



## How to File a Request to Modify a Non-Dissolution “FD” Court Order Previously Issued by the Court

Superior Court of New Jersey - Chancery Division - Family Part

### Who Should Use This Packet?

You can use this packet if your **docket number starts with the letters FD**, and you have an order from the court that you want to change. You can also use this packet if you want to respond to the modification request filed by the other party. You must include a **\$25.00 filing fee** with the completed packet. Some types of modifications you can request with this packet are:

- Establish or Change an existing Child/Spousal Support Order
- Enforce the Current Support Order
- Change an existing Custody/Parenting Time Court Order
- Request to Relocate the Child(ren)/Oppose to Relocation
- Request to have a Bench Warrant/Detainer lifted (Incarcerated Defendants Only)

**ONLY use this packet if your case begins with letters FD. Do NOT use this packet if:**

- You want to file an appeal of a court order that was already issued. To file an appeal use *10837- How to Appeal a Trial Court, Tax Court or State Agency Decision* found on our website at [njcourts.gov](http://njcourts.gov).
- Your case is an emergency (Emergent Application Order to Show Cause). An emergent hearing in family court is designed to protect children from substantial and irreparable harm if someone is not restrained for doing something right now. You must file for an emergent hearing at the courthouse. **You cannot file for an emergent hearing through the mail.** Only a judge can determine if your case will qualify as an emergency. If you are denied an emergency hearing, your case will continue under the normal case process.
- Your case begins with letters other than “FD”.

Note: These materials have been prepared by the New Jersey Administrative Office of the Courts for use by self-represented litigants. The guides, instructions, and forms will be periodically updated as necessary to reflect current New Jersey statutes and court rules. The most recent version of the forms will be available at the county courthouse or on the Judiciary’s Internet site [njcourts.gov](http://njcourts.gov). However, you are ultimately responsible for the content of your court papers.

**Completed forms are to be submitted to the Family Division where the case is filed. A list of Family Division Offices can be found on [njcourts.gov](http://njcourts.gov)**

## **Things to Think About Before You Try to Represent Yourself in Court**

### **Try to Get a Lawyer**

The law, the proofs necessary to present your case, and the procedural rules governing cases in the Family Division are complex. It is recommended that you make every effort to obtain the assistance of a lawyer. If you cannot afford a lawyer, you may contact the legal services program in your county to see if you qualify for free legal services. Their telephone number can be found online under “Legal Aid” or “[Legal Services](#).”

If you do not qualify for free legal services and need help in locating an attorney, you can contact the bar association in your county. Most county bar associations have a [Lawyer Referral Service](#). The County Bar Lawyer Referral Service can supply you with the names of attorneys in your area willing to handle your particular type of case and sometimes consult with you for a reduced fee.

There are a variety of organizations of minority lawyers throughout New Jersey, as well as organizations of lawyers who handle specialized types of cases. Ask the Family court staff in your county for a list of lawyer referral services that include these organizations.

### **What You Should Expect If You Represent Yourself**

While you have the right to represent yourself in court, you should not expect special treatment, help or attention from the court. The following is a list of some things court staff can and cannot do for you. Please read it carefully before asking court staff for help.

- We *can* explain and answer questions about how the court works.
- We *can* tell you what the requirements are to have your case considered by the court.
- We *can* give you some information from your case file.
- We *can* provide you with samples of court forms that are available.
- We *can* provide you with guidance on how to fill out forms.
- We *can* usually answer questions about court deadlines.
- We *cannot* give you legal advice. Only your lawyer can give you legal advice.
- We *cannot* give you an opinion about what will happen if you bring your case to court.
- We *cannot* recommend a lawyer, but we can provide you with the telephone number of a local lawyer referral service.
- We *cannot* talk to the judge for you about what will happen in your case.
- We *cannot* let you talk to the judge outside of court.
- We *cannot* change an order issued by a judge.

### **Keep Copies of All Papers**

Make and keep copies for yourself, written agreements, Case Information Statements, and other important papers that relate to your case.

## Definitions of Court Terms Used in FD Cases

**Arrears** - *Arrears* are unpaid or overdue child support, alimony, or spousal support payments.

**Application** - An *application* is a written request in which you ask the court to issue an order or to change an order that has already been issued.

**Bench Warrant** - A *bench warrant* is an order from the court giving legal authority to law enforcement to arrest a person for failure to appear for a court hearing or failure to comply with a court order.

**Certification** - A *certification* is a written statement made to the court when you file papers with the court, swearing that the information contained in the filed papers is true.

**Child Support Number** (also referred to as “*CS Number*”) - The *Child Support Number* is the identifying number assigned to your child, spousal, or alimony support case.

**Complaint** - A *complaint* is a formal document filed in court that starts a case. It typically includes the names of the parties and the issues you are asking the court to decide.

**Custodial Parent** - the *custodial parent* is the person with whom the child(ren) live with and has the primary day-to-day responsibility.

**Counterclaim** - A *counterclaim* is a document in which the Defendant states their opposition to the original claim and may additionally relay to the court why you think you are entitled to relief in the case.

**Court Order** - A *court order* is the written decision issued by a court of law. For example, a child support court order sets forth how often, how much, and what kind of support is to be paid.

**Custody** - refers to the right to make decisions for the child. Joint, sole, physical *custody*, refers to where and by whom the child’s needs are met. Sole custody refers to one person and joint custody refers to sharing by the parties in the case.

**Diligent Search** - A *diligent search* means you made a serious effort to find information about the location of the other party named in your case, and that you have followed up on any information you have received about their whereabouts.

**Docket Number** - The *docket number* is the identifying number assigned to every case filed in the court.

**Exhibits** - *Exhibits* are documents or objects you provide to the court to support what you want the court to decide.

## Definitions of Court Terms Used in FD Cases (continued)

**FD** - The letters the court uses to identify a non-dissolution case that involves parents who are not legally married or other adults filing for court relief on behalf of minor children. *FD* cases can also include married people who are separated but need financial support.

**File** - To *file* means to give the appropriate forms to the court to begin the court’s consideration of your request.

**Income Withholding/Wage Garnishment** - *Income Withholding/Wage Garnishment* is a process where automatic deductions are made from wages or other income, to pay your support obligation. Income withholding has been mandatory since the enactment of the Family Support Act of 1988.

**New Jersey Child Support Guidelines** - Both parents are responsible for the financial and emotional support of their children. New Jersey has developed a standard method for calculating child support based on the income of both parents and other factors. The full set of *NJ Child Support Guidelines* is contained in *Rule 5:6A* of the New Jersey Court Rules.

**NJKiDS** (New Jersey Kids Deserve Support) - *NJKiDS* is the New Jersey Child Support automated computer system that tracks child support accounts.

**Non-Custodial Parent** - the *non-custodial parent* is the parent with whom the child(ren) do not live the majority of the time with.

**Obligor/Payor** - An *obligor/payor* is the person ordered by the court to pay support, also known as the non-custodial parent (NCP).

**Obligee/Payee** - An *obligee/payee* is the person, agency, or institution who receives support, also known as the custodial parent (CP).

**Party** - A *party* is a person, business, or governmental agency involved in a court action.

**Petitioner** - *Petitioner* is another name for the person starting the court action by filing the appropriate papers the court will consider.

**Respondent** - *Respondent* is the person who is named as the other party in the court action filed by the petitioner. This person can respond to the complaint or application filed by the petitioner by filing a cross application or written response with the court.

**Relief** - To ask for *relief* is to ask the court to grant something such as custody, parenting time, or support.

**Support Obligation** - *Support Obligation* is the amount of support that the court orders the obligor to pay. The court order includes how much and how often support has to be paid (i.e., per week, per month, bi-weekly, etc.).

## Definitions of Court Terms Used in FD Cases (continued)

**Child Support Enforcement** - The *Child Support Enforcement* Division is required to enforce court orders that call for the payment of child support, health care coverage, and/or spousal support/alimony. If support is not being paid timely, the Child Support Enforcement has many state and federal tools available to enforce child support orders. These can include, but are not limited to:

- Income withholding
- Court hearing
- Bench warrant
- Tax offset - federal and state
- Judgment (liens attached to property & assets)
- Credit bureau notification
- Financial Institution Data Match (FIDM) - seizure of bank accounts
- Child Support Lien Network (CSLN) - seizure of proceeds from law suits
- Passport denial
- License suspension
- Lottery interception

The numbered steps listed below tell you what forms you will need to fill out and what to do with them. Each form should be typed or printed clearly on 8 ½ “x 11” white paper only. Forms cannot be filed on a different size or color paper. Use only the forms included in this packet. Be sure to keep a copy for your records.

## Steps for Filing a Complaint

### **STEP 1: Fill out the *Application/Cross Application to Modify a Court Order (Form A)***

The *Application/Cross Application to Modify a Court Order* is a written request in which you ask the court to change or enforce an existing court order. The court will change an order only if important facts or circumstances have changed from the time the order was issued.

### **STEP 2: Provide the court with the most recent address of the other party(ies)**

The court will send a Notice to Appear to the plaintiff, defendant, all listed parties, and attorney(s) connected to your case when the case is scheduled for court. Your appearance is **mandatory**.

**Note:** The other party will receive copies of all of the papers you attach to your modification application with the Notice to Appear, unless court rules prohibit this information from being shared.

You must provide the court with the most current address (that you know of) for the other party and the name of their attorney (if you know it) when you file your modification application. Failure to do so may result in your case being dismissed by the court or delayed because the other party could not be served with a Notice to Appear.

### **STEP 3: Fill out the *Certification of Diligent Search* (if necessary)**

Every person named in a court action must be given the opportunity to respond. They must be provided notice so that they can exercise their right to answer the complaint. If you are filing this application to modify an order the court requires that you provide the address of the other legal parent/guardian, so they can be served with the modification application and have the opportunity to respond.

If you do not know the current address of the other party, you must complete the *Certification of Diligent Search* (CN 11490). This packet provides proof to the court of your efforts to find the other party. The packet must be completed in its entirety and mailed or delivered to the court. If you are unable to send a letter as directed, you must tell the court why by putting your reason on the letter and including it in the completed packet you mail or deliver to the court. Once you have mailed or delivered your packet to the court, your case will be filed and scheduled for a hearing. The judge will decide if your search was sufficient at the hearing. **This process must be completed before your case can proceed in court.** You can find this kit on [njcourts.gov](http://njcourts.gov).

**Important Note:** If you are filing to establish paternity or child support, a diligent search might not be required. You can go to your local County Welfare Office (CWA) and request locate services. Federal locate services are used only for the purpose of establishing paternity or child support.

**STEP 4: Fill out the *Confidential Litigant Information Sheet***

The *Confidential Litigant Information Sheet* (CN 10486) is to ensure accuracy of court records and must be completed by the person filing this application to modify a court order. You must complete the entire form and submit it with your papers to the court. Do **NOT** leave any blank spaces. If something does not apply to you, enter “N/A”. **This form is confidential and will not be shared with the other party.** Each party is required to complete their own Confidential Litigant Information Sheet and file it with the court. You can find this form on [njcourts.gov](http://njcourts.gov).

**Note:** Failure to complete the Confidential Litigant Information Sheet will result in your papers being returned to you marked “deficient” and will cause a delay in your case being scheduled for court.

**STEP 5: Fill out the *Financial Statement for Summary Support Actions* (if applicable)**

The *Financial Statement for Summary Support Actions* (CN 11223) **must be completed if you are requesting to establish or modify a child support order in an FD case.** You must complete the entire form. Do **NOT** leave any blank spaces. If something does not apply to you, enter “N/A”. This completed form must be included in your packet submitted to the court. **This form will be shared with the other party pursuant to Court Rule 5:5-3.** The other party must complete this same form and file it with the court. The court will share this information with the filing party at the court hearing. You can find this form on [njcourts.gov](http://njcourts.gov).

**STEP 6: Fill out the *Family Case Information Statement (CIS)* (if applicable)**

The *Family Case Information Statement* (CN 10482) must be completed **only** if you are married but separated and want to establish or modify spousal support. Spousal support can only be established or modified under FD when there is no active divorce case.

Pursuant to Court Rule 5:5-2, a spousal support determination and/or modification requires the parties to submit a Case Information Statement to the court. You must complete the entire form. Do **NOT** leave any blank spaces. If something does not apply to you, enter “N/A”. This completed form must be included in your packet submitted to the court. **This form will be shared with the other party.** The other party must complete this same form, file it with the court and send a copy to you. The court will provide instructions to the other party about sharing this information with the filing party prior to the court hearing. This document is confidential pursuant to Court Rule 1:38-3 and is not available for review by any other people besides the two parties involved in the case, their attorneys, and the court. You can find this form on [njcourts.gov](http://njcourts.gov).

**STEP 7: Fill out the *Additional Information Sheet* (if needed)**

Use this form if you need additional space to explain to the court what you want the court to consider or your position on a particular issue stated in the complaint. Type or write legibly and be as specific as possible.

**STEP 8: Check your completed forms**

Check your forms and make sure they are complete. Remove all instruction sheets. Make sure you have signed all the forms wherever necessary.



In Step 9 you will be directed to mail or deliver your documents to the court. The following checklist will help insure your package is complete:

### Checklist

Make sure you have all of the following items:

- \_\_\_\_\_ Verified Complaint or Counterclaim (Form A)
- \_\_\_\_\_ Confidential Litigant Information Sheet
- \_\_\_\_\_ Additional forms if applicable:
  - \_\_\_\_\_ Certification of Diligent Search (CN 11490)
  - \_\_\_\_\_ Financial Statement for Summary Support Actions (CN 11223)
  - \_\_\_\_\_ Family Case Information Statement (CIS) (CN 10482)
  - \_\_\_\_\_ Federal Child Support Services Application (IV-D Child Support Program)
  - \_\_\_\_\_ Certification in Support of Establishing Paternity
  - \_\_\_\_\_ Certificate of Parentage (COP)
  - \_\_\_\_\_ Additional Information Sheet
- \_\_\_\_\_ Filing fee of \$25.00 in the form of a check or money order made payable to the **Treasurer, State of New Jersey**. Do not mail cash. You may use cash if you pay in person, but you should keep the receipt you get from the court staff for your records.

### STEP 9: Mail or deliver your completed paperwork

Mail or deliver your completed packet to the courthouse in the county where the child of the custodial parent resides. **You must include a \$25.00 filing fee with the completed packet.** When mailing, make sure you specify the “Family Division” and “Non-dissolution Intake” in your address to insure your papers arrive at the correct department in the court.

#### Sample Address:

(Name of County) Courthouse Family Division  
Non-Dissolution Intake 1234 Street  
PO Box #  
City, State, Zip code

All courthouse addresses can be found on [njcourts.gov](http://njcourts.gov)

## Instructions for Completing the Application/Cross Application to Modify a Court Order

**Important Notice:** This form can be used to request multiple reliefs from the court. Make sure to check the boxes for **all** the reliefs you are requesting, as only the ones you check will be considered on the day of your hearing.

- A. Enter the names of the parties in the correct order on the “*Plaintiff*” and “*Defendant*” lines. You can find the correct case title at the top of the order you want to modify. Copy the information exactly as it appears on that order.
- B. On the right side of the form, enter the *County* where you are filing the application.
- C. Enter the *Docket Number* that has been issued in your case. You can find that number on the court order you want to modify.
- D. Type or print the *CS Number* that has been issued in your case. You can find that number on the court order you want to modify.
- E. Select whether you are filing an *Application for Modification* or *Cross-Application for Modification*.
- F. Enter the *Plaintiff’s Email* and *Defendant’s Email*.
- G. Enter your name on the line between the words “*I ... of full age,*” On the second line (at the end of the sentence) fill in the date of the original order (if known).
- H. In item #1, select whether you are the *Plaintiff*, *Defendant* or the *Attorney* (for either the Plaintiff or Defendant) filing this application. Enter your maiden name, if applicable.
- I. In item #2, enter the Plaintiff’s address on the lines provided. Make sure to include the apartment number or floor, if applicable. Enter the plaintiff’s relationship to the child(ren) in this matter.
- J. In item #3, enter the Defendant’s address on the lines provided. Make sure to include the apartment number if applicable. Enter the defendant’s relationship to the child(ren) in this matter.
- K. In item #4, enter the attorney’s name, attorney ID number and firm address that is representing a party in this matter.
- L. In item #5, enter each child’s name, date of birth, gender and the relationship of the person with whom the child currently resides, for all those listed on the support order that you want to modify. Do not list children who do not appear on the original order.
- M. In item #6, list other interested parties that should be noticed to appear in court if it applies to your case.

- N. For item #7, select whether you have had previous Family Court activity related to any of the parties listed in this modification. Check only one box. If you select "Yes", enter the title of the case, the docket number and the state or country that has jurisdiction of that case.

Select whether (to your knowledge) a child protection agency (i.e., DCP&P or similar agency in another state) has been involved with the child(ren) or listed parties.

Select whether (to your knowledge) the children are recipients of public assistance.

- O. For item #8, select the appropriate checkboxes for all the reliefs you want the court to consider in your case. Select all that apply. Note that **only those that are selected** will be considered during your court hearing.
- P. For item #9, if you are requesting **to terminate** your child support order, enter the name(s) and date(s) of birth of the child(ren) on the lines provided.  
Select the reason(s) why the child support should be terminated. Select all that apply.
- Q. For item #10, if you are requesting **NOT to terminate** your child support order, enter the name(s) and date(s) of birth of the child(ren) on the lines provided.

Select the reason(s) why the child support should be not terminated. Select all that apply and give explanations where indicated.

- R. For item #11, select whether you are requesting enforcement of a current support order (because someone is not paying as they have been ordered) or if you have already requested enforcement of your child support order through Probation

**Note: If your child support order is payable through the Child Support Enforcement Division, you should contact them first for enforcement services.**

- S. For item #12, select all responses that apply to your modification of *Existing Custody/Parenting Time Court Order*, and give explanations where indicated.
- T. For item #13, select the checkbox if you are applying to relocate the children out-of-state. Make sure to enter where you want to move and the reason you want to move.

Select the checkbox if you are **opposed** to the children moving out-of-state and explain why you are opposed in the space provided. Use Additional Information form if necessary.

- U. For item #14, if you are requesting to change from the county with current jurisdiction to another county in New Jersey, enter the county where the court originally heard the case on the first line, and the county where you are requesting the court to take jurisdiction of the case on the second line. Enter the reason why you are requesting the change.
- V. For item #15, check this box **only** if you are incarcerated and you want a detainer or bench warrant lifted so that you may apply for a work release or halfway house program. You must provide the name of the facility where you are now and your inmate number.
- W. Only fill out item #16 if the relief you are seeking is not contained in any of the numbered

items in the form. Write in your own words the relief you are seeking for the court in the space provided. Be as specific as possible. Use Additional Information form if necessary.

X. For item #17, write whatever you feel the court should know to support your request. Write the date of the court order you want changed; if you have the order, make a copy and attach it to the application.

Y. In the *Required Attachments* section, select the appropriate box(es) for those forms that you have attached to your packet.

Select the box if you are attaching any additional information to your packet.

Select the box if you are presently incarcerated.

Z. Select whether you will need Interpreting services or ADA accommodations and list the language and/or accommodation.

AA. The form must have the signature of the party filing the application to modify along with the signature of the attorney that is filing the application to modify on behalf of the party.

Note: Both the person filing this modification and the attorney (if any) must sign above.

**Mail or deliver the completed application with a \$25.00 filing fee to the correct courthouse**

Superior Court of New Jersey  
Chancery Division-Family Part  
County \_\_\_\_\_

Docket Number \_\_\_\_\_

CS Number \_\_\_\_\_

\_\_\_\_\_  
**Plaintiff**

**vs.**

\_\_\_\_\_  
**Defendant**

**Civil Action**

☐ **Application for Modification  
of Court Order**

☐ **Cross-Application for  
Modification of Court Order**

Plaintiff Email: \_\_\_\_\_

Defendant Email: \_\_\_\_\_

I, \_\_\_\_\_ of full age, hereby certify the following in support of  
this Application/Cross-application to modify the court order of (date if known) \_\_\_\_\_.

1. I am the ☐ Plaintiff ☐ Defendant ☐ Attorney for \_\_\_\_\_.

2. Plaintiff resides OR is incarcerated at:

Address \_\_\_\_\_ City/Town \_\_\_\_\_

County \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Relationship to the child(ren) \_\_\_\_\_

Plaintiff resides OR is incarcerated at:

Address \_\_\_\_\_ City/Town \_\_\_\_\_

County \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Relationship to the child(ren) \_\_\_\_\_

3. Defendant resides OR is incarcerated at:

Address \_\_\_\_\_ City/Town \_\_\_\_\_

County \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Relationship to the child(ren) \_\_\_\_\_

Defendant resides OR is incarcerated at:

Address \_\_\_\_\_ City/Town \_\_\_\_\_

County \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Relationship to the child(ren) \_\_\_\_\_

4. Attorney:

Name \_\_\_\_\_ ID Number \_\_\_\_\_

Firm Name \_\_\_\_\_

Address \_\_\_\_\_

City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

5. The child(ren) involved in this order are:

Name Date of Birth M/F Residing with (relationship)


6. Other interested parties' name(s) and address(es):


7. I have been previously involved in the following New Jersey family court actions or other State/Country litigation with regard to any of the parties or children listed above. (If yes, give the title of case and docket number.) ☐ Yes ☐ No

Title of Case	Docket Number	State/Country
vs.		
vs.		
vs.		

A Child Protection Agency (*i.e.* the Division of Child Protection and Permanency or a similar agency in another State) has been involved or is currently involved with the with the child(ren) or listed parties. ☐ Yes ☐ No

Is any party in this case currently receiving public assistance? ☐ Yes ☐ No  
(Governed by 41 U.S.C.A. 602 (A)(26), *N.J.S.A.* 44:10-1.1, *et seq.*)

8. I request the following:

☐ Paternity (**Certification in Support of Establishing Paternity is required** when requesting Paternity)

Were parents of the child married at the time of birth? ☐ Yes ☐ No

☐ Disestablishment of Paternity

Were parents of the child married at the time of birth? ☐ Yes ☐ No

☐ Maternity

- ☐ **Establish/Modify Child Support** (A **Certificate of Parentage** is required if available when filing for Child Support)  
 I am requesting (check one) an ☐ **increase** ☐ **decrease** in **child support** payments.  
 (Pursuant to Court Rule 5:5-3, you are required to complete a **Financial Statement for Summary Support Actions** to serve upon the other party. At the hearing you must have your most recent federal income tax return or your three most recent pay stubs.)
- ☐ **Establish/Modify Spousal Support**  
 I am requesting (check one) an ☐ **increase** ☐ **decrease** in **spousal support** payments. (Pursuant to Court Rule 5:5-2, you are **required** to complete a **Case Information Statement** to serve upon the other party. At the hearing you must have your most recent federal income tax return or your three most recent pay stubs)
- ☐ **Establish/Modify Financial Maintenance order**
- ☐ Medical Support Requested  
☐ Health benefits for myself  
☐ Health benefits for the child(ren) named in this complaint

Reasons for your request: (explain in detail)

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9. I am requesting the Court to **terminate** the child support for the following child(ren)
- | Name | Date of Birth |
|------|---------------|
|------|---------------|

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**Please check all the following that apply:**

- ☐ I have physical custody of the child(ren) specified above.
- ☐ My child turned 18 years of age on \_\_\_\_\_.
- ☐ To the best of my knowledge my child is not physically or mentally disabled.
- ☐ My child is not attending high school or any other special education programs.
- ☐ My child is married. Date of the marriage: \_\_\_\_\_.
- ☐ My child is not attending college or a post-secondary education program.
- ☐ My child is in the military. Date enrolled: \_\_\_\_\_. Branch: \_\_\_\_\_.
- ☐ I am requesting that child/spousal support be paid directly to me without court involvement.

10. I am requesting the Court **NOT terminate** the child support for the following child(ren)

Name

Date of Birth

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**Please check all the following that apply:**

☐ I have physical custody of the child(ren) specified above.

☐ My child is disabled. Describe disability:

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☐ My child is attending high school or special education program. Provide the name of the school and most recent date(s) attended:

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☐ My child is not married.

☐ My child is attending college or a post-secondary education program. Provide the name of the school and the most recent date(s) attended.

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☐ My child is not in the military.

☐ I am requesting that child/spousal support be made payable through the Probation Division.

**11. Enforcement of the Current Support Order**

☐ I am requesting enforcement of the current support order of (date if known) \_\_\_\_\_. Attach a copy of the order you want enforced.

☐ I have already requested enforcement through Probation.

**12. Establish or Change of Existing Custody/Parenting Time Court Order (check all that apply)**

☐ Establish custody

☐ Establish visitation/parenting time arrangements

☐ Parenting Time

☐ Grandparent Visitation

☐ Sibling Visitation

☐ I am requesting to **change** the custody/parenting time terms of the current order.



Reasons for your request: (explain in detail)

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**13. Request to Relocate the Child(ren)/Opposition to Relocation**

- ☐ I am applying to relocate the child(ren) listed above to another state or country. I want to relocate the child(ren) by (date) \_\_\_\_\_.

New location:

Reason for relocation:

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☐ Attached is the additional information form.

- ☐ I am opposed to the relocation of the children listed above. I believe this move is not in the best interest of the child(ren). Explain:

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☐ Attached is the additional information form.

**14. Change of Venue** (Request to change from the county with current jurisdiction to another county in New Jersey)

- ☐ I am requesting that venue of my case in \_\_\_\_\_ county be changed to \_\_\_\_\_ county. Explain:

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**15. Request to have a Bench Warrant/Detainer lifted** (Incarcerated Defendants Only)

- ☐ I am currently incarcerated and am filing an application to have a child support bench warrant/detainer lifted so that I may participate in a rehabilitation program. I understand that I must report to the court 30 days after my release.

Facility: \_\_\_\_\_ Inmate Number: \_\_\_\_\_

**16. The relief I am requesting is not listed above. I am requesting the following from the court.** (Use additional information sheet if necessary.)

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17. Explain anything else the court should know about this Application or Cross Application to modify the court order of (date if known) \_\_\_\_\_.

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**Required Attachments (Check all applicable boxes)**

- ☐ Confidential Litigant Information Statement.
- ☐ Certificate of Parentage (if available). (Please note that this is not the Birth Certificate.)
- ☐ Certification to Establish Paternity (when requesting establishment of paternity).
- ☐ Financial Statement for Summary Support Actions (when requesting child support).
- ☐ Case Information Statement (when requesting spousal support).
- ☐ Check this box if you are attaching any additional information (a certification, exhibits)
- ☐ I am presently incarcerated and would like to appear; however, I understand that unless a judge orders my appearance through a court order to the facility of my incarceration, my request will be decided on the papers that I filed.

At the hearing:

Will you require an interpreter? ☐ Yes ☐ No

If yes, indicate language: \_\_\_\_\_

Will you require an accommodation for a disability? ☐ Yes ☐ No

If yes, indicate requested accommodation: \_\_\_\_\_

I/We certify that the foregoing statements made by me/us are true. I am/We are aware that if any of the foregoing statements made by me/us are willfully false, I am/we are subject to punishment.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature ☐ Plaintiff ☐ Defendant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature ☐ Plaintiff ☐ Defendant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature ☐ Plaintiff Attorney ☐ Defendant Attorney

**Note: Both the person filing this modification and the attorney (if any) must sign above.**

Your appearance is mandatory. You should bring to court any other documentation or proof that supports your case. If you are filing for child or spousal support, bring any information about your finances with you such as your last three pay stubs and your most recent W-2 statement. You may bring an attorney, although an attorney is not required. If you require assistance in selecting an attorney, you may contact your County Bar Association. If you cannot afford an attorney, you may contact Legal Services of New Jersey at [www.lsnj.org](http://www.lsnj.org).

**COURT APPEARANCE INFORMATION FOR THE PERSON RECEIVING THIS APPLICATION:**

Your appearance is mandatory. If you fail to appear at the hearing an order granting the relief requested by the filing party may be granted. If the filing party's request is for child or spousal support, bring any information about your finances with you such as your last three pay stubs and your most recent W-2 statement. You may bring an attorney, although an attorney is not required. If you require assistance in selecting an attorney, you may contact your County Bar Association. If you cannot afford an attorney, you may contact Legal Services of New Jersey at [www.lsnj.org](http://www.lsnj.org).

## Additional Information Sheet

**Use this sheet (if necessary) to tell the court anything else you want the court to know about why you filed your application.**

**Full Name** \_\_\_\_\_ **Date** \_\_\_\_\_

Docket Number \_\_\_\_\_ CS Number \_\_\_\_\_

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

Date \_\_\_\_\_

Signature of Plaintiff/Counterclaimant