Packet 5

Child Support Modification

Forms and Procedures

For Wyoming

PETITIONER

2025

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IMPORTANT NOTE: Make sure you are using the most recent packet. You can visit the Wyoming Judicial Branch website (https://www.wyocourts.gov/) or ask the Clerk of District Court to find out if this is the current packet.

LIST OF FORMS- PACKET 5
CHILD SUPPORT MODIFICATION - PETITIONER

1. List of Forms- Child Support Modification - Petitioner
2. Child Support Modification Information and Instructions
3. Checklist for Petitioner
4. Petition for Modification of Child Support and Judgment for Arrears (If Any)
5. Summons
6. Confidential Statement of Parties for Child Support Order
7. Acknowledgement and Acceptance of Service
8. Initial Disclosures
9. Confidential Financial Affidavit
10. Affidavit of Imputed Income
11. Child Support Computation Form & Net Income Calculation
12. Reply to Counterclaim
13. Application for Entry of Default
14. Affidavit in Support of Default
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16. Request for Setting
17. Order Setting Hearing
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19. Pretrial Disclosures
20. Order Modifying Child Support and Judgment for Arrears (If Any)
21. Order for Income Withholding
22. List of Addresses for the Clerk of District Court Offices

**Other forms may be required by your Court.

CHILD SUPPORT MODIFICATION INFORMATION AND INSTRUCTIONS

CONFIDENTIALITY: If you have concerns about keeping information confidential, such as your address and/or social security number, please consult an attorney. You should also know that Domestic Violence Protection Orders or Stalking Orders are available free of charge at the circuit court clerks' offices. You may request assistance in obtaining Domestic Violence Protection or Stalking Orders from your local domestic violence or sexual assault program or you may call the Wyoming Coalition Against Domestic Violence & Sexual Assault (844) 264-8080 (toll free) or (307) 755-0992. There are also private attorneys who may be willing to assist clients in these matters. If you have ever obtained a Protection Order against the other party, this information should be indicated in the **Petition for Modification of Child Support and Judgment for Arrears (If Any)**.

NOTE: The person who files the Petition for Modification of Child Support and Judgment for Arrears (If Any) is called the Petitioner regardless of whether you were the Petitioner or the Respondent when the child support order was first entered. The other party will be referred to as the "Respondent."

This packet is to modify child support only. If you are modifying custody, visitation or parenting time with your children, a separate packet is available.

Before filling out the forms, make sure you meet the qualifications to file for Modification of Child Support and Judgment for Arrears (If Any) in Wyoming. To file a petition, one of the following conditions must apply:

1. **Twenty (20%) percent change in support amount after six (6) months.** If your current child support order was entered more than six months ago or has not been adjusted within the past six months, you may request a review. The court may modify the order if it determines that the support amount would increase or decrease by 20% or more per month from the existing order.

2. **Substantial Change in Circumstances (At Any Time).** A modification can be requested at any time if there has been a substantial change in circumstances. This includes but is not limited to:

   - Receiving public assistance (e.g., Personal Opportunities with Employment Responsibilities (POWER), Title 19, Kid Care, food stamps, Supplemental Security Income (SSI)).
   - Significant changes, such as custody modifications.

   Note: If you are requesting both a change in custody and child support, you should use the Custody Modification Packet or consult an attorney for guidance.

3. **Every three (3) years.** Every three years, upon request, the court is required to review and, if appropriate, adjust the child support order. There is no need for a showing of a

change of circumstances if it has been at least three years since the previous child support order was entered.

Important Note:
If one of the children included in your current child support order graduates, turns 18, or is otherwise emancipated, child support does not automatically reduce. You must file a request to modify the child support order using this packet if you want the support amount changed. Until the Court enters a new order, the full amount in the existing order remains enforceable.

If your situation fits one of the categories described above, you may move forward with this packet.

Make sure to complete all the forms carefully. If any parts are left blank, the Judge may not accept them. Not all of the forms need to be completed at the same time. Read through the instructions for each step. There are some steps you must complete before moving on to the next step.

Step 1: Getting Started

Not all the forms in this packet may be needed for your specific situation. It's important to go through them and read the instructions to know which ones you need.
Start by reviewing these three forms below:

1. Familiarize yourself with the **List of Forms – Petitioner Modification of Child Support and Judgment for Arrears (If Any)**: Look at the list of all the forms included in this packet.

2. Go through the **Checklist for Petitioner Modification of Child Support and Judgment for Arrears (If Any)**: This checklist will help you understand which forms you need to complete and file.

3. Review the **Petitioner Child Support Modification Information and Instructions**: This form provides detailed information and instructions for modifying child support.

By reviewing these documents first, you will have a better idea of the process for modifying child support.

Step 2: File your petition

Documents to Complete:

1. **Complete the Petition for Child Support Modification and Judgment Arrears (If Any):** The first step in starting a child support modification case is to file a **Petition for Child Support Modification and Judgment Arrears (If Any)**. This is a written request to the Court for a modification of child support. The person who starts the files the Petition is called the Petitioner and will be the Petitioner throughout the case.

NOTE: Do not sign the **Petition for Child Support Modification and Judgment Arrears (If Any)** until you are in front of the Clerk of Court or a Notary. The Clerk or the Notary must witness you signing the form. Since each Clerk's office has its own rules, check with them first to see if they can notarize your signature before looking for a notary public elsewhere.

2. **Complete the Confidential Statement of the Parties for Child Support Order**: This form provides the Court with required personal information, like social security numbers and birth dates. The information will be kept confidential, so the public cannot see it.

3. **Complete the Summons**: Complete the top section of page 1 of the **Summons**. This includes: the county, the judicial district, the names of the Petitioner and Respondent, and the Respondent's contact information. The Clerk of Court will complete the rest of the document and issue the Summons.

Number of Copies:
Take the original and two copies of each document to the Clerk's office. The Clerk will stamp all the copies with the date they were filed. This is called a "file stamp." The original document will be filed with the Clerk. You should keep one copy for your records, and the other copy will need to be served on the Respondent.

Where to File:
You will file your case only with the Clerk of District Court's Office where the original order for Child Support was entered. You'll usually find their office in the county courthouse or a branch of the courthouse. You can find a list of court locations on the Wyoming Judicial Branch website. https://www.wyocourts.gov/find-a-court/

File Your Documents:

1. Bring the original and two copies of the follow documents to the Clerk of District Court:

    1. **Petition for Child Support Modification and Judgment Arrears (If Any)**
    2. **Confidential Statement of the Parties for Child Support Order**
    3. **Summons**

2. Pay the Filing Fee. A filing fee is required to open case. Ask the Clerk about the amount and acceptable forms of payment. If you cannot afford the filing fee, you may want to review Family Law Packet 10, which includes information about requesting a waiver of filing fees.

NOTE: You will need to use the same case number assigned to the original child support order. You must include that case number on all further paperwork in the "**caption.**" The caption is the top section of a pleading, motion, or petition stating the name of the Petitioner, Respondent, Court and the case number.

Step 3: Serve the Respondent

The other party, the person you are filing for a child support modification against, is called the Respondent, and they will stay the Respondent throughout the case. The Respondent may or may not respond to the **Petition for Child Support Modification and Judgment Arrears (If Any)** by filing a **Response**.

After you file your case with the Clerk of District Court, a file-stamped copy of the paperwork must be formally given to the Respondent. This is called serving the papers. You do this by serving a file-stamped copy of the **Summons**, the **Petition for Child Support Modification and Judgment Arrears (If Any)**, and the **Confidential Statement of the Parties for Child Support Order** to the Respondent, or by having the Respondent sign an **Acknowledgment and Acceptance of Service** form. This proves to the Court that the Respondent received the papers. You must have the Respondent served within 90 days from the date you filed the **Petition for Child Support Modification and Judgment Arrears (If Any)**. <u>If you don't serve the Respondent within 90 days, the court may dismiss your case.</u>

How to Serve the Respondent: Choose **ONE** of these options:

Option 1: Service by Sheriff

It's usually best to have a Sheriff in the county where the Respondent lives serve the papers. In Wyoming this service typically costs around $50. You can contact the Sheriff's department in the county where the Respondent will be served to find out what fees will be charged for service. Provide the Sheriff with the file-stamped **Summons**, **Petition for Child Support Modification and Judgment Arrears (If Any)**, **and Confidential Statement of the Parties for Child Support Order**. The Sheriff will complete a form called the "Return" or an "Affidavit of Service" and file the original with the Clerk. Either the Sheriff's office or the Clerk will give you a copy.

NOTE: If you receive the original return, call the Clerk's office to check if it has been filed. If it hasn't, you **MUST** file it with the Clerk yourself.

Option 2: Acknowledgement and Acceptance of Service:

If the Respondent agrees, they can sign a form saying they received the papers. Complete an **Acknowledgment and Acceptance of Service** and give it to the Respondent along with a file-stamped copy of the Petition for Child Support Modification and Judgment Arrears, Summons, and Confidential Statement of the Parties for Child Support Order. The Respondent will need to sign the Acknowledgment and Acceptance of Service in front of a notary.

After the Respondent has signed the **Acknowledgment and Acceptance of Service**, you will need to make two copies.

Take the original and the two copies of the **Acknowledgment and Acceptance of Service** and the **Summons** to the Clerk's office. The Clerk will file stamp all of the documents and keep the original to file in the case. Keep one copy for yourself and give one copy to the Respondent.

Proof of Service: The Court needs to receive proof that the Respondent was properly served. This can be done in two ways: 1) either the Sheriff sends the original return directly to the Court, or you file it yourself, or 2) if the Respondent agrees, you or the Respondent can file a signed **Acknowledgment and Acceptance of Service** signed by the Respondent and the original **Summons**. This ensures the Judge knows the Respondent received the papers.

NOTE: There are other ways to serve the papers, but these two are the easiest. If you can't serve the Respondent using these methods, or if you can't find the Respondent to have them served. There are also additional forms and instructions for other types of service in Family Law Packet 10 on the Wyoming Judicial Branch website or at the Clerk of District Court's office.

STOP- WAIT FOR RESPONDENT'S RESPONSE

Information on Respondent's time to Response:

After serving the Respondent, they have a certain amount of time to respond to the **Petition for Child Support Modification and Judgment Arrears**. If they were served in Wyoming, they have 20 days to respond. If they were served out-of-state, they have 30 days to respond. You must wait for this time to pass before moving forward with the case, even if the Respondent says they won't respond.

How Time is Calculated:

- When counting the days, don't include the day the papers were served.
- Include the last day of the time period, unless it falls on a Saturday, Sunday, or legal holiday. In that case, the deadline moves to the next business day.

NOTE: While you wait, you can move on to **Step 4** and start working on your **Initial Disclosures**.

Step 4: Initial Disclosures

DO NOT FILE INITIAL DISCLOSURES WITH THE CLERK OF DISTRICT COURT

Send Initial Disclosures Directly to the Other Party:

The law requires you to share certain information with the other party within 30 days after the Respondent's **Response** is due. You need to provide a list of financial assets, non-financial assets, all debts (individual and joint), locations of any safety deposit boxes, employment details, information about other income and retirement accounts, and a summary of facts supporting your claim for custody (if child custody is involved). Both parties must provide this information to ensure full financial information is provided for calculating child support. **Be sure to keep a copy of your Initial Disclosures for your records.**

NOTE: You must share the information you currently have available to you. You cannot wait to provide your disclosures because you think the other party's information is incomplete or because they haven't provided their information yet.

When to Provide:
You need to give your **Initial Disclosures** to the Respondent (or their lawyer) within 30 days after the Respondent is supposed to respond to your Petition. Here's how to figure out the date:

1. Start with the date the Respondent was served with the **Petition**: _____

2. Next, figure out when the Respondent has to file a **Response**: (Choose One)

   a) If they were served in Wyoming, add 20 days to the date in #1: _____

   OR

   b) If they signed an **Acknowledgment and Acceptance of Service**, add 20 days to the date in #1: _____

   OR

   c) If they were served out-of-state, add 30 days to the date in #1: _____

3. Add 30 days to the date in #2(a), (b), or (c): _____

The date from #3 is when you and the Respondent must send each other your completed **Initial Disclosures**.

DO <u>NOT</u> FILE THE INITIAL DISCLOSURES WITH THE COURT. These forms are only given to the Respondent (or their lawyer).

Step 5: Moving Your Case Forward

Once the time for the Respondent to respond has passed and you've sent your **Initial Disclosures**, there are several options to move your case forward to get a **Modification of your Child Support Order**.

Choose the Best Option for Your Situation:

Option A: If the Respondent filed a **Response** or **Response and Counterclaim**, and you both agree on everything, follow Option A.

Option B: If the Respondent DID NOT file a **Response** or **Response and Counterclaim**, follow Option B.

Option C: If the Respondent filed a **Response** or **Response and Counterclaim**, but you don't agree on everything, follow Option C.

Here are some important laws and helpful hints regarding child support for all cases:

Important Child Support Laws:

a) **Recipients of certain public benefits.** If either parent or the child(ren) are receiving public benefits—such as Personal Opportunities with Employment Responsibilities (POWER) or other state-funded programs—Wyoming law requires that the right to collect child support be assigned to the Department of Family Services (DFS). The recipient must also cooperate with DFS in establishing paternity and support obligations. Any proposed child support changes may affect the public benefits received, so it's important to consult with your DFS caseworker or local child support enforcement office if public assistance is involved. See W.S. § 20-6-105.

b) **Military Personnel.** If either parent is in the military, child support is generally calculated using basic pay only. Military regulations prohibit using active duty as a means to avoid support obligations, although determining the correct amount remains a civilian court issue. Up-to-date information on military pay can be found at www.dfas.mil, and additional guidance for military families is available at https://acf.gov/css/outreach-material/handbook-military-families.

c) **Overtime Income.** Overtime compensation is generally not included in calculating net income for child support unless the Court finds that such earnings have been received consistently over the previous 24 months and are likely to continue.

d) **Income Withholding Order.** The Court will issue an Income Withholding Order (IWO) that allows child support payments to be taken directly from the paying parent's wages. This takes effect immediately unless both parents agree in writing to an alternative payment method or the Court finds good cause to delay withholding. If child support becomes delinquent by an amount equal to one month's obligation, the IWO becomes active regardless of any alternative arrangement.

e) **Limits on Wage Withholding.** The amount withheld from a parent's paycheck for child support is subject to federal limits under the Consumer Credit Protection Act (CCPA). Generally, no more than 50% of disposable income may be withheld if the parent supports another family, or 60% if not. These limits may increase by 5% if the parent owes more than 12 weeks of past-due support.

f) **Social Security and Veteran's Benefits.** If the children receive part of the noncustodial parent's Social Security or veteran's benefits directly, that amount is counted as part of the noncustodial parent's gross income. The amount received by the custodian is then subtracted from the calculated support obligation. If the result is zero or negative, the child support obligation may be reduced accordingly. See W.S. § 20-2-304(e).

g) **Start Date for New Support Amounts.** Modifications to child support are not retroactive unless the parties agree otherwise in writing, or unless a petition for

modification has been served and is pending. In that case, changes may apply starting from the date the Respondent was served. See W.S. § 20-2-311(d).

h) **Termination of Support Obligation:** An ongoing child support obligation ends when any of the following occur: (1) the child dies, (2) the child becomes legally emancipated, (3) the child reaches the age of majority (18), unless they are still in high school full-time or disabled, or (4) the parents remarry each other, in which case the Court may also eliminate any arrears not owed to the state.

Child Support Payments

You need to figure out how much child support is due based on the **Confidential Financial Affidavits** you and the Respondent completed (or by using the **Affidavit of Imputed Income** if the Respondent didn't complete their own **Confidential Financial Affidavit**). You can use the **Child Support Computation Form** to help you calculate the support due or contact your local child support agency for help. Another option is to go online to https://childsupport.wyoming.gov/calculator/index.html and use the online tool to calculate child support.

Important Points to Remember:

a) **You can't agree to no support**: You **CANNOT** agree that no child support will be paid. (The only time the Court will not order child support is when the noncustodial parent's income is less than the self-support reserve.) Wyoming law allows for a reduced amount of support if you agree on joint physical custody, each parent keeps the children overnight for more than 25% of the year, **and** both parents contribute significantly to the children's expenses in addition to paying child support.

b) **Self-Support Reserve**: If the noncustodial parent's net income minus the self-support reserve is less than the support obligation calculated from the tables in W.S. § 20-2-304(a), the support obligation will be based on the difference between the noncustodial parent's net income and the self-support reserve. The "self-support reserve" is the current poverty line for one person and is updated annually in the Federal Register by the U.S. Department of Health and Human Services. See W.S. § 20-2-304(f). You can also find the current self-support reserve by going to https://www.wyocourts.gov/self-help-forms/ and clicking on the Family Law tab.

c) **No Deviations Allowed**: There are NO DEVIATIONS from the presumed support amount unless the Court decides that the set amount is unjust or inappropriate in your specific case. The Court must include specific reasons for any deviation in the **Order**.

d) **Government or State Benefits**: NO AGREEMENTS for less than the presumed support can be approved if government or state benefits (such as Title 19, Kid Care, Food Stamps, Personal Opportunities with Employment Responsibilities (POWER), etc.) are being provided on behalf of any child. This means the Court

cannot lower the amount of child support calculated using the net income of you and the Respondent, even if both of you agree to a lower amount of support.

Medical Support

The law requires that medical support for the children be included in any child support order. The Court may order one or both parents to provide medical insurance if it is available at a reasonable cost and can be used for the children. This includes dental, vision, or other health care needs.

Additionally, the Court will decide who pays for medical expenses not covered by insurance and any deductibles. If both parents must pay for these expenses, the Court will specify how much each parent is responsible for (for example, 50% to Petitioner and 50% to Respondent).

Important Definitions

a) **Obligor** – The parent who is legally required to pay child support.

b) **Custodial Parent** – The parent with whom the children live primarily.

c) **Noncustodial Parent** – The parent who does not have primary physical custody of the children, typically responsible for paying support.

d) **Payor** – Any employer or entity that pays income to the obligor and may also provide health insurance coverage.

e) **Arrearage** – Unpaid past-due child support, medical support, or court-ordered fees. This may include interest or penalties but does **not** include property settlements.

f) **Gross Income** – All income from any source, including wages, commissions, retirement, disability, military pay, and bonuses, before any deductions.

g) **Net Income** – Also called "disposable income." This is **gross income minus mandatory deductions** such as:
   a. Federal and state income tax,
   b. Social Security (FICA),
   c. Court-ordered health insurance for the children,
   d. Other legally required deductions (e.g., mandatory retirement or disability contributions).

h) **Imputed Income** – An estimated income amount assigned by the Court when a parent is **voluntarily unemployed or underemployed**. The Court may consider work history, education, job availability, local wages, and childcare responsibilities.

i) **Self-Support Reserve** – The minimum amount of income a noncustodial parent is allowed to retain for their own basic needs. This amount is based on the **federal poverty level for one person** and is updated annually by the U.S. Department of Health and Human Services.

j) **Disposable Income** – The amount remaining after subtracting mandatory deductions from gross income. This is the income used to calculate how much can be withheld for child support.

k) **Age of Majority** – In Wyoming, this is 18 years old. However, support may continue beyond age 18 if the child:
   a. Is attending high school full-time and under 20 years old, or
   b. Has a mental or physical disability preventing self-support.

Option A. <u>The following instructions apply if the Respondent filed a Response or Response and Counterclaim, and you both agree on all of the issues of your case.</u>

Documents to Complete:

1. **Confidential Financial Affidavit with all required documents attached.**
   Both parties must complete and file a **Confidential Financial Affidavit** with the Court, along with any required documents. You must provide documents that prove your current and past earnings. For current earnings, include pay stubs, employer statements, or receipts and expenses if self-employed. Also, attach your most recent tax return to show your earnings over a longer period. Include income tax returns for the last two years and your latest pay stub(s) to show your current earnings. If you and the other party filed a joint tax return, and the other party has already submitted the required tax returns, you don't need to file them again. If you have health insurance, include copies of your insurance cards.

   NOTE: If the Respondent does not file a **Confidential Financial Affidavit**, then you must complete and file an **Affidavit of Imputed Income** to show the Court how much money the Respondent earns.

2. **Order Modifying Child Support and Judgment for Arrears (If Any).** This form will need to be filled out completely, signed by both you and the Respondent and both of your signatures must be notarized. **In addition to signing the Order, you should also initial each page of the Order to verify that each page contains the terms you agreed upon.**

3. **Order for Income Withholding**. The Court is required by law to enter an **Order for Income Withholding** in every case where child support has been ordered.

4. **Income Withholding for Support**. Use this form if you want child support to be paid directly from the non-custodial parent's employer. If you need help filling out the form or

collecting child support, contact the child support enforcement agency in your district. The Clerk can give you their contact information or you can find it online at https://childsupport.wyo.gov/.

Copies and Envelopes
Bring the original and two copies of each document to file with the Clerk. Also, bring two addressed, stamped envelopes (one addressed to you, and one addressed to the Respondent), with enough postage to mail the **Order** to both of you.

NOTE: Any documents you file (except the **Order**) must be sent to the Respondent on the same date that you put on the Certificate of Service on each document.

If a Hearing is Required:
If a hearing is **NOT** required by your Court, the Clerk will mail a copy of your **Order** (to both parties) if accepted by the Court.

NOTE: It is important to keep the Court updated with any changes in contact information, especially mailing addresses

In some cases, a hearing is required before the Judge will sign the **Order**. If a hearing is required, follow these steps:

1. Complete the **Request for Setting**.
   This form is a request to the Court for a hearing. If you and the Respondent have reached an agreement, check the box that indicates this. Specify how much time you will need for the hearing (usually 15 minutes if there is an agreement).

2. Complete the **Order Setting Hearing**.
   Complete the top section of page one of the **Order Setting Hearing**. This includes: the county, the judicial district, the names of the Petitioner and Respondent, and the civil action case number. The Clerk of District Court will complete the rest of the document.

3. File the **Request for Setting** and **Order Setting Hearing** and provide the Clerk with two addressed, stamped envelopes (one for you and one for the Respondent).

NOTE: The Court will fill in the hearing date and time and mail a copy to you and the Respondent.

Evidence at the Hearing:
At the hearing, you need to tell the Judge:

1. That you meet the requirements for a modification of a child support order;

2. That you have calculated child support based on the net income of the parties; and

3. Whether or not the children are receiving public benefits.

The Judge may ask you questions but will not guide you through the hearing, give you legal advice, or tell you what to say or how to present your evidence. After the hearing, the Judge will make any necessary changes to the **Order** and sign it.

When Will Your Child Support be Modified?
Your Order modifying child support is not final until the Judge signs the **Order,** and it is filed with the Clerk. This may take time if the Judge needs to make changes to the Order. Check with the Clerk to make sure the Order has been file-stamped before you can be sure your child support if modified. You should receive a copy of the Order once it is final.

Option B. <u>If the Respondent does not file a Response or Response and Counterclaim, obtain a default Order by following these steps</u>:

A default occurs when one party files for modification, but the other does not respond within the required time. As a result, the Court may grant the modification based on the filing party's terms without the other party's input.

Default: If the Respondent does NOT file a **Response** or **Response and Counterclaim** to the **Petition for Child Support Modification and Judgment Arrears (If Any)** by the deadline, you can get a default entered against them.

Documents to Complete:

1. **Application for Entry of Default**
2. **Affidavit in Support of Default**
3. **Entry of Default**

Copies and Envelopes:
Complete and sign the **Application for Entry of Default** and the **Affidavit in Support of Default** and take the original and two copies of these documents to the Clerk along with **Entry of Default**. Complete the top section of the **Entry of Default**. This includes the county, the judicial district, the names of the Petitioner and Respondent. If your paperwork is correct, the Clerk will sign the **Entry of Default**.

Documents to Complete After the Entry of Default is Signed by the Clerk:

1. **Confidential Financial Affidavit (attach all required documents).**
   You must complete and file a **Confidential Financial Affidavit** with the Court, along with any required documents. You must provide documents that prove your current and past earnings. For current earnings, include pay stubs, employer statements, or receipts and expenses if self-employed. Also, attach your most recent tax return to show your earnings over a longer period. Include income tax returns for the last two years and your latest pay stub(s) to show your current earnings. If you and the other party filed a joint tax return, and the other party has already submitted the required tax returns, you don't need to file them again. If you have health insurance, include copies of your insurance cards.

NOTE: If the Respondent does not file a **Confidential Financial Affidavit**, then you must complete and file an **Affidavit of Imputed Income** to show the Court how much money the Respondent earns.

2. **Order Modifying Child Support and Judgment for Arrears (If Any).** Make sure to complete this form completely, check the box for "Default," and have the document notarized.

3. **Order for Income Withholding**. The Court is required by law to enter an **Order for Income Withholding** in every case where child support has been ordered.

4. **Income Withholding for Support**. Use this form if you want child support to be paid directly from the non-custodial parent's employer. If you need help filling out the form or collecting child support, contact the child support enforcement agency in your district. The Clerk can give you their contact information or you can find it online at https://childsupport.wyo.gov/.

Copies and Envelopes
Bring the original and two copies of each document to file with the Clerk. Also, bring two addressed, stamped envelopes (one addressed to you and one addressed to the Respondent), with enough postage to mail the **Order** to both of you.

NOTE: Any documents you file (except the **Order**) must be sent to the Respondent on the same date that you put on the Certificate of Service on each document.

If a Hearing is Required:
If a hearing is **NOT** required by your Court, the Clerk will mail a copy of your **Order** (to both parties) if accepted by the Court.

In some cases, a hearing is required before the Judge will sign the **Order**. If a hearing is required, follow these steps:

1. Complete the **Request for Setting**.
   This form is a request to the Court for a hearing. Specify how much time you will need for the hearing (usually 15 minutes if there is an agreement).

2. Complete the **Order Setting Hearing**.
   Complete the top section of page one of the **Order Setting Hearing**. This includes: the county, the judicial district, the names of the Petitioner and Respondent, and the civil action case number. The Clerk of District Court will complete the rest of the document.

3. File the **Request for Setting** and **Order Setting Hearing** and provide the Clerk with two addressed, stamped envelopes (one for you and one for the Respondent).

NOTE: The Court will fill in the hearing date and time and mail a copy to you and the Respondent.

Evidence at the Hearing:
At the hearing, you need to tell the Judge:

1. That you meet the requirements for a modification of a child support order;
2. That you have calculated child support based on the net income of the parties; and
3. Whether or not the children are receiving public benefits.

The Judge may ask you questions but will not guide you through the hearing, give you legal advice, or tell you what to say or how to present your evidence. After the hearing, the Judge will make any necessary changes to the **Order** and sign it.

When Will Your Child Support be Modified?
Your Order modifying child support is not final until the Judge signs the **Order,** and it is filed with the Clerk. This may take time if the Judge needs to make changes to the Order. Check with the Clerk to make sure the Order has been file-stamped before you can be sure your child support if modified. You should receive a copy of the Order once it is final.

Option C. <u>If the Respondent filed a Response or Response and Counterclaim, and you and the Respondent do NOT agree on all issues of your case, you will need to have a trial</u>:

NOTE: If there is no agreement, your case will have to be heard and decided by a Judge at a trial.

CAUTION: It is strongly recommended that you hire or find an attorney to represent you at trial, though you may represent yourself. If you choose to represent yourself, you proceed at your own risk and will be expected to know the law and follow the court rules.

<u>Documents to Complete:</u>

1. **Reply to the Counterclaim.**
   If the Respondent files a **Response and Counterclaim**, you have a time limit (usually 20 days) to file a written response, called a **Reply to Counterclaim**. You must file the original signed copy with the Clerk and send a copy to the Respondent (or their attorney).

   NOTE: If you do not file the original Reply to Counterclaim with the Clerk within the time allowed, the Respondent can seek a default against you and may get what they asked for in their Counterclaim.

2. Complete the **Request for Setting.**
   This form is a request to the Court for a hearing. Write in "trial" where it asks the type of hearing. Indicate how much time you think it will take for you and the other party to present your evidence and write that in (usually one to three hours).

3. Complete the **Order Setting Modification Trial.**

Complete the top section of page one of the **Order Setting Modification Trial.** This includes the county, the judicial district, the names of the Petitioner and Respondent, and the civil action case number. The Clerk of District Court will complete the rest of the document. Unless the Court says otherwise, you must follow Rule 26.1 of the Wyoming Rules of Civil Procedure.

4. Provide the Clerk with two addressed, postage paid envelopes (one for you and one for the Respondent).

5. **Confidential Financial Affidavit and attach all required documents.**
   Both parties must complete and file a **Confidential Financial Affidavit** with the Court, along with any required documents. You must provide documents that prove your current and past earnings. For current earnings, include pay stubs, employer statements, or receipts and expenses if self-employed. Also, attach your most recent tax return to show your earnings over a longer period. Include income tax returns for the last two years and your latest pay stub(s) to show your current earnings. If you and the other party filed a joint tax return, and the other party has already submitted the required tax returns, you don't need to file them again. If you have health insurance, include copies of your insurance cards.

   NOTE: If the Respondent does not file a **Confidential Financial Affidavit**, then you must complete and file an **Affidavit of Imputed Income** to show the Court how much money the Respondent earns.

5. **Order for Income Withholding**. The Court is required by law to enter an **Order for Income Withholding** in every case where child support has been ordered.

6. **Income Withholding for Support**. Use this form if you want child support to be paid directly from the non-custodial parent's employer. If you need help filling out the form or collecting child support, contact the child support enforcement agency in your district. The Clerk can give you their contact information or you can find it online at https://childsupport.wyo.gov/.

NOTE: Any documents you file (except the **Order**) must be sent to the Respondent on the same day you put the date on the Certificate of Service on each document.

Due 30 Days Before Trial:

1. Complete **Pretrial Disclosures**
   Both parties must give their **Pretrial Disclosures** to each other and file them with the Court. These disclosures list the evidence that will be presented at trial. If you have questions, contact an attorney.

   Note: Unless the Court says otherwise, they must be made at least 30 days before the trial.

2. Take the original and two copies to the Clerk for filing. Keep one copy for your records and send the other copy to the Respondent (or their attorney).

Trial Information:

Settlement Before Trial:
If you settle your case before trial, you must file a completed and signed **Order Modifying Child Support and Judgment for Arrears (If Any)** with the Court. The trial will only be canceled once this is done.

The trial date will not be changed or canceled based on phone calls. If you need to reschedule the trial, you must file a motion to continue or contact an attorney for assistance.

Court Reporter:
It is very difficult to appeal the Judge's decision if you do not get a court reporter to record everything that is said at the trial.

If you want a court reporter, you must notify the official court reporter as soon as possible, but no later than three working days before your hearing. You can do this by phone, email or by submitting a written request. If you send the request by mail, it must be received by the court reporter at least three working days before the hearing.

Contact information for each Court Reporter can be found on the Wyoming Judicial Branch website.

The Clerk can tell you which court reporter to contact. The Court will not waive the three-day notice requirement. This notice is required for all civil matters, including jury trials.

Evidence and Witnesses:
At the hearing, you will need to present your evidence and witnesses. If the **Order Setting Modification Trial** is entered (signed by the Judge), you must follow the terms and provide the Court with the information requested in that document, including copies of exhibits you want to introduce at the trial and a list of your proposed witnesses and what their testimony is going to be about within the time frame ordered (usually three to five days prior to the trial). Under the law, the Judge cannot help you or assist you at trial.

NOTE: If you choose to represent yourself at trial and continue without an attorney, you proceed at your own risk and will be expected to know the laws and court rules.

Final Decision:
After the trial, the Judge will make a decision or may need more time to think about it. If the Judge gives you instructions, you must type the decision into the **Order**.

When Will Your Child Support be Modified?
Your Order modifying child support is not final until the Judge signs the Order, and it is filed with the Clerk. This may take time if the Judge needs to make changes to the Order. Check with the Clerk to make sure the Order has been file-stamped before you can be sure your child support if modified. You should receive a copy of the Order once it is final.

CHECKLIST FOR PACKET 5
MODIFICATION OF CHILD SUPPORT - PETITIONER

This checklist is for your convenience and is not a substitute for the detailed instructions. Please be sure to read the detailed instructions.

STEP 1: Getting Started

Not all the forms in this packet may be needed for your specific situation. It's important to go through them and read the instructions to know which ones you need.

Start by reviewing these three forms below:

- **List of Forms - Petitioner**
- **Child Support Modification of Child Support Information and Instructions - Petitioner**

STEP 2: Filing Your Petition

File your Petition for Modification of Child Support and Judgment for Arrears (If Any) in the District Court where the original child support order was entered. Bring an original and two copies of all forms with you when you file your case. The Clerk will keep the original, you keep one copy, and the other copy is for serving the Respondent as described in **Step 3**.

☐ **Petition for Modification of Child Support and Judgment for Arrears (If Any)**

☐ **Confidential Statement of the Parties for Child Support**

☐ **Summons**

☐ Pay filing fee (check with Clerk for amount and payment options).

STEP 3: Serving the Respondent

Choose one option:

- If the Respondent signed the **Acknowledgement and Acceptance of Service** form: File the original **Acknowledgment and Acceptance of Service** form and the original Summons with the Court.

  ☐ File original **Acknowledgment and Acceptance of Service** form; and

  ☐ File original **Summons** with the Court.

- If the Respondent was personally served by the Sheriff:
  File the original **Summons** and the **Return or Affidavit of Service** (completed by the Sheriff) with the Court.

☐ File original **Summons** and the **Return or Affidavit of Service** (completed by Sheriff) with the Court.

STOP: Wait for Respondent's Response
Wait for the Respondent to file a **Response** to the **Petition for Modification of Child Support and Judgment for Arrears (If Any)**.

If the Respondent was personally served in Wyoming or signed an **Acknowledgement and Acceptance of Service**: wait 20 days.

☐ **20 days have elapsed.**

OR

If the Respondent was personally served outside Wyoming: wait 30 days.

☐ **30 days have elapsed**.

STEP 4: Initial Disclosures

☐ Send the **Initial Disclosures** to the Respondent within 30 days after they were served. **DO NOT** file these disclosures with the Court.

STEP 5: Moving Your Case Forward
There are three options to choose from on this step depending on your situation. Review each option carefully and pick the option that best describes your situation.

Option A: If the Respondent filed a **Response** or **Response and Counterclaim** and you both agree on all issues, complete **Option A.**

Option B: If the Respondent did not file a **Response** or **Response and Counterclaim**, complete **Option B**.

Option C: If the Respondent filed a **Response** or **Response and Counterclaim** and you do NOT agree on all issues, complete **Option C**.

OPTION A: If the Respondent filed a **Response** or **Response and Counterclaim** and you both agree on all issues, fill out and file the following documents to finish your case:

☐ **Reply to Counterclaim**. If the Respondent filed a **Response and Counterclaim**, you **must** file a **Reply to Counterclaim** within **20 days** from the date the Respondent filed the **Response and Counterclaim**. You

do NOT need to complete this form if the Respondent only filed a **Response**.

☐ **Confidential Financial Affidavit**

- ☐ If employed, attach tax returns for past two years; and
- ☐ Attach statement of earnings for the current year; OR
- ☐ If self-employed, attach verified income and expense statements for past two years;
- ☐ Attach tax returns for past two years; and
- ☐ Attach documentation about health insurance if applicable.

Additional Forms May Be Needed:

- ☐ **Affidavit of Imputed Income**. If the Respondent does NOT file a **Confidential Financial Affidavit**, you will need to complete the **Affidavit of Imputed Income** form to show the Court how much money the Respondent makes. You do not need to complete this form if the Respondent filed a **Confidential Financial Affidavit**.
- ☐ **Order Modifying Child Support and Judgment for Arrears (If Any).**
- ☐ **Order for Income Withholding.**

Copies and Envelopes:

- ☐ Take an original and two copies of each form to the Clerk for filing.
- ☐ One envelope addressed to you with postage for the Clerk to mail a copy of the **Order Modifying Child Support and Judgment for Arrears (If Any)** to you.
- ☐ One envelope addressed to the Respondent with postage for the Clerk to mail a copy of the **Order Modifying Child Support and Judgment for Arrears (If Any)** to the Respondent.
- ☐ Mail a copy of the other forms to the Respondent and keep a copy for your records.

Hearing:

Some Courts require a hearing before the Judge will sign the **Order Modifying Child Support and Judgment for Arrears (If Any)**. If so, you will need to request that the Court set a date to hold the hearing.

- ☐ **Request for Setting.**
- ☐ **Order Setting Hearing** (Judge will fill out date and time.)

- ☐ Take an envelope addressed to you with postage for the Clerk to mail a copy of the **Order Setting Hearing** to you.
- ☐ Take an envelope addressed to the Respondent with postage for the Clerk to mail a copy of the **Order Setting Hearing** to the Respondent.
- ☐ Mail a copy of the **Request for Setting** to the Respondent and keep a copy for your records.

Attend the Hearing:

Be on time, dress respectfully, and do the following:

- ☐ Tell the Judge that that you meet the requirements for a modification of a child support order.
- ☐ Tell the Judge you have calculated child support based on the net income of the parties
- ☐ Tell the Judge if the children are receiving public benefits.
- ☐ Give the **Order Modifying Child Support and Judgment for Arrears (If Any)** to the Judge. The Judge will make any necessary changes to the **Order Modifying Child Support and Judgment for Arrears (If Any)** and sign it.

Your child support order will be modified when the Judge signs the Order Modifying Child Support and Judgment for Arrears (If Any) and it is filed with the Clerk of District Court.

OPTION B. If the Respondent does NOT file a **Response**, fill out and file the following documents to finish your case:

- ☐ **Application for Entry of Default.**
- ☐ **Affidavit in Support of Default.**
- ☐ Take a blank **Entry of Default** for the Clerk to sign.
- ☐ **Confidential Financial Affidavit**.
- ☐ Attach tax returns for prior two years; and
  - ☐ If employed, attach tax returns for prior two years;
  - ☐ Attach statement of earnings for the current year; OR
  - ☐ If self-employed, attach verified income and expense statements for prior two years;
  - ☐ Attach tax returns for prior two years; and
  - ☐ Attach documentation about health insurance if applicable.

☐ **Affidavit of Imputed Income**. You will need to complete the **Affidavit of Imputed Income** form to show the Court how much money the Respondent makes.

☐ **Order Modifying Child Support and Judgment for Arrears (If Any).**

☐ **Order for Income Withholding.**

Copies and Envelopes:

- ☐ Take an original and two copies of each form to the Clerk for filing.
- ☐ Take an envelope addressed to you with postage for the Clerk to mail a copy of the **Order Modifying Child Support and Judgment for Arrears (If Any)** to you.
- ☐ Take an envelope addressed to the Respondent with postage for the Clerk to mail a copy of the **Order Modifying Child Support and Judgment for Arrears (If Any)** to the Respondent.
- ☐ Mail a copy of the other forms to the Respondent and keep a copy for your records.

Hearing:

Some Courts require a hearing before the Judge will sign the **Order Modifying Child Support and Judgment for Arrears (If Any).**

If so, you will need to request that the Court set a date to hold the hearing.

- ☐ **Request for Setting.**
- ☐ **Order Setting Hearing** (Judge will fill out date and time.)
- ☐ Take an envelope addressed to you with postage for the Clerk to mail a copy of the **Order Setting Hearing** to you.
- ☐ Take an envelope addressed to the Respondent with postage for the Clerk to mail a copy of the **Order Setting Hearing** to the Respondent.
- ☐ Mail a copy of the **Request for Setting** to the Respondent and keep a copy for your records.

Attend the Hearing:

Be on time, dress respectfully, and do the following:

- ☐ Tell the Judge that that you meet the requirements for a modification of a child support order.
- ☐ Tell the Judge you have calculated child support based on the net income of the parties

- ☐ Tell the Judge if the children are receiving public benefits.
- ☐ Give the **Order Modifying Child Support and Judgment for Arrears (If Any)** to the Judge. The Judge will make any necessary changes to the **Order Modifying Child Support and Judgment for Arrears (If Any)** and sign it.

Your child support order will be modified when the Judge signs the Order Modifying Child Support and Judgment for Arrears (If Any) and it is filed with the Clerk of District Court.

OPTION C. If the Respondent files a **Response** or **Response and Counterclaim**, and you both do NOT agree on all of the issues of your case, fill out and file the following forms and attend the trial to finish your case:

CAUTION: It is strongly recommended that you hire or find an attorney to represent you at trial, though you may represent yourself. If you choose to represent yourself, you proceed at your own risk and will be expected to know the laws.

- ☐ **Reply to Counterclaim**. If the Respondent filed a **Response and Counterclaim**, you **must** file a **Reply to Counterclaim** within **20 days** from the date the Respondent filed the **Response and Counterclaim**. You do not need to complete this form if the Respondent only filed a *Response*.
  - ☐ Take original and two copies to the Clerk for filing.
  - ☐ Mail copy to the Respondent and keep a copy for your records.

Request a Trial Date

- ☐ **Request for Setting.**
- ☐ **Order Setting Modification Trial** (Judge will fill out date and time.)
- ☐ Take original and two copies to the Clerk for filing.
- ☐ Take an envelope addressed to you with postage for the Clerk to mail a copy of the **Order Setting Modification Trial** to you.
- ☐ Take an envelope addressed to the Respondent with postage for the Clerk to mail a copy of the **Order Setting Modification Trial** to the Respondent.
- ☐ Mail a copy of the **Request for Setting** to the Respondent and keep a copy for your records.

<u>Pretrial Disclosures</u>

- ☐ File at least **30 days** before the trial date, unless otherwise ordered by the court.
- ☐ Take original and two copies to the Clerk for filing.

☐ Mail copy to the Respondent and keep a copy for your records.

Request a Court Reporter

If you want the trial to be recorded by an official court reporter, provide notice to the court reporter as soon as possible, but no later than three working days before the trial. You can notify the court reporter by phone, email, or by submitting a written request. If providing notice through the mail, the request must be received by the court reporter no later than three working days prior to the hearing.

☐ Request a court reporter.

Attend the Trial:

Present your evidence and witnesses. When attending court, dress in a respectful and neat manner. Wear clean, conservative clothing such as a collared shirt, slacks, or a modest dress. Avoid casual or revealing attire like jeans, shorts, t-shirts, or flip-flops. Dressing appropriately shows respect for the Court.

Decision by Judge:

The Court will tell you at the end of the trial if it will prepare the **Order Modifying Child Support and Judgment for Arrears (If Any)** or if it wants you or the other party to prepare the **Order Modifying Child Support and Judgment for Arrears (If Any)** and the terms to include in it. Have a blank **Order Modifying Child Support and Judgment for Arrears (If Any)** ready to fill out in case the Judge asks you to prepare the **Order Modifying Child Support and Judgment for Arrears (If Any)**. This way, you can fill it out as he/she gives their ruling.

☐ **Order Modifying Child Support and Judgment for Arrears (If Any)** (Unless the Court is preparing this for you.)

☐ **Order for Income Withholding.**

Copies and Envelopes:

☐ Take an original and two copies of each form to the Clerk for filing.

☐ Take an envelope addressed to you with postage for the Clerk to mail a copy of the **Order Modifying Child Support and Judgment for Arrears (If Any)** to you.

☐ Take an envelope addressed to the Respondent with postage for the Clerk to mail a copy of the **Order Modifying Child Support and Judgment for Arrears (If Any)** to the Respondent.

☐ Mail a copy of the other forms to the Respondent and keep a copy for your records.

Your child support order will be modified when the Judge signs the Order Modifying Child Support and Judgment for Arrears (If Any) and it is filed with the Clerk of District Court.

STATE OF WYOMING) IN THE DISTRICT COURT
) ss
COUNTY OF _____) _____ JUDICIAL DISTRICT

Petitioner:_____,) Case Number_____
Name of person filing)
)
vs.)
)
Respondent:_____.)
Name of other party)

PETITION FOR MODIFICATION OF CHILD SUPPORT
AND JUDGMENT FOR ARREARS (IF ANY)

I am the Petitioner.
I am asking the Court to modify (change) an existing Child Support Order and, if needed, issue a judgment for any unpaid child support (arrears). In support of this request, I state the following:

1. I am the:
   ☐ custodial parent.
   ☐ non-custodial parent.

2. I am a resident of _____ County in the State of _____.

3. The original (first) Child Support Order was made by the _____ Court in _____ ____County in the State of _____.

4. ☐ The original Child Support Order was never modified (changed).

OR

☐ The original Child Support Order has been modified (changed). The most recent modification was by the _____ Court in _____ County in the State of _____.

5. I believe this Court is allowed to modify this Order because: (Select all that apply)
   ☐ The children live in Wyoming.
   ☐ I live in Wyoming.
   ☐ The Respondent lives in Wyoming.
   ☐ The Child Support Order from a different state has been registered in Wyoming.

   Important Note: If none of the above are true, you might not be able to ask a Wyoming court to modify your Child Support Order. You might choose to get legal advice to learn about your options.

Information About Children

The most recent Child Support Order is about the following minor children:

Child's initials (Do not write full name):

_____(For example, John Bob Doe would be J.B.D.)

Child's year of birth: 20 _____

Child's residence for the past 5 years:

Date		City and State where the child lived	List the name and current address of each person who lived with the child in that location.
From	To		
	now		

☐ I have attached additional pages.

Child's initials (Do not write full name):

_____(For example, John Bob Doe would be J.B.D.)

Child's year of birth: 20 _____

Child's residence for the past 5 years:

Date		City and State where the child lived	List the name and current address of each person who lived with the child in that location.
From	To		
	now		

☐ I have attached additional pages.

Child's initials (Do not write full name):

_____(For example, John Bob Doe would be J.B.D.)

Child's year of birth: 20 _____

Child's residence for the past 5 years:

Date		City and State where the child lived	List the name and current address of each person who lived with the child in that location.
From	To		
	now		

☐ I have attached additional pages.

Child's initials (Do not write full name):

_____(For example, John Bob Doe would be J.B.D.)

Child's year of birth: 20 _____

Child's residence for the past 5 years:

Date		City and State where the child lived	List the name and current address of each person who lived with the child in that location.
From	To		
	now		

☐ I have attached additional pages.

Information About the Current Court Order

6. The date on the current Order (either the original Order or the most recent modification) is:

   _____ (The date will probably be somewhere near the top of the first page of the Order.)

7. This is what the current Order says about child support:

☐ Nothing because child support was not Ordered.

☐ The non-custodial parent is required to pay $_____ per month as child support. The next payment is due on _____, 20___.

☐ The non-custodial parent is required to pay $_____ per month in arrears (child support payments that were not made on time). The next payment is due on _____, 20___.

8. On the day I'm filing this Petition:

☐ The non-custodial parent does not owe any unpaid child support because the parent is current on payments or was not Ordered to make payments.

OR

☐ The non-custodial parent is in arrears (owes unpaid child support). The total amount that was already due but has not been paid is $_____. I would like the Court to enter a judgment against the non-custodial parent for this amount plus any additional amounts that may accrue (add up) before an Order is entered in this action.

☐ I have attached to this Petition a copy of the payment record from the Clerk of District Court or the Child Support Program.

9. This is what the current Order says about medical insurance:

☐ The custodial parent is required to provide medical insurance for the children.
☐ The non-custodial parent is required to provide medical insurance for the children.
☐ Neither party is required to provide medical insurance for the children.

10. ☐ One of the parents is required to provide medical insurance, and
☐ that parent does provide medical insurance as Ordered.
☐ that parent does <u>not</u> provide medical insurance as Ordered.

11. This is what the current Order says about uncovered (out-of-pocket) medical expenses:
☐ The custodial parent is required to pay ____% of uncovered medical expenses and the non-custodial parent is required to pay ____%.
☐ The current Order doesn't say anything about uncovered medical expenses.

12. ☐ All uncovered medical expenses have been paid in the way the current Order requires.

OR

☐ The custodial parent owes $_____ in uncovered medical expenses. I would like the Court to enter a judgment against the custodial parent for this amount plus any additional amounts that may accrue (add up) before an Order is entered in this action.

☐ I have attached bills and receipts that explain these uncovered medical expenses.

☐ The non-custodial parent owes $_____ in uncovered medical expenses. I would like the Court to enter a judgment against the non-custodial parent for this amount plus any additional amounts that may accrue (add up) before an Order is entered in this action.

☐ I have attached bills and receipts that explain these uncovered medical expenses.

13. ☐ Neither party has been Ordered to provide medical insurance. I am asking the Court to Order that medical insurance be provided by:

☐ me.

☐ the Respondent.

14. ☐ The current Order doesn't say anything about uncovered medical expenses. I am asking the Court to Order that all expenses not covered by insurance be divided in the following manner:

_____% to be paid by me.

_____% to be paid by the Respondent.

Reason For Modification Request

15. I am asking for a modification of the Child Support Order because:

☐ The current Child Support Order was issued more than six months ago, and I believe the monthly child support amount, calculated using the guidelines in Wyoming Statute 20-2-304, will now be at least 20% different (either higher or lower) than the amount required in the current Order.

☐ It has been at least three years since the Court last reviewed the child support amount. I am asking the Court to adjust the amount according to the current child support guidelines.

☐ Since the current Order was issued, there has been a substantial change in circumstances that justifies modifying at least one of the child support and medical support and insurance obligations. The following circumstances have changed since the current Ordered was issued. (Select all that apply.)

☐ One or more children are no longer owed support because they have been emancipated or have reached the age of majority. ("Age of majority" means a person who is 18 years old, but for child support purposes, a parent's obligation may continue beyond this age if the child is mentally or physically disabled and unable to support themselves, or is between the age of 18 and 20 and is attending high school or an equivalent program full-time.)

☐ The net income of one or both parents has substantially changed. ("Net income" is the income remaining after money is taken out for personal income taxes, social security, the cost of health care coverage for all dependent children, payments made under existing support Orders for other children, other current court-Ordered obligations, and mandatory pension deductions. Payments towards child support arrears are not deducted when calculating net income.)

☐ The financial needs of the children have increased due to age or changes in the cost of living.

☐ The obligations of the parties to provide medical support and the rights of the children to receive medical support require review and modification.

☐ Other: (Please describe)

_____

_____

_____

_____

WHEREFORE, the Petitioner respectfully requests:

1. The parties be Ordered to complete and file Confidential Financial Affidavits as required by Wyoming Statute 20-2-308.

2. The Court review the Child Support Order and modify it to an amount consistent with the Wyoming Child Support Guidelines.

3. If applicable, the Court review and modify the medical insurance obligation and the allocation of costs not covered by medical insurance.

4. If applicable, the Court enter a judgment for child support arrears (unpaid child support) and for unpaid medical expenses not covered by medical insurance.

5. Other:

   _____

   _____

   _____

6. Order such other and further relief as the Court deems necessary, just, and equitable.

I, the Petitioner, being duly sworn under penalty of perjury, state that I have read the above information, and I believe it is true and correct.

DATED: _____, 20___.

_____
Petitioner's Signature
Printed Name:_____
Phone Number:_____
Home Address (Physical):_____
_____
Mailing Address:_____
_____
Email Address:_____

☐ A Wyoming Court Navigator helped with this form.

STATE OF WYOMING)
) ss
COUNTY OF _____)

SUBSCRIBED AND SWORN to before me this _____day of _____, 20___.

Witness my hand and official seal.

_____
CLERK OF COURT/NOTARIAL OFFICER

My commission expires: _____

----------Fill in, if applicable----------

Pursuant to Rule 102(a)(1)(B) of the Wyoming Uniform Rules of District Court the following attorney has participated in the preparation of this pleading but said attorney is NOT deemed to have entered an appearance in this matter:

_____
Attorney's Name

Attorney's Address/Telephone/Email Address:

_____
_____
_____
_____

STATE OF WYOMING) IN THE DISTRICT COURT
) ss
COUNTY OF _____) _____ JUDICIAL DISTRICT

Petitioner:_____,) Case Number_____
Name of person filing)
)
vs.)
)
Respondent:_____.)
Name of other party)

SUMMONS

TO THE ABOVE-NAMED RESPONDENT:

Respondent's Name:_____

Home Address (Physical Address): _____

Mailing Address: _____

Phone: _____

Employer Name & Address: _____

YOU ARE being summoned to respond to Petition for Modification of Child Support and Judgment for Arrears (If Any) (Petition). You must file your Response to the Petition for Modification of Child Support and Judgment for Arrears (If Any) with the Clerk and serve it to the Petitioner or their attorney, if they have one, within 20 days after receiving this Summons exclusive of the day of service. If you are served outside of Wyoming, you have 30 days to file your Response to the Petition for Modification of Child Support and Judgment for Arrears (If Any) exclusive of the day of service. If you fail to do so, the Court may proceed and a judgment by default may be taken against you for the relief demanded in the Petition for Modification of Child Support and Judgment for Arrears (If Any).

DATED this _____ day of _____, 20_____.

Clerk of District Court or Deputy Clerk: _____

Petitioner's Name: _____

Home Address (Physical):_____

Mailing Address: _____

Phone Number_____

Email Address: _____

STATE OF WYOMING)
) ss
COUNTY OF _____)

IN THE DISTRICT COURT

_____ JUDICIAL DISTRICT

Petitioner:_____,)
Name of person filing)
)
vs.)
)
Respondent:_____.)
Name of other party)

Case Number_____

The rest of this document will be filled out by the Sheriff after the Summons has been served.

RETURN OF SERVICE SHERIFF OR DEPUTY

STATE OF WYOMING)
) ss
COUNTY OF _____)

TO BE USED BY WYOMING SHERIFF, UNDER SHERIFF OR DEPUTY

I, _____, being a person over the age of 18 years and not a party to the above – entitled action, hereby certify and return that I received the hereunto annexed:

☐ Petition for Modification of Child Support and Judgment for Arrears (If Any)
☐ Summons
☐ Confidential Statement of the Parties for Child Support Order
☐ Other Documents: _____

Received on: _____, 20___ Served on: _____, 20___ at _____ am/pm
Served to this person: _____
Served at this address/location: _____
Signature of Sheriff or Deputy Sheriff: _____

Sheriff's fees:	Service	$_____;	Return	$_____
	Mileage	$_____;	Total	$_____

STATE OF WYOMING)
) ss
COUNTY OF _____)

IN THE DISTRICT COURT

_____ JUDICIAL DISTRICT

Petitioner:_____,)
Name of person filing)
)
vs.)
)
Respondent:_____.)
Name of other party)

Case Number_____

The rest of this document will be filled out by person other than Sheriff after the Summons has been served.

AFFIDAVIT OF SERVICE

STATE OF WYOMING)
) ss
COUNTY OF _____)

TO BE USED BY A PERSON OTHER THAN WYOMING SHERIFF, UNDER SHERIFF, OR DEPUTY

I, _____, being a person over the age of 18 years and not a party to the above – entitled action, hereby certify and return that I received the hereunto annexed:

☐ Petition for Modification of Child Support and Judgment for Arrears (If Any)
☐ Summons
☐ Confidential Statement of the Parties for Child Support Order
☐ Other Documents: _____

Received on: _____, 20___ Served on: _____, 20___ at _____ am/pm
Served to this person: _____

Served at this address/location: _____

By:_____

STATE OF WYOMING)
COUNTY OF _____)

SUBSCRIBED AND SWORN to before me this _____day of _____, 20___.
Witness my hand and official seal.

_____
CLERK OF COURT/NOTARIAL OFFICER

My commission expires: _____

STATE OF WYOMING	)	IN THE DISTRICT COURT
	) ss	
COUNTY OF _____	)	_____ JUDICIAL DISTRICT
Plaintiff/Petitioner:	)	Case Number_____
_____	)	
Person listed as Plaintiff or Petitioner on the Complaint or Petition	)	
vs.	)	**CONFIDENTIAL**
	)	
Defendant/Respondent:	)	
_____	)	
Person listed as Defendant or Respondent on the Complaint or Petition	)	

CONFIDENTIAL STATEMENT OF PARTIES FOR CHILD SUPPORT ORDER

Important Note about this Confidential Statement:

According to Wyoming law (W.S. 20-2-309(b)), this document is private. People who may see the information written in this document are:

- Judges and Court staff, as part of their official duties.
- The parties involved in the case.
- The parties' lawyers.
- The Department of Family Services, to the extent necessary to enforce the Child Support Enforcement Act and the Uniform Interstate Family Support Act.

Any other people or organizations would need to receive permission from the Court before they could see this document.

1. **Information for each parent**:

Name of Plaintiff/Petitioner:_____

Mailing Address:_____

_____

Physical Address (if different):_____

_____

Email Address: _____

Phone Number: _____

Name of Cell Service Carrier (for example, AT&T, Verizon): _____

Plaintiff/Petitioner's Social Security Number:_____

Plaintiff/Petitioner's Date of Birth:_____

Plaintiff/Petitioner's Place of Birth:_____

Plaintiff/Petitioner's Employer:_____

Employer's Address:_____

_____

Name of Defendant/Respondent:_____

Mailing Address:_____

_____

Physical Address (if different):_____

_____

Email Address: _____

Phone Number: _____

Name of Cell Service Carrier (for example, AT&T, Verizon): _____

Defendant/Respondent's Social Security Number:_____

Defendant/Respondent's Date of Birth:_____

Defendant/Respondent's Place of Birth:_____

Defendant/Respondent's Employer:_____

Employer's Address:_____

_____

2. **Information for each child**:

Child's Full Name:_____
Mailing Address:_____
_____
Physical Address (if different):_____
_____
Child's Social Security Number:_____
Date of Birth:_____
Place of Birth:_____

Child's Full Name:_____
Mailing Address:_____
_____
Physical Address (if different):_____
_____
Child's Social Security Number:_____
Date of Birth:_____
Place of Birth:_____

Child's Full Name:_____
Mailing Address:_____
_____
Physical Address (if different):_____
_____
Child's Social Security Number:_____
Date of Birth:_____
Place of Birth:_____

Child's Full Name:_____
Mailing Address:_____
_____
Physical Address (if different):_____
_____
Child's Social Security Number:_____
Date of Birth:_____
Place of Birth:_____

Child's Full Name:_____

Mailing Address:_____

_____

Physical Address (if different):_____

_____

Child's Social Security Number:_____

Date of Birth:_____

Place of Birth:_____

☐ I am attaching additional pages with information about more children.

DATED _____, 20_____.

_____

Signature

Printed Name: _____

Phone Number: _____

Home Address (Physical):_____

_____

Mailing Address: _____

_____

Email Address: _____

☐ A Wyoming Judicial Branch Court Navigator helped with this form.

STATE OF WYOMING)
) ss
COUNTY OF _____)

IN THE DISTRICT COURT

_____ JUDICIAL DISTRICT

Petitioner:_____,)
Person listed as Petitioner on the Petition)
)
vs.)
)
Respondent:_____.)
Person listed as Respondent on the Petition)

Case Number_____

ACKNOWLEDGEMENT AND ACCEPTANCE OF SERVICE

I, _____, confirm that I have received a copy of the:

- ☐ Petition for Modification of Child Support and Judgment for Arrears (If Any)
- ☐ Summons
- ☐ Confidential Statement of the Parties for Child Support Order
- ☐ Other Documents: _____

By accepting these documents, I do not waive any rights to challenge the lawsuit, court jurisdiction, or venue; except I do waive the right to challenge issues related to a defect in the Summons or its service.

I understand that I must file an Answer to the Petition for Modification of Child Support and Judgment for Arrears (If Any) with the Clerk and serve it to the Petitioner or their attorney, if they have one, within 20 days (or 30 days if I received these papers outside of Wyoming) after signing the Acknowledgment and Acceptance of Service. I understand that if I do not file an answer or response before this deadline, the Court may proceed with the modification of child support without further notice to me, a judgment by default may be taken against me, and the Petitioner

may be given what they asked for in the Petition for Modification of Child Support and Judgment for Arrears (If Any).

DATED _____, 20_____.

_____
Respondent's Signature
Printed Name:_____
Phone Number:_____
Home Address (Physical):_____
_____
Mailing Address:_____
_____
Email Address:_____

☐ A Wyoming Court Navigator helped with the completion of this form.

STATE OF WYOMING)
) ss
COUNTY OF _____)

SUBSCRIBED AND SWORN to before me this _____day of _____, 20___.

Witness my hand and official seal.

_____
CLERK OF COURT/NOTARIAL OFFICER

My commission expires: _____

CERTIFICATE OF SERVICE

I certify that the original of this document was filed with the Clerk of the District Court in _____ County, Wyoming.

I further certify that on _____, 20___, a true and accurate copy of this document was served on the other party in the following manner:

☐ Delivered by hand to: _____ (name)

☐ Faxed to this number: _____

☐ Mailed by United States Postal Service, postage pre-paid, to:

Name of other party or other party's attorney: _____

Address of other party or other party's attorney: _____

_____

_____

Signature: _____

Printed Name: _____

Date: _____, 20___

----------Fill in, if applicable----------

Pursuant to Rule 102(a)(1)(B) of the Wyoming Uniform Rules of District Court the following attorney has participated in the preparation of this pleading but said attorney is NOT deemed to have entered an appearance in this matter:

_____

Attorney's Name

Attorney's Address/Telephone/Email Address:

_____

_____

_____

_____

STATE OF WYOMING)
) ss
COUNTY OF _____)

IN THE DISTRICT COURT

_____ JUDICIAL DISTRICT

Petitioner:_____,)
Person listed as Petitioner on the)
Petition)
vs.)
)
Respondent: _____.)
Person listed as Respondent on the)
Petition)

Case Number_____

Initial Disclosures

(DO NOT FILE THIS FORM WITH THE COURT)

☐ These are the Petitioner's Initial Disclosures.

OR

☐ These are the Respondent's Initial Disclosures.

Attached are schedules containing my initial disclosures in accordance with Wyoming Rule of Civil Procedure 26(a)(1.1) for the case named above. I understand that I am required to give these disclosures to the opposing party or the opposing party's attorney within thirty days after the date on which the Respondent's Answer to the Petition is required to be served.

Dated: _____, 20__.

Signature: _____
Printed Name:_____
Phone Number: _____
Home Address (Physical): _____
_____
Mailing Address: _____
_____
Email Address: _____

☐ A Wyoming Judicial Branch Court Navigator helped with this form.

Instructions for Completing the Required Disclosures

This form uses charts to help you organize and share the required information.
The charts are called "schedules."
You'll see them on the pages after your signature and the Certificate of Service.
Fill in the schedules as completely as you can.

If you have no information to provide on a schedule, be sure to check the box labelled "Not Applicable" in the upper left-hand corner of the page. This will let the other party know that there is no information on that schedule that applies to you.

Important Note: Everything you write on these schedules will be carefully considered, but you might not get exactly the results you are seeking. The Judge will make the final decisions for your case, including deciding how much support will be ordered and how custody will be granted.

Schedule A: Employment. In this chart, you will provide information about your employment, pay, and benefits. Include jobs where you are employed by others, gig work, and self-employment. Fill in each column with the required information. It will be helpful to have your recent pay stubs (also known as "pay advice") with you when you complete this chart.

Schedule B: Other Income. In this chart, you must list all other income that you receive. Fill in each column with the required information.

Schedule C: Custody.

If you want primary custody of your children, you must provide facts that show you would be the better party to have custody. Complete each section, a through h, with the required information.

If you are not asking the Court to give you primary custody, check the correct box in Schedule C. You will skip sections a through g, and you will complete section h.

> About section h: If there already is a custody order in your case and you are requesting a new custody arrangement, you must provide facts that show there has been a material change in circumstances (that means that something has changed and the change matters). Attach documents that show or explain this change.

<u>Important Note</u>: You are required to update, correct, and add to the information in these schedules so the other party has complete and accurate information. This is what the law says:

Supplementation of disclosures and responses. Wyoming Rules of Civil Procedure 26(e)(1): A party who has made a disclosure or responded to a request for discovery with a disclosure or response is under a duty to supplement or correct the disclosure or response to include information thereafter acquired, if ordered by the court or in the following circumstances:

> A party is under a duty to supplement, at appropriate intervals, its disclosures if the party learns that in some material respect the information disclosed is incomplete or incorrect and if the additional or corrective information has not otherwise been made known to the other parties during the discovery process or in writing.

CERTIFICATE OF SERVICE

I certify that on _____, 20___, a true and accurate copy of this document was served on the other party in the following manner:

☐ Delivered by hand to: _____ (name)

☐ Faxed to this number: _____

☐ Both Emailed to this address _____ and

Mailed by United States Postal Service, postage pre-paid, to:

Name of other party or other party's attorney: _____

Address of other party or other party's attorney: _____

_____

_____

Signature: _____

Printed Name: _____

Date: _____, 20___

This document should <u>not</u> be filed with the Clerk of the District Court.

SCHEDULE A

☐ Not Applicable

Employment, Gig Work, Self-Employment

Employer's Name and Address	Monthly Wage and Payroll Deductions If you don't get paid once each month, see the Note at the bottom of this page. Most of this information is on your pay stub (pay advice). You may need to ask your employer or human resources department if you have questions.	Other Benefits and Amount Received List things such as employer contributions to health care, employer contributions to your retirement account, and transportation vouchers.		Outstanding Bonuses List pay bonuses that you expect to receive but that have not been paid to you yet.	
a.	Gross Amount (before taxes):	Type:	$	Amount you expect to receive:	Date you expect to receive it:
	Federal Tax: FICA (Social Security): Medicare: Children's Health Ins. Premiums: Total Deductions:	Type:	$	$	
		Type:	$	$	
	Net Amount (after taxes):	Type:	$	$	
b.	Gross Amount (before taxes):	Type:	$	Amount you expect to receive:	Date you expect to receive it:
	Federal Tax: FICA (Social Security): Medicare: Children's Health Ins. Premiums: Total Deductions:	Type:	$	$	
		Type:	$	$	
	Net Amount (after taxes):	Type:	$	$	

☐ I have attached additional pages.

Important Note: This chart uses the amount per month. You might need to calculate to find the monthly amount.

If you receive money every week:

Multiply the weekly amount by 52 and divide by 12.

If you receive money every two weeks:

Multiply the bi-weekly amount by 26 and divide by 12.

If you receive money twice each month (for example, on the 1st and 15th of each month):

Multiply the semi-monthly amount by 24 and divide by 12.

Use the same calculation to figure out your monthly deductions.

SCHEDULE B

☐ Not Applicable

All Other Income Not Previously Listed in This Document

What type of income is it? If you don't receive income of a particular type, write "none" in the space.	**Who pays you this money?** For example, the federal government, your employer, or an individual.	**How much do you receive?**	**How often do you receive this payment?**	**What is the date of the last time you received this payment?**
a. Disability (include what type it is, for example Temporary Total, Permanent Partial, etc.)		$		
b. Unemployment		$		
c. Worker's Compensation		$		
d. Retirement		$		
e. Other: _____		$		
f. Other: _____		$		

☐ I have attached additional pages.

SCHEDULE C

☐ Not Applicable

Custody

☐ I am asking for primary custody of the children. I will fill out sections a through h, below.

OR

☐ I am not asking for primary custody of the children. I will skip sections a through g, below. I will fill out section h.

a. I have been the primary caretaker of the children. These are examples:

b. I have a good relationship with the children. These are examples:

c. I have the ability to take care of the children. These are examples:

d. I am the more fit and competent parent to have custody. These are examples:

e. I am willing to support the children maintaining a relationship with the other party. These are examples:

f. I have the physical ability to care for the children. These are examples:

g. These are other reasons I believe I am the correct party to have primary custody:

h. ☐ There is not currently a custody or visitation order for these children.

OR

☐ There is already a custody or visitation order for the children, and I don't think that anything important has changed. I do not think the custody and visitation arrangements should by modified.

OR

☐ There is already a custody or visitation order for the children. I believe that something important has changed, but I do not think the custody and visitation arrangements should by modified. This is why: _____

OR

☐ There is already a custody or visitation order for the children but something important has changed, and I think the custody and visitation arrangements should by modified. This is what changed and why it matters: _____

_____

☐ I have attached additional pages.

STATE OF WYOMING	)	IN THE DISTRICT COURT
	) ss	
COUNTY OF _____	)	_____ JUDICIAL DISTRICT

Plaintiff/Petitioner:	)	Case Number_____
_____	)	
Person listed as Plaintiff or Petitioner on the Complaint or Petition	)	
vs.	)	**CONFIDENTIAL**
	)	
Defendant/Respondent:	)	
_____	)	
Person listed as Defendant or Respondent on the Complaint or Petition	)	

CONFIDENTIAL FINANCIAL AFFIDAVIT

Each parent is required to fill out a Confidential Financial Affidavit. You will also need to attach certain financial documents to this form. A checklist of the documents is provided at the end of this form. If you are one of the people whose name is listed above (the Plaintiff/Petitioner or the Defendant/Respondent) you **must** complete this form and submit the required documents, whether you are employed, unemployed, or self-employed.

I, _____, hereby swear or affirm, under penalty of perjury, that the following information is correct and complete.

My Personal Information

Name (first, middle, last):_____

Gender:_____ Date of Birth:_____ Social Security Number:_____

Home Address:_____

_____

_____

Date I moved to this address:_____

Mailing Address (if different):_____

_____

_____

Cell Phone Number:_____

Cell Phone Carrier (for example, AT&T or Verizon):_____

Landline Phone Number:_____

The best number to call to leave me a message:_____

Information About My Education

I completed _____ years of high school. I completed _____ years of college.

I completed _____ years of graduate school. I completed _____ years of trade school.

I also completed _____ years of training in these fields: _____

I have these degrees and certifications _____

[Remainder of page intentionally left blank]

Information About the Children

Child's Name: (First, Middle, Last)			
Date of Birth:	Age:	Gender:	Social Security Number:
This child lives with me ☐ Full-time ☐ Part-time ☐ Never	I am this child's ☐ Biological Parent ☐ Adoptive Parent ☐ Legal Guardian ☐ None of the Above	The other party is this child's ☐ Biological Parent ☐ Adoptive Parent ☐ Legal Guardian ☐ None of the Above	
☐ This child receives the following government benefits: (Name each benefit and the state that pays it.)			
☐ There is a child support order for this child. Name of the Court: _____ Date of the Order: _____ Person Ordered to Pay: _____ Amount per Month: _____ Amount that is Past Due (Arrears): _____			
☐ There is a Court order requiring health insurance for this child. Name of the Court: _____ Date of the Order: _____ Person Ordered to Provide Health Insurance: _____			
☐ This child has health insurance. Person Who Pays for Insurance: _____ Monthly Premium to Cover Children Only: $_____			☐ This child does <u>not</u> have health insurance.

Child's Name: (First, Middle, Last)			
Date of Birth:	Age:	Gender:	Social Security Number:

This child lives with me	I am this child's	The other party is this child's
☐ Full-time ☐ Part-time ☐ Never	☐ Biological Parent ☐ Adoptive Parent ☐ Legal Guardian ☐ None of the Above	☐ Biological Parent ☐ Adoptive Parent ☐ Legal Guardian ☐ None of the Above

☐ This child receives the following government benefits:
(Name each benefit and the state that pays it.)

☐ There is a child support order for this child.
Name of the Court: _____ Date of the Order: _____
Person Ordered to Pay: _____ Amount per Month: _____
Amount that is Past Due (Arrears): _____

☐ There is a Court order requiring health insurance for this child.
Name of the Court: _____ Date of the Order: _____
Person Ordered to Provide Health Insurance: _____

☐ This child has health insurance. Person Who Pays for Insurance: _____ Monthly Premium to Cover Children Only: $_____	☐ This child does <u>not</u> have health insurance.

Child's Name: (First, Middle, Last)			
Date of Birth:	Age:	Gender:	Social Security Number:

This child lives with me	I am this child's	The other party is this child's
☐ Full-time ☐ Part-time ☐ Never	☐ Biological Parent ☐ Adoptive Parent ☐ Legal Guardian ☐ None of the Above	☐ Biological Parent ☐ Adoptive Parent ☐ Legal Guardian ☐ None of the Above

☐ This child receives the following government benefits:
(Name each benefit and the state that pays it.)

☐ There is a child support order for this child.
Name of the Court: _____ Date of the Order: _____
Person Ordered to Pay: _____ Amount per Month: _____
Amount that is Past Due (Arrears): _____

☐ There is a Court order requiring health insurance for this child.
Name of the Court: _____ Date of the Order: _____
Person Ordered to Provide Health Insurance: _____

☐ This child has health insurance. Person Who Pays for Insurance: _____ Monthly Premium to Cover Children Only: $_____	☐ This child does <u>not</u> have health insurance.

☐ I am attaching additional pages with information about more children.

Information About My Work

(You must choose at least one of the following.)

☐ I am employed, and I will fill out the **Employed** section below.

☐ I am self-employed, and I will skip to the **Work History** section below.

☐ I am unemployed, and I will skip to the **Work History** section below.

Employed

Name of Current Employer (Job 1):		Address of Current Employer:
Phone Number of Current Employer:		
My title or a description of my work:		☐ I earn $_____ per hour **OR** ☐ I earn $_____ per month
Number of hours I work each week: Regular Hours: _____ Overtime Hours:____ Total Hours:_____	I get paid for my Regular Hours: ☐ Every week ☐ Every two weeks ☐ Twice each month ☐ Once each month ☐ Once each year	I get paid for my Overtime Hours: ☐ Every week ☐ Every two weeks ☐ Twice each month ☐ Once each month ☐ Once each year
Date of my last pay increase:		Date of my last pay decrease:
Is health insurance available through this employer? ☐ Yes ☐ No If yes, how much is the monthly premium to cover only the children: $ _____ Do the children in this matter have health insurance through this employer? ☐ Yes ☐ No		

Name of Current Employer (Job 2):		Address of Current Employer:
Phone Number of Current Employer:		
My title or a description of my work:		☐ I earn $_____ per hour **OR** ☐ I earn $_____ per month
Number of hours I work each week: Regular Hours: _____	I get paid for my Regular Hours: ☐ Every week ☐ Every two weeks	I get paid for my Overtime Hours: ☐ Every week ☐ Every two weeks

Overtime Hours:____ Total Hours:_____	☐ Twice each month ☐ Once each month ☐ Once each year	☐ Twice each month ☐ Once each month ☐ Once each year
Date of my last pay increase:	Date of my last pay decrease:	
Is health insurance available through this employer? ☐ Yes ☐ No If yes, how much is the monthly premium to cover only the children: $ _____ Do the children in this matter have health insurance through this employer? ☐ Yes ☐ No		

Name of Current Employer (Job 3):	Address of Current Employer:
Phone Number of Current Employer:	
My title or a description of my work:	☐ I earn $_____ per hour **OR** ☐ I earn $_____ per month

Number of hours I work each week: Regular Hours: _____ Overtime Hours:____ Total Hours:_____	I get paid for my Regular Hours: ☐ Every week ☐ Every two weeks ☐ Twice each month ☐ Once each month ☐ Once each year	I get paid for my Overtime Hours: ☐ Every week ☐ Every two weeks ☐ Twice each month ☐ Once each month ☐ Once each year
Date of my last pay increase:	Date of my last pay decrease:	
Is health insurance available through this employer? ☐ Yes ☐ No If yes, how much is the monthly premium to cover only the children: $ _____ Do the children in this matter have health insurance through this employer? ☐ Yes ☐ No		

☐ I am attaching additional pages with information about more current jobs.

Information About My Work History

Fill in the chart with information about your jobs for the last three years.

Company Name	Company Location	Dates	Title or Job Description	Salary or Wage	Reason You Left
Example Inc.	Casper, WY	From: July 2022 To: Sept. 2023	Assistant Manager	$18.00 per Hour	moving

		From: To:		$ per	
		From: To:		$ per	
		From: To:		$ per	
		From: To:		$ per	
		From: To:		$ per	
		From: To:		$ per	

☐ I am attaching additional pages with information about more work history.

Information About My Income

Fill in the chart with information about all income you received in the last 12 months.

Important Note: This chart uses the amount per month. You might need to calculate to find the monthly amount.

If you receive money every week:

Multiply the weekly amount by 52 and divide by 12.

If you receive money every two weeks:

Multiply the bi-weekly amount by 26 and divide by 12.

If you receive money twice each month (for example, on the 1st and 15th of each month):

Multiply the semi-monthly amount by 24 and divide by 12.

Income Source	Amount per Month	Income Source	Amount per Month
Gross Wages (before taxes)	$ _____ Job 1 $ _____ Job 2 $ _____ Job 3	Profit from Self-Employment	$
Unemployment	$	Annuity	$
Workers' Compensation	$	Spousal Support	$
Social Security (Not SSI)	$	Contract Receipts	$
Retirement	$	Rental Income	$
Interest or Dividends	$	Benefits or Bonuses	$
Veteran Disability	$	Reimbursements	$
Other:	$	Other:	$

Information About My Taxes and Expenses

(You must choose at least one of the following.)

☐ I am employed, and I will fill out the **Employed** section below.

☐ I am self-employed, and I will fill out the **Self-Employed** section below.

☐ I am unemployed, and I will skip to the next page (Information About My Ability to Pay).

Complete this chart if you are EMPLOYED	
A. Gross Income (from all sources before deductions)	$ **per month**
B. Federal Income Tax	$ per month
C. State Income Tax	$ per month
D. Social Security Tax	$ per month
E. Medicare Tax	$ per month
F. Mandatory Retirement / Pension	$ per month
G. Premium Paid for **Children's** Health Insurance	$ per month
H. Child Support Obligation (already in place)	$ per month
I. Total Mandatory Deductions (add lines B through H)	$ **per month**
Net Income (line A minus line I)	$ per month
Income Tax Filing Status:	
Number of Dependents Claimed for Tax Purposes:	

Complete this chart if you are SELF-EMPLOYED	
A. Gross Income (from all sources before deductions)	$ **per month**
B. Federal Income Tax	$ per month
C. State Income Tax	$ per month
D. Social Security Tax	$ per month
E. Medicare Tax	$ per month
F. Unreimbursed Business Expenses	$ per month
G. Premium Paid for **Children's** Health Insurance	$ per month
H. Child Support Obligation (already in place)	$ per month
I. Total Mandatory Deductions (add lines B through H)	$ **per month**
Net Income (line A minus line I)	$ per month
Income Tax Filing Status:	
Number of Dependents Claimed for Tax Purposes:	

Information About My Ability to Pay

On these lines, describe the kind of work you usually do. List the skills and abilities you need to do that work.

_____
_____
_____
_____

On these lines, explain any special job skills, training, or certifications you have.

_____
_____
_____
_____

On these lines, describe any special challenges you have that could make it hard for you to become or stay employed. Some examples might be disability, poor health, criminal history, lack of literacy, or lack of education.

_____
_____
_____
_____

On these lines, list jobs you have applied for in the last year and explain the status of your application. For example: "warehouse manager at ABC Store, interviewed but not hired."
If you have not applied for any jobs in the last year, write None.

_____
_____
_____
_____

On these lines, list your assets and the value of those assets. For example: "checking account with $280.00, pickup truck worth $4000, and insurance settlement worth $1500."

_____
_____
_____
_____

What Must Be Attached

When you submit this Confidential Financial Affidavit,
you must attach the following documents:

If you provide health insurance for your children:

☐ Written proof from the insurance company that lists the name of each person covered under your policy.

If you are employed:

☐ Copies of your income tax returns for the last two years.
NOTE: If both parties filed joint tax returns and the other party has already submitted a copy, you do not need to include another copy.

☐ Copies of your W-2 Forms for the last two years.

☐ Copies of a statement of earnings from each employer showing your cumulative pay for this year.

If you are self-employed:

☐ Verified income and expense statements for your business for the two most-recent years.

☐ Copies of your personal income tax returns for the last two years.

☐ Copies of your business income tax returns for the last two years.

NOTE: Please submit documents to the court printed on one side only.

Warning About Perjury

By signing the Affidavit, you are telling the Court that everything you wrote on the form and everything you attached to it is true. If the information is not true, you might be criminally charged with perjury. Perjury is a felony punishable by imprisonment or a fine or both.
Review your answers carefully before you sign the Confidential Financial Affidavit.

Perjury Statute

Wyoming Statute 6-5-301 about Perjury provides:

(a) A person commits perjury if, while under a lawfully administered oath or affirmation, he knowingly testifies falsely or makes a false affidavit, certificate, declaration, deposition or statement, in a judicial, legislative or administrative proceeding in which an oath or affirmation may be required by law, touching a matter material to a point in question.

(b) Perjury is a felony punishable by imprisonment for not more than five (5) years, a fine of not more than five thousand dollars ($5,000.00), or both.

OATH

I have read and understand the provisions of the above perjury statute. I affirm that this Confidential Financial Affidavit (including attachments) contains a complete disclosure of my income from all sources and that the representations made herein concerning my income are accurate to the best of my knowledge. I am aware that the court may punish as perjury any materially false statements knowingly made with intent to defraud or mislead.

DATED _____, 20___.

_____
Signature

☐ A Wyoming Court Navigator helped with this form.

STATE OF WYOMING)
) ss
COUNTY OF _____)

SUBSCRIBED AND SWORN to before me this _____day of _____, 20___.

Witness my hand and official seal.

_____
NOTARIAL OFFICER

My commission expires: _____

CERTIFICATE OF SERVICE

I certify that the original of this document was filed with the Clerk of District Court in _____ County, Wyoming.

I further certify that on _____, 20___, a true and accurate copy of this document was served on the other party in the following manner:

☐ Delivered by hand to: _____ (name)

☐ Faxed to this number: _____

☐ Mailed by United States Postal Service, postage pre-paid, to:

Name of other party or other party's attorney: _____

Address of other party or other party's attorney: _____

_____

_____

Signature: _____

Printed Name: _____

Date: _____, 20___

☐ A Wyoming Court Navigator helped with this form.

STATE OF WYOMING)
) ss
COUNTY OF _____)

IN THE DISTRICT COURT

_____ JUDICIAL DISTRICT

Plaintiff/Petitioner:)
_____)
Person listed as Plaintiff or Petitioner)
on the Complaint or Petition)
vs.)
)
Defendant/Respondent:)
_____)
Person listed as Defendant or Respondent)
on the Complaint or Petition)

Case Number_____

AFFIDAVIT OF IMPUTED INCOME

You might choose or need to file this form if:

- The other party did not give you a Confidential Financial Affidavit, **OR**
- You think the other party did not correctly or accurately report their income, **OR**
- You can show that the other party could earn more money than they do right now.

Information About You

1. My name is _____.

2. Mark only one:

   ☐ I am the Plaintiff/Petitioner in this case.
   ☐ I am the Defendant/Respondent in this case.

Why Are You Filing This Form?

This form is usually not required, but you might choose to file it anyway. In this part, you will tell the Court why you are filing this form. Mark all that apply.

3. ☐ The Court ordered me to file this form.
4. ☐ The other party has not given me a Confidential Financial Affidavit.
5. ☐ I can't get a Confidential Financial Affidavit from the other party because _____

_____

6. ☐ The amount of income the other party reported is not correct (it is wrong or untrue).

This is information for Section 7.
The Court may consider whether the other party is "voluntarily **un**employed" or "voluntarily **under**employed." This means the other party could earn more money, but they made choices that cause them to earn less than they could. For example, the other party has the ability to work, but chose to quit their job, chose to work fewer hours, or chose a lower-paying job. You can read the gray box at Section 18, below, for information on how to estimate how much the other party could earn.
If you think the other party is voluntarily unemployed or voluntarily underemployed, check the box for Section 7.

7. ☐ I want to show the Court that the other party is able to earn more money.

Information About the Other Party's Work History and Education

It's important for the Court to understand the other party's ability to earn money. In Section 8, you will describe the other party's work history (for example, if the other party changes jobs a lot or has worked for one company for many years).
Section 9 might or might not apply to your situation. If the other party has education or training that qualifies them for certain kinds of work (for example, an electrician's license), you will check the box for Section 9 and list the education or training on the blank lines.

8. This is what I know about the other party's work history: _____

_____

_____

_____

9. ☐ The other party has advanced education and professional training.
   This is a list of the other party's degrees, certifications, and professional trainings:

_____

_____

_____

_____

Information About the Other Party's Income

It's important for the Court to understand how much money the other party earns and receives. There are a lot of sections in this part. Fill them out as completely as you can.

10. This is what I know about the other party's income from work for the last two years: _____

_____

_____

_____

11. This is what I know about the other party's income from other sources (not work) for the last two years: _____

_____

_____

12. ☐ I don't know how much income the other party has had this year.

If you have check stubs, bank statements, or other documents that show income the other party received, attach copies of those papers to this Affidavit.

13. ☐ I have attached copies of all the income tax returns that I have from the last two years. They show how much money the other party earned.
14. ☐ I don't have income tax returns that show how much money the other party earned.
15. ☐ I have attached copies of other information about the other party's income.

If you know how much money the other party earns at their current or recent jobs, check the box for Section 16 and fill in one chart for each job. Do this for each job the other party works at now and for each job they had in the last two years.

In each chart:

- Check a box to show whether this is a current job or a recent job.
- Write where the other party works.
- Write how much the other party gets paid.
- Then check the correct box to show how often they get paid that amount.
- If the other party is self-employed at the job, check the box.

16. ☐ I know how much the other party gets paid now or got paid at jobs they had during the past two years.

Job 1	☐ Current Job	☐ Recent Job (within the last two years)
The other party works (or worked) at		
The other party gets paid (or used to get paid) $		
	☐ Once every week	
	☐ Once every two weeks	
	☐ Twice every month (for example, on the 1st and 15th)	
	☐ Once every month	
	☐ Once every year	
☐ Check this box if the other party is (or was) self-employed at this job. (For example, if the other party owns the business or is an independent contractor.)		

Job 2	☐ Current Job	☐ Recent Job (within the last two years)
The other party works (or worked) at		
The other party gets paid (or used to get paid) $		
	☐ Once every week	
	☐ Once every two weeks	
	☐ Twice every month (for example, on the 1st and 15th)	
	☐ Once every month	
	☐ Once every year	
☐ Check this box if the other party is (or was) self-employed at this job. (For example, if the other party owns the business or is an independent contractor.)		

Job 3	☐ Current Job	☐ Recent Job (within the last two years)
The other party works (or worked) at		
The other party gets paid (or used to get paid) $		
	☐ Once every week	
	☐ Once every two weeks	
	☐ Twice every month (for example, on the 1st and 15th)	
	☐ Once every month	
	☐ Once every year	
☐ Check this box if the other party is (or was) self-employed at this job. (For example, if the other party owns the business or is an independent contractor.)		

☐ I am attaching additional pages because the other party has more than 3 current or recent jobs.

In Section 17, you will write the total amount of money that you think the other party gets every month. Include all income the other party earns and receives.

"Income" means payment for work, and also includes payments like:

- tips,
- commissions,
- bonuses,
- disability benefits,
- annuity and retirement benefits,
- worker's comp,
- unemployment.

➢ This does not include payment for overtime worked unless you can show the Court that the overtime earnings are likely to continue consistently based on the overtime received during the past 24 months.

➢ This does not include SSI, SNAP, or POWER (Personal Opportunities With Employment Responsibilities) payments.

You will need to write in the party's **monthly income**.

You might need to do some math to figure out this number.

If the other party gets money **every week**:

Multiply the weekly amount by 52 and divide by 12.

If the other party gets money **every two weeks**:

Multiply the bi-weekly amount by 26 and divide by 12.

If the other party gets money **twice each month (on certain days each month)**:

Multiply the semi-monthly amount by 24 and divide by 12.

If the other party gets money **every year**:

Divide the yearly amount by 12.

17. I believe the other party's total income is approximately $_____ every month.

In Section 18, you will tell the Court the amount of money that you believe should be used to calculate child support.

- If you believe the other party currently has as much income as they can, you will check the first box and write the same number you wrote in Section 17.
- If you believe the other party currently has less income than they are capable of having, you will check the second box and write the potential (possible) income. You will use this option if you think the other party is voluntarily unemployed or voluntarily underemployed.

You might be able to estimate how much the other party could earn. If you have information about the other party's previous or current employment, you may be able to learn about potential income by visiting the US Department of Labor website at http://www.bls.gov/bls/blswage.htm. If you use any documents to estimate potential income, remember to attach those documents to this Affidavit when you file it.

The last blank line in Section 18 is for the **net** income.

"Net income" means how much money is left after certain items have been subtracted. (The subtracted items are called "**deductions**.") In order to calculate **net income**, these items are subtracted:

- personal income taxes,
- social security deductions,
- cost of dependent health care coverage for all dependent children,
- current payments that are actually being made under preexisting support orders for support of other children; do not deduct payments for back child support (arrearages),
- other court-ordered support obligations currently being paid,
- mandatory pension deductions.

You might not know exactly how much to deduct to figure out the net income. If you have to guess, the Court will expect you to do your best to make a fair and honest guess.

18. Check only one.

☐ I believe the other party's current monthly income of $_____ is a reasonable amount for the other party to earn.

OR

☐ Because of the other party's current income, past income, work history, education, and training, I believe the other party has the ability to earn $_____ every month.

After deductions (from the list above), a net income of $ _____ every month is a fair and reasonable estimate.

19. The net income stated in Section 18 should be used to calculate child support under the presumptive child support guidelines or to deviate from the presumptive child support amount.

I hereby swear or affirm, under penalty of perjury, that the information in this Affidavit is correct and complete to the best of my knowledge.

DATED _____, 20_____.

Signature: _____

Printed Name:_____

Phone Number:_____

Home Address (Physical):_____

_____

Mailing Address:_____

_____

Email Address:_____

☐ A Wyoming Court Navigator helped with the completion of this form.

STATE OF WYOMING)
) ss
COUNTY OF _____)

SUBSCRIBED AND SWORN to before me this _____day of _____, 20___.

Witness my hand and official seal.

_____
CLERK OF COURT/NOTARIAL OFFICER

My commission expires: _____

CERTIFICATE OF SERVICE

I certify that the original of this document was filed with the Clerk of the District Court in _____ County, Wyoming.

I further certify that on _____, 20___, a true and accurate copy of this document was served on the other party in the following manner:

☐ Delivered by hand to: _____ (name)

☐ Faxed to this number: _____

☐ Mailed by United States Postal Service, postage pre-paid, to:

Name of other party or other party's attorney: _____

Address of other party or other party's attorney: _____

_____

_____

Signature: _____

Printed Name: _____

Date: _____, 20___

DO NOT FILE WITH CONFIDENTIAL FINANCIAL AFFIDAVIT.
FOR COMPUTATION PURPOSES ONLY.
EFFECTIVE JULY 1, 2023.

§ 20-2-304. Presumptive child support:

(i) One child:

Net Monthly Income of Both Parents	Percentage of Income Allocated for One Child	Base Support Plus Marginal Percentage
$1,000.00	23.0	$230.00 + 23.0% over $1,000.00
$2,000.00	23.0	$461.00 + 23.0% over $2,000.00
$3,200.00	23.0	$737.00 + 20.1% over $3,200.00
$4,000.00	22.5	$898.00 + 13.4% over $4,000.00
$4,500.00	21.4	$965.00 + 11.8% over $4,500.00
$8,000.00	17.2	$1,379.00 + 11.1% over $8,000.00
$15,000.00	14.4	$2,157.00 + 10.3% of anything over $15,000.00

(ii) Two children:

Net Monthly Income of Both Parents	Percentage of Income Allocated for Two Children	Base Support Plus Marginal Percentage
$1,000.00	35.1	$351.00 + 35.1% over $1,000.00
$2,000.00	35.1	$702.00 + 33.9% over $2,000.00
$3,200.00	34.6	$1,108.00 + 31.0% over $3,200.00
$4,000.00	33.9	$1,356.00 + 19.6% over $4,000.00
$4,500.00	32.3	$1,454.00 + 17.0% over $4,500.00
$8,000.00	25.6	$2,048.00 + 16.0% over $8,000.00
$15,000.00	21.1	$3,171.00 + 15.3% of anything over $15,000.00

(iii) Three children:

Net Monthly Income of Both Parents	Percentage of Income Allocated for Three Children	Base Support Plus Marginal Percentage
$1,000.00	42.4	$424.00 + 42.4% over $1,000.00
$2,000.00	42.4	$848.00 + 40.4% over $2,000.00
$3,200.00	41.7	$1,334.00 + 36.5% over $3,200.00
$4,000.00	40.6	$1,626.00 + 22.8% over $4,000.00
$4,500.00	38.7	$1,740.00 + 19.2% over $4,500.00
$8,000.00	30.2	$2,412.00 + 18.4% over $8,000.00
$15,000.00	24.7	$3,698.00 + 18.1% of anything over $15,000.00

(iv) Four children:

Net Monthly Income of Both Parents	Percentage of Income Allocated for Four Children	Base Support Plus Marginal Percentage
$1,000.00	47.4	$474.00 + 47.4% over $1,000.00
$2,000.00	47.4	$948.00 + 45.2% over $2,000.00
$3,200.00	46.6	$1,490.00 + 40.8% over $3,200.00
$4,000.00	45.4	$1,816.00 + 25.5% over $4,000.00
$4,500.00	43.2	$1,943.00 + 21.5% over $4,500.00
$8,000.00	33.7	$2,694.00 + 20.5% over $8,000.00
$15,000.00	27.5	$4,130.00 + 20.2% of anything over $15,000.00

(v) Five or more children:

Net Monthly Income of Both Parents	Percentage of Income Allocated for Five Children	Base Support Plus Marginal Percentage
$1,000.00	52.1	$521.00 + 52.1% over $1,000.00
$2,000.00	52.1	$1,042.00 + 49.7% over $2,000.00
$3,200.00	51.2	$1,639.00 + 44.8% over $3,200.00
$4,000.00	49.9	$1,997.00 + 28.0% over $4,000.00
$4,500.00	47.5	$2,137.00 + 23.6% over $4,500.00
$8,000.00	37.0	$2,964.00 + 22.6% over $8,000.00
$15,000.00	30.3	$4,543.00 + 22.2% of anything over $15,000.00

In accordance with W.S. § 20-2-304(f), if the difference between the noncustodial parent's net income and the self-support reserve is less than the support obligation as calculated from the tables above, the support obligation shall be set using the difference between the noncustodial parent's net income and the self-support reserve. "Self-support reserve" means the current poverty line for one (1) person as specified by the poverty guidelines updated periodically in the Federal Register by the United States department of health and human services under the authority of 42 U.S.C. 9902(2). See Table D below.

DO NOT FILE WITH CONFIDENTIAL FINANCIAL AFFIDAVIT.
FOR COMPUTATION PURPOSES ONLY. EFFECTIVE JULY 1, 2023.

Depending on your custody arrangement, you may need to complete more than one table to calculate child support. Please carefully review the instructions for each table. For your convenience, a secure online child support calculator is also available at:

https://childsupport.wyoming.gov/calculator/index.html

NOTE: It is recommended that you use the online child support calculator whenever possible.

CHILD SUPPORT COMPUTATION FORM

A. COMPUTATION OF BASIC SUPPORT OBLIGATIONS: WYO. STAT. §20-2-304		
1.	Plaintiff's/Petitioner's Net Monthly Income:	$
2.	Defendant's/Respondent's Net Monthly Income:	$
3.	Combined Net Monthly Income:	$
4.	Using the support tables for presumptive support at Wyo. Stat. § 20-2-304 (a), the basic joint support obligation of the parents =	$
5.	Plaintiff's/Petitioner's Proportionate Share: Line 1/Line 3 x Line 4 =	$
6.	Defendant's/Respondent's Proportionate Share: Line 2/Line 3 x Line 4 =	$
7.	MONTHLY SUPPORT DUE FROM NONCUSTODIAL PARENT (Amount from Line 5 or Line 6) =	$

NOTE: If the custody of the children is shared or split as defined under Wyo. Stat. § 20-2-304 (c) and (d) other formulas apply. If "split" (meaning each parent has physical custody of at least one (1) child), the amount shall be allocated to each parent based upon the number of those children in the physical custody of that parent (see Table C on page 3). If "shared" (meaning each parent has actual overnight custody of the children for a certain percentage of time), the amount will be allocated based on the percentage of time (Table B below).

B. SHARED PHYSICAL CUSTODY: Wyo. Stat. § 20-2-304 (c) provides for special support computation of support when each parent keeps the children overnight for more than twenty-five percent (25%) of the year ***and*** both parents contribute substantially to the expenses of the children ***in addition to*** the payment of child support. If this is the custodial arrangement, support may be computed as follows assuming all other statutory provisions apply.				
8.	a) Percent of year children will reside overnight with Plaintiff/Petitioner	____ %	b) percent of year children will reside overnight with Defendant/Respondent	____ %
9.	Plaintiff's/Petitioner's support obligation: Line 5 x 150% x Line 8b			$ _____
10.	Defendant's/Respondent's support obligation: Line 6 x 150% x Line 8a			$ _____
11.	MONTHLY SUPPORT DUE: The difference between lines 9 and 10 represents the net monthly support due from the parent having the greater support obligation.			$ _____

C. SPLIT CUSTODY: Wyo. Stat. §20-2-304 (d) provides for special computations of support when each parent has physical custody of at least one (1) child. In such cases the support should be computed as follows:		
12.	Shared responsibility child support per child: Line 4 ÷ Total children of parents.	$ _____
13.	Plaintiff's/Petitioner's support obligation for children in custody of Defendant/Respondent: Line 1/Line 3 x Number of children with Defendant/Respondent x Line 12	$ _____
14.	Defendant/Respondent's support obligation for children in custody of Plaintiff/Petitioner: Line 2/Line 3 x Number of children with Plaintiff/Petitioner x Line 12	$ _____
15.	MONTHLY SUPPORT DUE: The difference between lines 13 and 14 represents the net monthly support due from the parent having the greater support obligation.	$ _____

D. SELF-SUPPORT RESERVE COMPUTATION: Wyo. Stat. § 20-2-304 (f) provides for special computation of support when the difference between the obligor's net income and the self-support reserve is less than the support obligation as calculated using the support tables for presumptive support on page 1. In such cases, the support should be computed as follows:		
16.	Net income of the obligor or parent paying support	$ _____
17.	Self-Support Reserve: Find the current "self-support reserve" by going to the Family Law Forms at www.courts.state.wy.us/legal-assistances-and-forms/court-self-help-forms/. Enter the number provided.	$ _____
18.	Subtract line 17 from line 16.	$ _____
19.	If the amount on line 18 is less than the child support due as calculated on line 7 of Table A, line 11 of Table B, or line 15 of Table C, then line 18 is the **monthly child support obligation**. Enter the amount here. If the amount on line 18 is more than line 7 of Table A, line 11 of Table B, or line 15 of Table C, then skip to line 20.	$ _____
20.	If the amount on line 18 is more than the child support due as calculated on line 7 of Table A, line 11 of Table B, or line 15 of Table C, then the child support calculated on line 7 of Table A, line 11 of Table B, or line 15 of Table C is the **monthly child support obligation**. Enter the amount here.	$_____

NET INCOME CALCULATION WORKSHEET FOR CHILD SUPPORT

A. For Employed Persons:

1. **Gross income*** (amount before any deductions): $_____ per month
2. Federal Income Tax: $_____ per month
3. State Income Tax: $_____ per month
4. Social Security Tax (FICA): $_____ per month
5. Medicare Tax: $_____ per month
6. Mandatory Retirement/Pension: $_____ per month
7. Premium Paid for Child(ren)'s Health Insurance: $_____ per month
8. Child Support Actually Paid for Other Children: $_____ per month
   (Do not include payments towards back child support)

Total Mandatory Deductions: $_____ per month

9. **Net Income** (line 1 minus lines 2- 8): $_____ per month

B. For Self-Employed Persons:

1. **Gross income*** (amount before any deductions): $_____ per month
2. Federal Income Tax: $_____ per month
3. State Income Tax: $_____ per month
4. Social Security Tax: $_____ per month
5. Medicare Tax: $_____ per month
6. Unreimbursed Business Expenses: $_____ per month
7. Premium Paid for Child(ren)'s Health Insurance: $_____ per month
8. Child Support Actually Paid for Other Children: $_____ per month
   (Do not include payments towards back child support)

Total Mandatory Deductions: $_____ per month

9. **Net Income** (line 1 minus lines 2-8): $_____ per month

C. For Unemployed Persons Who Are Capable of ONLY Earning Minimum Wage:

1. Imputed Net Monthly Income (Custodial Parent): $1,185.67 per month
2. Imputed Net Monthly Income (Non-custodial Parent): $1,141.25 per month

Net Income for Plaintiff/Petitioner: $_____ per month
Net Income for Defendant/Respondent: $_____ per month

***Gross Income:** Gross income is your income from all sources, including, but not limited to, wages, draws, commissions, bonuses, social security payments, workers' compensation payments, etc. Please give the amount that you make monthly even if you are paid annually, twice a month, weekly, etc. Monthly amounts are calculated by multiplying weekly amount by 52 and dividing by 12; multiplying bi-weekly amounts by 26 and dividing by 12; and multiplying semi-monthly amounts by 24 and dividing by 12.

STATE OF WYOMING)
) ss
COUNTY OF _____)

IN THE DISTRICT COURT

_____ JUDICIAL DISTRICT

Plaintiff/Petitioner:)
_____)
Person listed as Plaintiff or Petitioner)
on the Complaint or Petition)
vs.)
)
Defendant/Respondent:)
_____)
Person listed as Defendant or Respondent)
on the Complaint or Petition)

Case Number_____

REPLY TO COUNTERCLAIM

The Plaintiff/Petitioner provides the following answers and responses to Defendant/Respondent's Counterclaim:

1. Plaintiff/Petitioner admits the statements in Paragraphs (list paragraph numbers that are correct statements) _____ of Defendant/Respondent's Counterclaim.

2. Plaintiff/Petitioner denies the statements in Paragraphs (list paragraph numbers that are not correct statements) _____ of Defendant/Respondent's Counterclaim.

3. Plaintiff/Petitioner does not have enough information to either admit or deny the statements in Paragraphs _____ of Defendant/Respondent's Counterclaim.

WHEREFORE, Plaintiff/Petitioner respectfully requests that the Court find generally in Plaintiff/Petitioner's favor and against the Defendant/Respondent, that Defendant/Respondent take nothing by way of their Counterclaim, and for such other and further relief as the Court deems just and proper.

DATED this _____ day of _____, 20_____.

_____
Signature, Plaintiff/Petitioner

Printed Name:_____
Phone Number:_____
Home Address (Physical):_____
_____
Mailing Address:_____
_____
Email Address:_____

☐ A Wyoming Court Navigator helped with the completion of this form.

----------Fill in, if applicable----------

Pursuant to Rule 102(a)(1)(B) of the Wyoming Uniform Rules of District Court the following attorney has participated in the preparation of this pleading but said attorney is NOT deemed to have entered an appearance in this matter:

_____
Attorney's Name

Attorney's Address/Telephone/Email Address:
_____
_____
_____
_____

CERTIFICATE OF SERVICE

I certify that the original of this document was filed with the Clerk of the District Court in _____ County, Wyoming.

I further certify that on _____, 20___, a true and accurate copy of this document was served on the other party in the following manner:

☐ Delivered by hand to: _____ (name)

☐ Faxed to this number: _____

☐ Mailed by United States Postal Service, postage pre-paid, to:

Name of other party or other party's attorney: _____

Address of other party or other party's attorney: _____

_____

_____

Signature: _____

Printed Name: _____

Date: _____, 20___

----------Fill in, if applicable----------

Pursuant to Rule 102(a)(1)(B) of the Wyoming Uniform Rules of District Court the following attorney has participated in the preparation of this pleading but said attorney is NOT deemed to have entered an appearance in this matter:

_____

Attorney's Name

Attorney's Address/Telephone/Email Address:

_____

_____

_____

_____

STATE OF WYOMING)
) ss
COUNTY OF _____)

IN THE DISTRICT COURT

_____ JUDICIAL DISTRICT

Petitioner:_____,)
Person listed as Petitioner on the Petition)
)
vs.)
)
Respondent:_____.)
Person listed as Respondent on the Petition)

Case Number_____

APPLICATION FOR ENTRY OF DEFAULT

Petitioner submits this Application for Entry of Default against the Respondent, who was served with a copy of the Summons and Petition for Modification of Child Support and Judgment for Arrears (If Any) on _____, 20___, and has failed to answer the Petition or otherwise to appear and respond. The time for response allowed by law has now expired.

Petitioner requests the Court to enter default against the Respondent.

DATED _____, 20_____.

_____
Signature of Petitioner
Printed Name:_____
Phone Number:_____

Home Address (Physical):_____

_____

Mailing Address:_____

_____

Email Address:_____

☐ A Wyoming Court Navigator helped with the completion of this form.

STATE OF WYOMING)
) ss
COUNTY OF _____)

SUBSCRIBED AND SWORN to before me this _____day of _____, 20___.

Witness my hand and official seal.

_____
CLERK OF COURT/NOTARIAL OFFICER

My commission expires: _____

STATE OF WYOMING)
) ss
COUNTY OF _____)

IN THE DISTRICT COURT

_____ JUDICIAL DISTRICT

Petitioner:_____,)
Person listed as Petitioner on the Petition)
)
vs.)
)
Respondent:_____.)
Person listed as Respondent on the Petition)

Case Number_____

AFFIDAVIT IN SUPPORT OF ENTRY OF DEFAULT

I am the Petitioner in this case. Under penalty of perjury, I declare the following:

1. I filed a Petition for Modification of Child Support and Judgment for Arrears (If Any) in this case.

2. Respondent was served a copy of the Summons and Petition for Modification of Child Support and Judgment for Arrears (If Any).

3. The following is information about the method of service:

   ☐ The Respondent was served by a duly authorized Deputy or the Sheriff of _____ _____ County, State of _____ on _____ _____, 20___.

   ☐ The Respondent filed an Acknowledgment and Acceptance of Service acknowledging that on _____, 20___, Respondent received a copy of the Summons and Petition for Modification of Child Support and Judgment for Arrears (If Any).

☐ An Affidavit to Allow Service by Publication was filed, and the Respondent was served by publication in the (name of newspaper) _____ on the following dates:_____

☐ The Respondent was served by Certified Mail, Restricted Delivery, Return Receipt Requested, as issued by the Clerk of District Court pursuant to Rule 4(r)(2), W.R.C.P on _____, 20___, as evidenced by the green postal signature card, which is attached to this Affidavit.

4. This is information about how many days have passed since the Respondent was served. (Begin counting on the day after the service was completed.)

   ☐ More than 20 days have passed, and the Respondent was served in Wyoming.

   ☐ More than 30 days have passed, and the Respondent was served outside of Wyoming or by publication or by Certified Mail.

5. The Respondent failed to answer or otherwise plead as required by law. The Respondent is not incompetent and is not a minor. The Respondent is not in the military service of the United States. This Affidavit is executed for the purpose of enabling Petitioner to obtain an Entry of Default against the Respondent.

DATED this _____, 20_____.

_____
Signature of Petitioner
Printed Name:_____
Phone Number:_____
Home Address (Physical):_____
_____
Mailing Address:_____
_____
Email Address:_____

☐ A Wyoming Court Navigator helped with the completion of this form.

STATE OF WYOMING)
) ss
COUNTY OF _____)

SUBSCRIBED AND SWORN to before me this _____day of _____, 20___.

Witness my hand and official seal.

_____
CLERK OF COURT/NOTARIAL OFFICER

My commission expires: _____

STATE OF WYOMING)
) ss
COUNTY OF _____)

IN THE DISTRICT COURT

_____ JUDICIAL DISTRICT

Plaintiff/Petitioner:)
_____)
Person listed as Plaintiff or Petitioner)
on the Complaint or Petition)
vs.)
)
Defendant/Respondent:)
_____)
Person listed as Defendant or Respondent)
on the Complaint or Petition)

Case Number_____

ENTRY OF DEFAULT

---

1. ☐ The Plaintiff/Petitioner in this matter filed an Application for Entry of Default and an Affidavit in Support of Default.

   ☐ The Defendant/Respondent in this matter filed an Application for Entry of Default and an Affidavit in Support of Default.

2. In response to that filing, the Clerk of District Court hereby enters default against the

   ☐ Plaintiff/Petitioner

   ☐ Defendant/Respondent

   for failure to respond or otherwise defend as provided by the Wyoming Rules of Civil Procedure. This entry is made based on examination of the record and files for this case.

DATED this _____ day of _____, 20_____.

CLERK OF THE DISTRICT COURT

BY: _____

Copies to:
Plaintiff/Petitioner's or Attorney's Name and Address:

_____
_____
_____

Defendant/Respondent's or Attorney's Name and Address:

_____
_____
_____

STATE OF WYOMING) IN THE DISTRICT COURT
) ss
COUNTY OF _____) _____ JUDICIAL DISTRICT

Petitioner:_____,) Case Number_____
Person listed as Petitioner on the Petition)
)
vs.)
)
Respondent:_____.)
Person listed as Respondent on the Petition)

REQUEST FOR SETTING

(Select One)

☐ I am the Petitioner.

☐ I am the Respondent.

I request a time and date for a hearing/trial in the District Court. The hearing/trial will take approximately _____ hours and _____ minutes and will address the following issues:

(Select only one: Option 1, 2, 3, or 4)

1) ☐ The Parties have reached an agreement (both parties have signed the Order Modifying Child Support and Judgment of Arrears (If Any), and this Court requires a hearing before it will enter an Order).

NOTE: Submit the **Order Setting Hearing** if this option is selected.

2) ☐ Default was entered against the

☐ Petitioner

OR

☐ Respondent

AND this Court requires a hearing before it will enter an Order.

NOTE: Submit the **Order Setting Hearing** if this option is selected.

3) ☐ The Parties are not able to agree on all of the terms of the modification and a hearing is needed on the following issues:

☐ Child support

☐ Medical support

☐ Motion for _____

☐ Other: _____

NOTE: Submit the **Order Setting Hearing** if this option is selected.

4) ☐ The Parties are not able to agree on any issues and a trial is needed for a Child Support Modification.

NOTE: Submit the **Order Setting Modification Trial and Requiring Pretrial Statements. <u>DO NOT</u>** submit the **Order Setting Hearing.**

5) If you want the court reporter to record a specific matter during a hearing, you must request it as soon as possible, but at least **three working days** before the hearing. You can do this by calling, emailing, or sending a written request to the court reporter. If you send a request by mail, it must reach the court reporter no later than three working days before the hearing. The Clerk of District Court can tell you which court reporter to contact. The Court won't waive the three-day notice requirement. This notice rule applies to all civil matters, including jury trials. If a hearing isn't recorded by a court reporter, there won't be a transcript available. It's challenging to appeal the Judge's decision without a transcript of everything said during the trial. This rule is based on Rule 904 of the Uniform Rules of the District Courts of the State of Wyoming.

DATED _____, 20_____.

_____

Signature

☐ A Wyoming Court Navigator helped with the completion of this form.

CERTIFICATE OF SERVICE

I certify that the original of this document was filed with the Clerk of the District Court in _____ County, Wyoming.

I further certify that on _____, 20___, a true and accurate copy of this document was served on the other party in the following manner:

☐ Delivered by hand to: _____ (name)

☐ Faxed to this number: _____

☐ Mailed by United States Postal Service, postage pre-paid, to:

Name of other party or other party's attorney: _____

Address of other party or other party's attorney: _____

_____

_____

Signature: _____

Printed Name: _____

Date: _____, 20___

STATE OF WYOMING	)	IN THE DISTRICT COURT
	) ss	
COUNTY OF _____	)	_____ JUDICIAL DISTRICT

Plaintiff/Petitioner:	)	Case Number_____
_____	)	
Person listed as Plaintiff or Petitioner on the Complaint or Petition	)	
vs.	)	
	)	
Defendant/Respondent:	)	
_____	)	
Person listed as Defendant or Respondent on the Complaint or Petition	)	

ORDER SETTING HEARING

THIS MATTER having come before the Court upon a Request for Setting, and the Court being generally advised in the premises, said request having been made by:

☐ Plaintiff/Petitioner

OR

☐ Defendant/Respondent's

IT IS HEREBY ORDERED that a hearing on _____(or other items indicated in the Request for Setting) is hereby scheduled for Courtroom Number ____ of the _____ County Courthouse, _____, Wyoming on the _____ day of

_____, 20___ at _____☐AM/☐PM. ____ days ____ hours ____ minutes has been set aside for the trial of this matter.

There will be no continuances or canceling of the hearing date based on telephone calls.

DATED this _____ day of _____, 20_____.

_____
DISTRICT COURT JUDGE

Copies to:
Plaintiff/Petitioner's or Attorney's Name and Address:
_____
_____
_____

Defendant/Respondent's or Attorney's Name and Address:
_____
_____
_____

STATE OF WYOMING)
) ss
COUNTY OF _____)

IN THE DISTRICT COURT

_____ JUDICIAL DISTRICT

Petitioner:_____,)
Person listed as Petitioner on the Petition)
)
vs.)
)
Respondent:_____.)
Person listed as Respondent on the Petition)

Case Number_____

ORDER SETTING CHILD SUPPORT MODIFICATION TRIAL AND REQUIRING PRETRIAL STATEMENTS

THIS MATTER having come before the Court upon the ☐ Petitioner's **OR** ☐ Respondent's Request for Setting, and the Court being generally advised in the premises;

IT IS HEREBY ORDERED that a trial of the above matter is hereby scheduled for Courtroom Number ____ of the _____ County Courthouse, _____, Wyoming on the _____ day of _____, 20___ at _____ ☐AM/☐PM. ____ days ____ hours ____ minutes has been set aside for the trial of this matter.

IT IS FURTHER ORDERED that each party shall file and serve a sworn statement on the opposing party or their attorney at least 5 days before the trial, or as required in the scheduling order. This statement should include all the facts, to the best of their knowledge and belief, listed in Section "A" of the attached information list. Additionally, the party's attorney, if they have one,

should provide a statement about the client's position and any evidence, as outlined in Section "B." By providing this information, the goal is to simplify the issues, prevent surprises, and reduce unnecessary evidence during the trial. The information can be presented as a narrative but must cover all the points mentioned in this order. To avoid repetition, the parties or their attorneys can submit a joint statement for items not in dispute.

Important Information about Court Reporters

A court reporter is a person who makes a transcript (official written record) of everything that is said during a trial or hearing. If you know that you want (or think you might want) a transcript of your trial or hearing, **you** must arrange for the court reporter to be there.

You must contact the court reporter **at least three working-days before** your trial or hearing to make these arrangements. (You can learn more by reading Rule 904 of the Wyoming Uniform Rules for District Court.)

Do You Need a Reporter?

There may be many reasons to choose to have a court reporter at your trial or hearing. One important thing to consider is that it's very difficult to appeal a judge's decision if you do not have a transcript of the trial. That means: If the judge makes decisions you believe are incorrect, and you want another Court to look at whether the decisions were fair decisions, it will be very helpful to have a transcript. If you don't arrange for a court reporter to record the trial or hearing, there will be no transcript.

If you want to arrange for a court reporter, the Clerk of District Court can tell you which court reporter to contact.

If the case gets resolved, the Court won't make any changes to the schedule until the settlement is put into writing and presented to the Court as a written agreement. The trial date will not be postponed or canceled based on phone calls.

DATED this _____ day of _____, 20_____.

_____

DISTRICT COURT JUDGE

Copies to:

Plaintiff/Petitioner's or Attorney's Name and Address:

_____

_____

_____

Defendant/Respondent's or Attorney's Name and Address:

_____

_____

_____

SECTION "A"

SWORN STATEMENT OF PARTY

Include everything listed here (unless it does not apply to your situation):

NOTE: Item 1 calls for a brief but complete statement of the party's personal history as it may relate to this case. This information can be in a list or a narrative (sentences).

1. **Personal Background**:
   - Your name and age.
   - The initials (not full names) of all minor children who are the biological or adopted children of you and the other party.
   - The present living situation of you, the other party, and the minor children. State where each party lives, state with whom the children live, and describe any childcare arrangements.
2. **Current Job**:
   - Describe your current job. Include where you work, what you do, and how long you've worked there.
   - State your income (gross and net amounts).
   - State all deductions that are taken from your salary or wages.
   - Describe benefits such as health insurance, accident insurance, or life insurance; and state whether those benefits can be changed to a non-group plan in the event of loss of employment.
   - Describe any retirement plans you own or contribute to.
   - Describe your prospects for continued employment (for example, whether your company is conducting layoffs or you plan to change jobs).
3. **Work History and Skills**: Describe your past jobs, education, training, and any skills that might help you find work.
4. **Other Income**: Provide information about any money you get from sources other than your job.
5. **Anything Else**: Include anything else you think is important for the case.

SECTION "B"

STATEMENT OF COUNSEL

If you are not represented by an attorney, you do not need to provide the information in section B.

Statement of the case by counsel of the client's position with respect to:

1. Amount of child support:
    a. Amount called for by the child support guidelines;
    b. Why, if it is requested, there should be departure from the guidelines.
2. Reasons, either in favor of or against modification of child custody and/or child support.
3. List of witnesses and specific summary of expected testimony.
4. Exhibits.

STATE OF WYOMING	)	IN THE DISTRICT COURT
	) ss	
COUNTY OF _____	)	_____ JUDICIAL DISTRICT

Plaintiff/Petitioner:	)	Case Number_____
_____	)	
Person listed as Plaintiff or Petitioner on the Complaint or Petition	)	
vs.	)	
	)	
Defendant/Respondent:	)	
_____	)	
Person listed as Defendant or Respondent on the Complaint or Petition	)	

PRETRIAL DISCLOSURES

NOTE: Under Wyoming law, these disclosures must be made **at least 30 days before trial**.

The Court may issue an order, such as a Scheduling Order, that states different deadlines. If the Court has given you different deadlines, you must follow the specific timelines provided in that order.

The information in the next paragraph is complicated and might be difficult to understand. Read it carefully. For more information you can refer to the follow rules:

- Wyoming Rules of Civil Procedure Rule 26(a)(3)(B)
- Wyoming Rules of Civil Procedure Rule 26(a)(3)(C)
- Wyoming Rules of Civil Procedure Rule 32(a)

- Wyoming Rules of Evidence Rule 402
- Wyoming Rules of Evidence Rule 403

Within 14 days after the filing of the other party's Pretrial Disclosures, unless a different time is specified by the Court, a party may serve **and file with the Clerk of District Court** a list disclosing (i) any objections to the use under Rule 32(a) of a deposition designated by another party under Rule 26(a)(3)(B), and (ii) any objection, together with the grounds therefore, that may be made to the admissibility of materials identified under Rule 26(a)(3)(C). Objections that are not made as required, other than objections under Rules 402 and 403 of the Wyoming Rules of Evidence, are waived unless excused by the court for good cause.

Pretrial Disclosures:

☐ I am the Plaintiff/Petitioner.
OR
☐ I am the Defendant/Respondent.

I submit the following pretrial disclosures, pursuant to Wyoming Rule of Civil Procedure 26(a)(3). I am aware that this information must be provided to the opposing party or the opposing party's counsel and to the Court at least 30 days before the trial unless the Court has ordered a different deadline.

A. List the name and, if not already given, the address and telephone number of each witness. Separate them into two groups and clearly label: those you plan to call and those you might call if the need arises.

B. Identify which witnesses' testimony will be introduced through a deposition. If the deposition wasn't recorded by a court reporter, provide a transcript of the important parts of the deposition.

C. Clearly identify every document or exhibit you plan to present. Separate them into two groups and clearly label: those you intend to use and those you might use if necessary. Include summaries of evidence if you have them.

Requirement to update disclosures and responses

Wyoming Rule of Civil Procedure 26(e)(1) requires a party who has made a disclosure or responded to a request for discovery with a disclosure or response to supplement (update or add to) or correct the disclosure or response to include information the party received after the disclosure or response. This includes updating their disclosures as ordered by the Court or whenever they find out that something important in the information they provided is missing or wrong, and if they haven't already told the other parties during the discovery process or in writing.

DATED _____, 20_____.

Signature: _____
Printed Name:_____
Phone Number:_____
Home Address (Physical):_____
_____
Mailing Address:_____
_____
Email Address:_____

☐ A Wyoming Court Navigator helped with the completion of this form.

(check one)

Name of Witness	Address and Telephone Number	Expect to call witness to testify	*May* call witness to testify if the need arises
		☐	☐
		☐	☐
		☐	☐
		☐	☐

☐ I have attached additional pages.

(check one)

Document or Exhibit	Summary of Evidence	Expect to offer	*May* offer if the need arises
		☐	☐
		☐	☐
		☐	☐
		☐	☐

☐ I have attached additional pages.

CERTIFICATE OF SERVICE

I certify that the original of this document was filed with the Clerk of the District Court in _____ County, Wyoming.

I further certify that on _____, 20___, a true and accurate copy of this document was served on the other party in the following manner:

☐ Delivered by hand to: _____ (name)

☐ Faxed to this number: _____

☐ Mailed by United States Postal Service, postage pre-paid, to:

Name of other party or other party's attorney: _____

Address of other party or other party's attorney: _____

_____

_____

Signature: _____

Printed Name: _____

Date: _____, 20___

STATE OF WYOMING)
) ss
COUNTY OF _____)

IN THE DISTRICT COURT

_____ JUDICIAL DISTRICT

Petitioner:_____,)
Person listed as Petitioner on the Petition)
)
vs.)
)
Respondent:_____.)
Person listed as Respondent on the Petition)

Case Number_____

ORDER MODIFYING CHILD SUPPORT
AND JUDGMENT FOR ARREARS (IF ANY)

NOTE: The judge will not sign your order unless all relevant boxes are checked and all relevant information is included.

1. This matter came before the Court by (select only one):
   ☐ Default. (Entry of Default has been issued.)
   ☐ Agreement of the parties. (If the parties are in agreement, both parties must sign this Order. It is also recommended that both parties write their initials at the bottom of each page.)
   ☐ Trial.

2. A child support order was:
   ☐ Entered by this Court on this date: _____.
   ☐ Entered by the _____ Court, _____County, in the State of _____.

3. The Order provided for support of the following minor child(ren):
   Child's Initials:_____ Year of Birth:_____

Child's Initials:_____ Year of Birth:_____

Child's Initials:_____ Year of Birth:_____

Child's Initials:_____ Year of Birth:_____

☐ Additional sheets of paper are attached if needed

4. This Court issued the original child support order and has the authority to modify it because: (Select all that apply)
   ☐ The children still live in this state.
   ☐ The Petitioner still lives in this state.
   ☐ The Respondent still lives in this state.
   ☐ None of the above apply (You may need to seek legal advice).

5. Service on Respondent was completed. (Select one):
   ☐ The Respondent was served by personal service (for example, by the sheriff) on _____ _____, 20___.
   ☐ The Respondent accepted service, and an Acknowledgement and Acceptance of Service has been filed.
   ☐ The Respondent was served by publication, and a copy of the Affidavit of Publication has been filed.
   ☐ The Respondent was served by Registered Mail or Certified Mail, as issued by the Clerk of District Court pursuant to Rule 4(r)(2), W.R.C.P. The return receipt was filed, and the Clerk entered a certificate of service.

6. Response by Respondent: (Select only one)
   ☐ The Respondent filed a Response.
   ☐ The Respondent filed a Response and Counterclaim.
   ☐ The Respondent did not file a response but both parties have signed and agreed to the entry of this Order.
   ☐ The Respondent did not file a response and default was entered.

7. **CHILD SUPPORT:**

   In accordance with W.S. § 20-2-304, presumptive child support is calculated as follows:

   a. Number of children: _____

   b. Petitioner's net monthly income is: $_____

      ☐ Actual (Petitioner submitted a Confidential Financial Affidavit)

      OR

      ☐ Imputed the Petitioner did not submit a Confidential Financial Affidavit; therefore, income is imputed, and an Affidavit of Imputed

Income has been filed with the Court.

c. Respondent's net monthly income is: $_____

☐ Actual (Respondent submitted a Confidential Financial Affidavit)

OR

☐ Imputed the Respondent did not submit a Confidential Financial Affidavit; therefore, income is imputed, and an Affidavit of Imputed Income has been filed with the Court.

d. Total child support obligation of both parents is: $_____

e. Petitioner's presumptive child support obligation is: $_____

f. Respondent's presumptive child support obligation is: $_____

g. **Restriction on reducing amount of child support:** No agreement which is less than the presumed child support amount in the law shall be approved if public support/benefits (such as aid under the personal opportunities with employment responsibilities (Personal Opportunities With Employment Responsibilities (POWER) program, Title 19, Kid Care, food stamps, supplemental security income (SSI) or other similar benefits) are being paid on behalf of any of the children. (Select One Option)

☐ The children receive public assistance.
☐ The children DO NOT receive any public assistance.

h. **Amount of Child Support**:
☐ Petitioner
☐ Respondent

Shall pay $_____ per month for child support. The amount of child support is based upon:
(Select One Option)

a. ☐ The presumptive amount of child support determined by Wyoming's Child Support Guidelines

b. ☐ There is a deviation (an adjustment) ☐ upwards or ☐ downwards from the presumptive amount. (In order to deviate, there must be a specific finding that the application of the presumptive child support would be unjust or inappropriate, and that the deviation is in the best interest of the children). The reasons that the presumptive amount is unjust is because (list the specific reasons): _____
_____

_____
_____
_____

i. **Time of Payments**: Child support payments shall begin:
(Select One Option)

☐ On THE FIRST DAY OF THE MONTH beginning the month of _____, 20_____ and shall continue to be paid on the first day of the month thereafter, until further order of the Court;

☐ Beginning on the _____ day of _____, 20_____and continuing as follows: _____
_____
_____

j. **CONTINUATION OF CHILD SUPPORT:** Child support shall continue during the minor child's minority, and beyond if the child has a mental, emotional or physical impairment preventing emancipation, or while the child is attending high school or an equivalent program as a full-time student between the ages of 18 and 20. Child support shall terminate if, during the child's minority, the child marries, is legally emancipated, or dies.

PLACE:

All payments required under this Order, shall be made to one of the two following addresses:

Clerk of the District Court, whose address is (see *District Court Clerks Addresses* in this packet):

_____
_____
_____

OR

State Disbursement Unit
2300 Capitol Ave.
Hathaway Bldg., 5th Floor, Suite A
Cheyenne, WY 82002

CASH ACCEPTED IN PERSON ONLY. CASHIER'S CHECKS AND MONEY ORDERS ACCEPTED. CHECK WITH YOUR LOCAL DISTRICT COURT CLERKS OFFICE REGARDING PAYING BY PERSONAL CHECK.

WARNING: Child support payments made directly to the other parent, instead of through the Clerk of District Court or the State Disbursement Unit, may be considered a gift and not credited as child support.

The Clerk or SDU shall promptly forward the support payments to the receiving parent at the address provided by that parent. **Each party shall pay, when due, all fees charged to that party by the Clerk of District Court, State Disbursement Unit, and any other agency statutorily authorized to charge a fee.**

MODIFICATION: Either party may seek a modification of the child support ordered herein pursuant to W.S. §20-2-311.

MODIFICATION OF CHILD SUPPORT IS NOT EFFECTIVE UNLESS IT IS APPROVED BY A WRITTEN ORDER SIGNED BY THE JUDGE.

ENFORCEMENT: Wyoming law states that any payment of child support not paid when due shall automatically become a judgment against the parent who is supposed to pay on the due date. This judgment is subject to a 10% late payment penalty if it is not paid within 32 days.

8. **MEDICAL INSURANCE**:

a. Health care insurance coverage for the minor children shall be provided if insurance can be obtained at a reasonable cost, as defined by law, and the benefits under the insurance policy are accessible to the children by the:

(Select One Option)

☐ Petitioner
☐ Respondent
☐ Both parents

b. Proof. The insuring parent shall provide to the Court and the other parent written proof that the insurance has been obtained within 60 days of entry of this Order. Proof of insurance coverage shall contain, at a minimum:

1. The name of the insurer.
2. The policy number.
3. The address to which all claims should be mailed.
4. A description of any restrictions on usage, such as pre-approval for hospital admission, and the manner in which to obtain pre-approval.
5. A description of all deductibles.
6. Two copies of claim forms.

c. Changes. The insuring parent shall provide written notice to the Clerk of this Court and the other parent if insurance coverage for the child is denied, revoked, or altered in any way that would affect the child's coverage, including any change relating to the information required above.

d. Failure to Provide Insurance. The Court may hold a parent in contempt for refusing to provide the ordered insurance or for failing or refusing to provide the information required above. In addition, if either parent fails to provide insurance or proof of insurance as required by this agreement, the other parent may provide such insurance and the parent who was supposed to shall be responsible to pay to

the other parent the cost of such insurance plus the costs that parent had to pay for collection, including reasonable attorney's fees.

e. Costs Not Paid for By Insurance. All deductibles, co-payments and other expenses for health care that are not paid for by health insurance shall be paid by the parents as follows:
(Select One Option)

☐ 50% each by Petitioner and Respondent.

☐ _____% by Petitioner and _____% by Respondent.

a. If the insuring parent fails to pay the insurance premium, all health care expenses of the children not covered by insurance shall be the responsibility of that party.
b. If the insuring parent fails to maintain insurance as required, that party may be found in Contempt of Court and may be required to pay or reimburse the expenses and costs set forth in W.S. §20-2-401(e).

9. CHANGES IN ADDRESS AND EMPLOYMENT:

Each parent shall inform the other parent and the clerk of court in writing of any change of address, phone number, and employment:

a. **CHANGE OF EMPLOYMENT STATUS:** So long as there is a child support obligation, each parent shall notify the other parent and the Clerk of this Court, in writing, on forms available from the Court, within **fifteen (15) days** of any change in employment, including second jobs, changed employers, starting or ending unemployment compensation, and starting or ending of worker's compensation, or any other change in income.

b. **CHANGE OF ADDRESS:** So long as there is a child support obligation, if either parent plans to change his or her address, that parent must notify the other parent and the Clerk of this Court, in writing, on forms available from the Clerk of this Court, **no later than fifteen (15) days prior** to the day of the move, the destination of the move and the proposed move date.

c. **CHANGE OF HOME CITY OR STATE OF RESIDENCE:** Either parent who plans to change their home city or state of residence, must give written notice **thirty (30) days prior to the move**, both to the other parent and to the clerk of district court stating the date and destination of the move.

10. INCOME WITHHOLDING ORDER:

An income withholding order shall be entered and shall become effective as follows:

(Select One Option)

☐ Effective immediately (**Recommended**);

☐ Effective upon the date the Obligor (person who has to pay) requests withholding commence; or the date the Obligor is at least one (1) month behind in child support payments. List the reasons why good cause exists to delay the effective date for withholding income:_____

_____

☐ OTHER (e.g. Military allotment)_____

11. **PREVIOUS SUPPORT ORDER:**

☐ Petitioner

☐ Respondent

was ordered to pay $_____ per month for the support of the minor children according to the terms of the most recent court order.

12. **JUDGMENT OF ARREARS:** (Select 1option)

☐ **Option 1:**

☐ Petitioner

☐ Respondent

is in arrears in the support obligation in the amount of $_____ from _____ **[Date of previous support order]** through _____ **[Last day of the month before this Order is filed]** for which judgment shall be entered;

☐ **Option 2:**

☐ Petitioner

☐ Respondent

owes unpaid medical expenses in the amount of $_____ from _____ [**Date of the order establishing medical support]** through _____**[Last day of the month before this Order is filed]**, for which judgment shall be entered;

☐**Option 3:**

☐ Petitioner

☐ Respondent

is current in his/her support obligation.

IT IS HEREBY ORDERED THAT:

13. ☐ Petitioner

☐ Respondent

Shall pay child support in the amount of $_____ per month beginning _____ _____, 20___

14. Judgment for past due support, including medical support if applicable, is hereby entered against ☐ Petitioner OR ☐ Respondent in the total amount of $_____

AND

☐ Petitioner

☐ Respondent

Shall pay $_____ per month, beginning _____, 20___, in addition to the monthly child support amount of $_____ until the judgment is paid and satisfied in full.

OR

☐ Petitioner

☐ Respondent

Is current in his/her support obligation and a judgment for past due support or medical support is not needed.

15. Any provision in the previous order not otherwise modified herein shall remain in full force and effect.

16. **ENFORCEMENT OF ORDER:**

Either party or, when appropriate, the department of family services has the right to petition to enforce an order pursuant to W.S. §20-2-201 through 20-2-204, 20-2-310 and 20-2-311(d).

Contempt - Pursuant to W.S. §20-2-204 and 20-2-310, a court having jurisdiction to enforce or revise the Order may, upon appropriate motion of

either parent, require a parent to appear before the court and show just cause why the parent should not be held in contempt, upon a showing that the parent has willfully violated the Order as to the care, custody, visitation and maintenance of the children. The court may, in addition to any assessment it may impose upon a finding that the parent is in contempt of court, award attorney's fees, costs, and such other and further relief as the court may deem necessary under the circumstances, to the parent aggrieved by the violation of the Order, in order to enforce and require future compliance with the Order.

16. **LIMITED REPRESENTATION**:

Following Rule 1.2(c) of the Wyoming Rules of Professional Conduct, any attorney who has entered a limited appearance for the purpose of obtaining this Order is now discharged.

DATED this _____ day of _____, 20_____.

_____
DISTRICT COURT JUDGE

[The rest of this page is left blank intentionally.]

<u>CHECK ONLY ONE BOX, AND SIGN WHERE INDICATED IN THAT SECTION ONLY</u>:

☐ **If the parties have agreed (both parties sign and have signatures notarized):**

I certify that I have read the foregoing Order Modifying Child Support and that I understand and agree to the terms and agree to the entry of this Order.

_____
Petitioner's signature

STATE OF WYOMING)
COUNTY OF _____)

SUBSCRIBED AND SWORN to before me this _____day of _____, 20___.
Witness my hand and official seal.

_____
NOTARIAL OFFICER/CLERK

My commission expires: _____

I certify that I have read the foregoing Order Modifying Child Support and that I understand and agree to the terms and agree to the entry of this Order.

_____
Respondent's signature

STATE OF WYOMING)
COUNTY OF _____)

SUBSCRIBED AND SWORN to before me this _____day of _____, 20___.
Witness my hand and official seal.

_____
NOTARIAL OFFICER/CLERK

My commission expires: _____

☐ **If default has been entered and the Respondent did not respond:**

The above is true and accurate and I want the court to approve:

_____
Petitioner's signature

☐ **If a court hearing was held**:

APPROVED AS TO FORM: (This means you think everything above looks accurate.)

_____	_____
Petitioner's signature	Respondent's signature

Copies to:
Plaintiff/Petitioner's or Attorney's Name and Address:

_____
_____
_____

Defendant/Respondent's or Attorney's Name and Address:

_____
_____
_____

STATE OF WYOMING)
) ss
COUNTY OF _____)

IN THE DISTRICT COURT

_____ JUDICIAL DISTRICT

Plaintiff/Petitioner:)
_____)
Person listed as Plaintiff or Petitioner)
on the Complaint or Petition)
vs.)
)
Defendant/Respondent:)
_____)
Person listed as Defendant or Respondent)
on the Complaint or Petition)

Case Number_____

ORDER FOR INCOME WITHHOLDING

THE COURT ORDERS any payor of_____ (name of Obligor, person owing child support), to pay child support to _____ (name of Obligee, person owed child support) commencing on _____(date). Payments are due on the _____ day of every _____(specify time period, e.g. month). Total arrears (past due support) owed as of _____(date) for child support is $_____.

☐ The Court orders the immediate activation of an order for income withholding against the Obligor, pursuant to Wyo. Stat. § 20-6-204.

Income withheld must be paid to one of the two following addresses:

Clerk of the District Court, whose address is. (see *District Court Clerks' Addresses* in this packet):

_____

_____

_____

OR State Disbursement Unit
2300 Capitol Ave.
Hathaway Bldg., 5th Floor, Suite A
Cheyenne, WY 82002

CASH ACCEPTED IN PERSON ONLY. CASHIER'S CHECKS AND MONEY ORDERS ACCEPTED. CHECK WITH YOUR LOCAL DISTRICT COURT CLERKS OFFICE REGARDING PAYING BY PERSONAL CHECK.

The Clerk or SDU shall promptly forward the support payments to the receiving parent at the address provided by that parent. **Each party shall pay, when due, all fees charged to that party by the Clerk of District Court, State Disbursement Unit, and any other agency statutorily authorized to charge a fee.**

OR

☐ Pursuant to Wyo. Stat. § 20-6-204, this order for income withholding is not subject to immediate activation because either:

☐ Both parties have agreed in writing to an alternative arrangement. (When the parties agree to an alternative arrangement, the arrangement shall be in writing, signed by the parties and reviewed and entered in the record by the court.)

OR

☐ For reasons other than an alternative arrangement, the Court will not require the immediate activation of an order for income withholding. The Court will state for the record its findings of good cause, including a statement explaining why implementation of immediate income withholding would not be in the best interests of the child. In cases involving modification of child support, proof of previous timely payments will also be included.
The Court states:

_____
_____
_____
_____
_____

Any order for income withholding not subject to immediate activation shall become effective upon the date the Obligor requests withholding commence; or the date the Obligor becomes delinquent in payment of an amount equal to one month's support obligation under the support order as set forth in Wyo. Stat. § 20-6-205.

IT IS FURTHER ORDERED that upon receipt of a notice of *Income Withholding for Support*, every employer or other person now or in the future owing income to the Obligor shall comply with all terms of the notice and shall withhold a portion of the Obligor's income and remit it to the Clerk at the address in the *Income Withholding for Support* form.

> For purposes of this order: "INCOME" means any form of periodic payment or return in money to an individual, regardless of source. Income includes, but is not limited to wages, earnings, salary, commission, compensation as an independent contractor, temporary total disability and permanent partial disability, worker's compensation payments, unemployment compensation, disability, annuity and retirement benefits, and any other payment made by any payor.

Furthermore, no employer may discharge, discipline, refuse employment to, or otherwise penalize an Obligor because of this *Order for Income Withholding* or a subsequently issued *Income Withholding for Support* form.

IT IS FURTHER ORDERED that the payor comply with all the terms of an issued *Income Withholding for Support* form and all subsequent notices served upon the payor;

The last known addresses of the Obligor and Obligee are as follows:

Obligor (person owing child support): _____

Address: _____

_____

Obligee (person to receive child support): _____

Address: _____

_____

IT IS, FURTHER, ORDERED that each party shall notify the Clerk of District Court, in writing, on forms available from the Clerk, within 15 days of any changes in address or employment status.

At the time this *Order for Income Withholding* is entered, the Clerk shall mail a copy of the order and the support order to the last known address of the Obligor and the Obligee as listed below.*

DATED this _____ day of _____, 20_____.

BY THE COURT:

_____
DISTRICT COURT JUDGE

Copies to:
Plaintiff/Petitioner's or Attorney's Name and Address:
_____
_____
_____

Defendant/Respondent's or Attorney's Name and Address:
_____
_____
_____

_____

List of Addresses for the Clerk of District Court Offices

First Judicial District, Laramie County Clerk of District Court
Physical Address: 309 West 20th Street, Room 3205, Cheyenne, Wyoming 82001
Mailing Address: P.O. Box 787, Cheyenne, Wyoming 82003
Phone: (307) 633-4270

Second Judicial District, Albany County Clerk of District Court
Physical Address: 525 Grand Avenue, Suite 305, Laramie, Wyoming 82070
Mailing Address: 525 Grand Avenue, Suite 305, Laramie, Wyoming 82070
Phone: (307) 721-2508

Second Judicial District, Carbon County Clerk of District Court
Physical Address: 415 West Pine Street, Rawlins, Wyoming 82301
Mailing Address: P.O. Box 67, Rawlins, Wyoming 82301
Phone: (307) 328-2628

Third Judicial District, Lincoln County Clerk of District Court
Physical Address: 1040 Justice Center Drive, Kemmerer, Wyoming 83101
Mailing Address: P.O. Drawer 510, Kemmerer, Wyoming 83101
Phone: (307) 877-2053

Third Judicial District, Sweetwater County Clerk of District Court
Physical Address: 80 West Flaming Gorge Way, Suite 255, Green River, Wyoming 82935
Mailing Address: P.O. Box 430, Green River, Wyoming 82935
Phone: (307) 872-3820

Third Judicial District, Uinta County Clerk of District Court
Physical Address: 225 9th Street, Evanston, Wyoming 82930
Mailing Address: P.O. Box 1906, Evanston, Wyoming 82931
Phone: (307) 783-0456

Fourth Judicial District, Johnson County Clerk of District Court
Physical Address: 620 West Fetterman Street, Suite 208, Buffalo, Wyoming 82834
Mailing Address: 620 W. Fetterman Street, Suite 208, Buffalo, Wyoming 82834
Phone: (307) 684-7271

Fourth Judicial District, Sheridan County Clerk of District Court
Physical Address: 224 South Main Street, Room B-11, Sheridan, Wyoming 82801
Mailing Address: 224 South Main Street, Room B-11, Sheridan, Wyoming 82801
Phone: (307) 674-2960

Fifth Judicial District, Big Horn County Clerk of District Court
Physical Address: 420 West C Street, Basin, Wyoming 82410
Mailing Address: P.O. Box 670, Basin, Wyoming 82410-0670
Phone: (307) 568-2381

Fifth Judicial District, Hot Springs County Clerk of District Court
Physical Address: 415 Arapahoe Street, Thermopolis, Wyoming 82443
Mailing Address: 415 Arapahoe Street, Thermopolis, Wyoming 82443
Phone: (307) 864-3323

List of Addresses for the Clerk of District Court Offices

Fifth Judicial District, Park County Clerk of District Court
Physical Address: 1002 Sheridan Avenue, Cody, Wyoming 82414
Mailing Address: 1002 Sheridan Avenue, Cody, Wyoming 82414
Phone: (307) 527-8690

Fifth Judicial District, Washakie County Clerk of District Court
Physical Address: 1001 Big Horn Avenue, Suite 211, Worland, Wyoming 82401
Mailing Address: 1001 Big Horn Avenue, Suite 211, Worland, Wyoming 82401
Phone: (307) 347-4821

Sixth Judicial District, Campbell County Clerk of District Court
Physical Address: 500 South Gillette Avenue, Suite 2600, Gillette, Wyoming 82716
Mailing Address: P.O. Box 817, Gillette, Wyoming 82717
Phone: (307) 682-3424

Sixth Judicial District, Crook County Clerk of District Court
Physical Address: 309 E Cleveland Street, Sundance, Wyoming 82729
Mailing Address: P.O. Box 406, Sundance, Wyoming 82729
Phone: (307) 283-2523

Sixth Judicial District, Weston County Clerk of District Court
Physical Address: 1 West Main Street, Newcastle, Wyoming 82701
Mailing Address: 1 West Main Street, Newcastle, Wyoming 82701
Phone: (307) 746-4778

Seventh Judicial District, Natrona County Clerk of District Court
Physical Address: 115 North Center Street, Suite 100, Casper, Wyoming 82601
Mailing Address: 115 North Center Street, Suite 100, Casper, Wyoming 82601
Phone: (307) 235-9243

Eighth Judicial District, Converse County Clerk of District Court
Physical Address: 1201 Mesa Drive Suite F, Douglas, Wyoming 82633
Mailing Address: 1201 Mesa Drive, Suite F, Douglas, Wyoming 82633
Phone: (307) 358-3165

Eighth Judicial District, Goshen County Clerk of District Court
Physical Address: 2125 East A Street, Torrington, Wyoming 82240
Mailing Address: P.O. Box 818, Torrington, Wyoming 82240
Phone: (307) 532-2155

Eighth Judicial District, Niobrara County Clerk of District Court
Physical Address: 424 South Elm Street, Lusk, Wyoming 82225
Mailing Address: P.O. Box 1318, Lusk, Wyoming 82225
Phone: (307) 334-2736

Eighth Judicial District, Platte County Clerk of District Court
Physical Address: 800 9th Street, Wheatland, Wyoming 82201
Mailing Address: P.O. Box 158, Wheatland, Wyoming 82201
Phone: (307) 322-3857

List of Addresses for the Clerk of District Court Offices

Ninth Judicial District, Fremont County Clerk of District Court
Physical Address: 450 North 2nd Street, Room 235, Lander, Wyoming 82520
Mailing Address: P.O. Box 370, Lander, Wyoming 82520
Phone: (307) 332-1134

Ninth Judicial District, Sublette County Clerk of District Court
Physical Address: 21 South Tyler Avenue, Pinedale, Wyoming 82941
Mailing Address: P.O. Box 764, Pinedale, Wyoming 82941
Phone: (307) 367-4376

Ninth Judicial District, Teton County Clerk of District Court
Physical Address: 250 East Simpson Avenue, Jackson, Wyoming 83001
Mailing Address: P.O. Box 4460, Jackson, Wyoming 83001
Phone: (307) 733-2533