

**You have selected forms needed to:
Finalize a Petition to Modify Custody and/or Child Support in a Health and Welfare
Case by Default Where Both the Department and Other Parent Have Failed to
Appear**

The forms and instructions you will need are listed below in a “Packet List”. This list of forms will appear when you select a packet. The forms will download to your computer in a .zip file. Click to open the .zip file, then double-click the “forms” folder that appears to open, print and/or save the documents.

When you determine the forms you need, it is recommended that you print a copy of this Packet List and either “Print” or “Save” a copy of each needed form.

Note: Please read all instructions included in the packet very carefully before completing the forms. Instructions are not available for every set of forms. If the packet does not include instructions, you may want to contact the Court Assistance Office at your local county courthouse to see if additional assistance is available.

**PACKET FOR FINALIZING A PETITION TO MODIFY IN A H&W CASE BY
DEFAULT WHERE BOTH THE DEPARTMENT AND OTHER PARENT HAVE
NOT RESPONDED**

- CAO M/P INST 6-1** *Finalizing a Custody or Modification Case*

For a default against the Department, you will need:

- CAO GCSMPi 7-5** *Notice to H & W of Intent to Default on Petition to Modify:*
- CAO GCS 7-1** *Motion and Affidavit for Entry of Default*
- CAO GCS 7-4** *Default:*

For a default against the other parent, you will need:

- CAO GCS 7-1** *Motion and Affidavit for Entry of Default*
- CAO GCS 7-4** *Default*

For the final Judgment you will need:

- CAO GCSM 8-1** *Judgment of Modification in H & W case*
- CSS 809** *Child Support Order Transmittal Form*