

INSTRUCTIONS FOR COMPLETING AND FILING MOTION TO MODIFY CHILD SUPPORT

The Motion to Modify Child Support must be supported by an Affidavit stating the reasons you think a new support order should issue. You are also required to prepare and submit a [Post Decree Income and Expense Affidavit](#) and a [Health Insurance Affidavit](#), both found on this Website. A completed Child Support Computation Worksheet, found on this website, must also be presented when you come to the hearing on your motion.

Caption: On the line labeled "Plaintiff/Petitioner-01" fill in the name of the same person who was the original Plaintiff or Petitioner-01 when the case was first filed.

On the line labeled "Defendant/Petitioner-02/Respondent fill in the name of the person who was the original Defendant, Petitioner-02 or Respondent when the case was first filed.

Fill in the same case number and judge assigned by the Clerk of Courts when the case was first filed.

Paragraph 1: Fill in your name and whether you are "Plaintiff", "Defendant", etc. on the line in the first paragraph. Check the appropriate box indicating whether you are seeking an increase or a decrease in support.

Paragraph 2: Fill in the date the last support order was issued. (This date is on the stamp marked "Received for Filing" on the last page of the last order.)

Paragraph 3: Prepare and attach a Notarized Affidavit (last page) specifically stating the reason(s) why you want to have the support order changed.

Signature: Print your name on the first line, sign it on the second line, and print your address and daytime telephone number.

FILING THE MOTION TO MODIFY CHILD SUPPORT

You must file the motion with the [Clerk of Court](#) located in Room 35, on the ground floor of the Cuyahoga County Courthouse, 1 W. Lakeside Ave., Cleveland, Ohio 44113. You will be required to pay a "filing fee" to the Clerk of Court at the time you file the motion. Please refer to [Local Rule 1](#) of this Court's Rules for the correct amount.

SERVICE

The Court cannot consider your motion unless it has been "served" on your spouse. The motion you file must be "served" by the Clerk of Court (not by you). A commonly used method of service is by certified mail. You must instruct the Clerk to do this by filing "[Instructions for Service](#)".

If the mail is returned to the Clerk from the Postal Service as unclaimed or refused, that information is posted on the "[docket](#)" in your case, and you will be notified by postcard. You must then instruct the Clerk to send service by ordinary mail. To do this, you must file a new "Instructions for Service" form, with a copy of the motion attached, requesting that service be made by regular mail.

PLEASE NOTE: IT IS YOUR RESPONSIBILITY TO MAKE SURE SERVICE IS COMPLETED. THIS WEBSITE DOES NOT EXPLAIN OTHER LEGAL METHODS OF SERVICE. FOR FURTHER INFORMATION REFER TO RULES 4 THROUGH 4.6 OF THE [OHIO RULES OF CIVIL PROCEDURE](#).

**COURT OF COMMON PLEAS
DIVISION OF DOMESTIC RELATIONS
CUYAHOGA COUNTY, OHIO**

_____ : CASE NO. DR: _____
PLAINTIFF/PETITIONER-01

_____ :
ADDRESS

_____ :
CITY/STATE/ZIP

vs. _____ : JUDGE _____

_____ :
DEFENDANT/PETITIONER-02
RESPONDENT **MOTION TO MODIFY CHILD
SUPPORT**

_____ :
ADDRESS

_____ :
CITY/STATE/ZIP

Now comes _____, and moves this Honorable Court for
an order decreasing increasing his/her current support for the minor child(ren).

The previous child support order was issued on _____.

The reason(s) for this request are stated in the attached affidavit.

Respectfully submitted,

PRINT NAME

SIGNATURE

ADDRESS

CITY, STATE, ZIP CODE

MOBILE TELEPHONE NUMBER

EMAIL ADDRESS

STATE OF OHIO)
)
CUYAHOGA COUNTY)

SS: AFFIDAVIT

I, _____, having been first duly sworn according to law, hereby state and depose that:

1. _____

2. _____

3. _____

4. _____

FURTHER, AFFIANT SAYETH NAUGHT.

SIGNATURE

Sworn to and subscribed before me this _____ day of _____, 20____.



NOTARY PUBLIC