called a mediator) assists the parties in their settlement negotiations. Mediation is often successful in resolving disputes concerning parenting schedules or child support. Your attorney, the court clerk or court assistance officer can give you a list of local mediators and more information about the mediation process.

There are other alternative means to settle your case without trial. These include arbitration and appointment of a special master. If negotiation or mediation does not resolve your case, you should consult an attorney about these alternative dispute resolution mechanisms.

If you do settle your case before trial, fill out the form Stipulation For Entry of Order, Judgment or Decree (CAO GCS 6-9), and an appropriate Judgment of Modification (CAO GCSM 8-1). See CAO GCSM Instruction 1-1.

If your case does not settle before trial, see "Guidelines for Courtroom Behavior", CAO Cv Instruction 4-1, for general information on how to proceed. The hearing will be conducted according to formal rules of evidence and procedure, so you should talk to an attorney to learn how to comply with those evidentiary and procedural rules and requirements.