

Packet 8

Custody and Child Support Modification

Forms and Procedures

For Wyoming

RESPONDENT

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 8
RESPONDENT - CUSTODY AND CHILD SUPPORT MODIFICATION

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**Other forms may be required by your Court.

CUSTODY AND 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 **Response** or the **Counterclaim**.

NOTE: The person who files the Petition for Modification of Custody and Child Support is called the Petitioner regardless of whether they were the Petitioner or the Respondent when the previous order was first entered. The other party is called the Respondent.

This packet is to respond to a Petition for Modification of Custody and Child Support. If you are modifying child support only, a separate packet is available.

Either party may seek to modify a custody and child support order. To qualify for a modification, the Petitioner must show that there has been a material change in circumstances.

1. **Material change in circumstances.** Under Wyoming law, a court may modify an existing custody, care, or visitation order only if two conditions are met:
 1. There has been a material change in circumstances since the entry of the original order, and
 2. The proposed modification is in the best interests of the child. (See Wyo. Stat. § 20-2-201(a)).

NOTE: A condition that already existed at the time the original custody order was entered does not count as a material change in circumstances.

2. **Burden of proof.** It is up to the person trying to modify or change the custody arrangement of the earlier order/decreed to establish that a material change in circumstances has occurred, following the entry of the previous order.
3. **Judges have broad decision-making authority.** Under Wyoming law, judges have broad discretion when making decisions related to custody, visitation, child support, and alimony. In every case, the court's primary concern is the welfare and needs of the children. It is up to the judge to determine what is in the best interests of the child, and once that decision is made, it is very difficult to overturn on appeal.

4. **Modifying child support.** In many cases, changes to custody may also require changes to child support. If that applies to your situation, this packet includes information and forms to request a modification of child support as well.

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: Response or Response and Counterclaim

If you have been served or have signed an **Acknowledgment and Acceptance of Service**, you should file a Response to Petition for Modification of Custody and Child Support with the Clerk of District Court where the Petition for Modification of Custody and Child Support was filed.

A **Response to Petition for Modification of Custody and Child Support** is a written response where you tell the Court what parts of the petition you agree with and what parts you disagree with. **If you don't file a Response, the court might grant everything the Petitioner asked for in the Petition for Modification of Custody and Child Support without your input.**

You have two options for responding:

1. **Response:** This is where you respond to each part of the **Petition**, saying what you agree or disagree with.
2. **Response and Counterclaim:** This includes your response to the **Petition** and also lets you tell the Court what you want.

Tips: Here are some helpful hints in completing either the Response or Response and Counterclaim:

You must fill in the top section of either the Response or Response and Counterclaim with the names and case number. Don't forget to include the case number, which is found on the Summons or Petition for Modification of Custody and Child Support.

Time Limits:

You have **20 days** to file if you were served in Wyoming, or **30 days** if you were served outside Wyoming. If you miss the deadline to file a Response, a default judgment may be entered against you, granting the other party what they requested in the Petition.

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: If you have any question or concerns about when the deadline is to file the Response, you should consult an attorney.

Admit or Deny:

In the **Response**, admit or deny each paragraph of the **Petition**. For each paragraph in the Petition that is correct or that you agree with, list that paragraph number in the first line of the Response to admit it. For each paragraph in the Petition that is not correct or that you do not agree with, list that paragraph number in the second line of the Response to deny it. If you do not have enough information to admit or deny a paragraph, list that paragraph number in the third line of the Response. If you don't agree with something in the Petition, but you don't "deny" it in your Response, the court may find that you admitted it.

Required Information for Children:

You must provide certain information under oath for each child unless you have a court order or law that lets you keep addresses or other details confidential. If you don't provide this information, the court may not allow the case to move forward until you do. The necessary information is included in the Response and the Response and Counterclaim forms.

Notarizing Signatures:

After you fill out either the Response or Response and Counterclaim, you need to sign and have it notarized. Do not sign the Response or Response and Counterclaim 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.

Certificate of Service:

Copies of all documents that you file in the case must be sent to the Petitioner before the Judge will consider them. This certificate is included at the end of each document that requires it.

Make Copies and File Your Response:

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. You must send the other copy to the Petitioner on the date that you listed on the Certificate of Service.

Documents to Complete:

1. Fill out the **Response to Petition for Modification of Custody and Child Support**.

OR

2. Fill out the **Response and Counterclaim**.

File Your Documents:

Bring the original and two copies of the following documents to the Clerk of District Court:

1. **Response to Petition for Modification of Custody and Child Support**.

OR

2. Response and Counterclaim.

Petitioner's Reply to Your Counterclaim:

If you file a Counterclaim, the Petitioner must reply to it. The Petitioner has 20 days to respond by filing a Reply to Counterclaim. In this reply, the Petitioner will admit or deny the points you made in your Counterclaim.

If the Petitioner does not reply within 20 days, you may be able to file Default paperwork to request the relief you asked for in your Counterclaim.

STEP 2: Fill out a Confidential Financial Affidavit

Documents to Complete:

Confidential Financial Affidavit with all required documents attached.

Both parties must fill out 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.

File Your Documents:

Bring the original and two copies of the Confidential Financial Affidavit to the Clerk of District Court to file.

NOTE: You must file the Confidential Financial Affidavit with the Clerk's office at the same time you file your Response or Response and Counterclaim.

STEP 3: Initial Disclosures

DO NOT FILE INITIAL DISCLOSURES WITH THE CLERK OF DISTRICT COURT

Send Initial Disclosures to the Other Party:

The law requires you to share certain information with the other party within **30 days after your 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 disclosure 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 delay 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 Petitioner (or their lawyer) within 30 days after you are supposed to respond to the Petition. Here's how to figure out the date:

1. Start with the date you were served with the **Petition**: _____
2. Next, figure out when you have to file a **Response**: (Choose One)
 - a) If you were served in Wyoming, add 20 days to the date in #1: _____
 - OR**
 - b) If you signed an **Acknowledgment and Acceptance of Service**, add 20 days to the date in #1: _____
 - OR**
 - c) If you 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 in #3 is when you and the Petitioner must send each other your completed Initial Disclosures.

NOTE: DO NOT FILE THE INITIAL DISCLOSURES WITH THE COURT. These forms are only given to the Petitioner (or their lawyer).

STEP 4: Moving Your Case Forward

Once the time for the Petitioner to respond to your Response and Counterclaim has passed and you have sent your **Initial Disclosures**, there are several options to move your case forward to get a **Modification of your Custody and Child Support Order**. Choose the option that fits your situation best:

Option A: If you and the Petitioner both agree on everything, follow Option A.

Option B: If you and the Petitioner don't agree on everything, follow Option B.

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

Important Child Custody Information:

Considered Factors When Awarding Custody and Visitation:

In awarding custody and setting forth a visitation plan, Wyoming law requires that the Court consider the following factors:

1. The quality of the relationship each child has with each parent.
2. The ability of each parent to provide adequate care for each child throughout each period of responsibility, including arranging for each child's care by others as needed.
3. The relative competency and fitness of each parent.
4. Each parent's willingness to accept all responsibilities of parenting, including a willingness to accept care for each child at specified times and to relinquish care to the other parent at specified times.
5. How the parents and each child can best maintain and strengthen a relationship with each other.
6. How the parents and each child interact and communicate with each other and how such interaction and communication may be improved.
7. The ability and willingness of each parent to allow the other to provide care without intrusion, respect the other parent's rights and responsibilities, including the right to privacy.
8. Geographic distance between the parents' residences.
9. The current physical and mental ability of each parent to care for each child
10. Either parent had a conviction that would require them to register as a sex offender under W.S 7-19-301- 7-19-10.
11. Any other factors you want the court to consider necessary and relevant.

Children's Best Interests Should Dictate Schedule

Use a calendar to plan visitation. When creating a visitation plan, consider the parents' work schedules and the children's school and activities. This is especially important if parents don't have a traditional workweek. Visitation should be an enriching experience and is both an obligation and a responsibility, as well as a right and a privilege for both parents. Both parents must sincerely commit to creating and following a visitation plan. Focus on what schedule is in the children's best interest.

Parenting Classes

The Court may require parents to attend parenting classes. Usually, both parents must attend these classes when ordered.

NOTE: If you are required to take a class, you **MUST** file a **Certificate of Completion** with the Clerk's office. The class instructor will provide this certificate.

Important Child Support Laws:

- a) **Recipients of certain public benefits.** If either parent or the child(ren) are receiving public benefits—such as 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 [A Handbook for 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://childdsupport.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, 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. The following instructions apply if you both agree on all of the issues of your case.

If you and the Petitioner agree on all the terms in the Order Modifying Custody and Child Support, the Order will need to be filled out completely, signed by both you and the Petitioner 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.**

When Will Your Custody and 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 is modified. You should receive a copy of the Order once it is final.

Option B. If you and the Petitioner do NOT agree on all issues of your case, you will need to have a trial:

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 laws and court rules.

Documents to Complete:

1. If the Petitioner has **NOT** done so, 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).
2. Complete the **Order Setting Modification Trial**
Fill out 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.

3. Provide the Clerk with two addressed, stamped envelopes (one addressed to you and one addressed to the Petitioner).
4. **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.
5. **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://childdsupport.wyo.gov/>.

NOTE: Any documents you file (except the Order) must be sent to the Petitioner 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 Petitioner (or his/her attorney).

Trial Information:

Settlement before trial:

If your case is settled before the trial, you must give the Court a completed and signed **Order Modifying Custody and Child Support**. The Court will only remove the trial from the schedule 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:

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. You are on your own without an attorney.

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

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 Custody and 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 is modified. You should receive a copy of the Order once it is final.

**CHECKLIST FOR PACKET 8
MODIFICATION OF CUSTODY AND CHILD SUPPORT - RESPONDENT**

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 - Respondent**
- **Custody and Child Support Modification Information and Instructions - Respondent**

STEP 2: Responding to the Petition

If you received a **Summons and Petition for Modification of Custody and Child Support** or if you signed an **Acknowledgement and Acceptance of Service**, you need to file one of the following:

☐ **Response;**

OR

☐ **Response and Counterclaim.**

☐ Take the original and two copies of all forms to the Clerk of District Court for filing. Mail a copy to the Petitioner and keep one for yourself.

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

STEP 3: Financial Disclosure

File a **Confidential Financial Affidavit** along with the required attachments. This can be done simultaneously with Step 2.

☐ **Confidential Financial Affidavit**

☐ **If employed**, attach tax returns for past two years; and

☐ Attach statement of earnings for the current year; and

☐ Attach documentation about health insurance if applicable.

OR

☐ **If self-employed**, attach verified income and expense statements for past two years; and

☐ Attached tax returns for past two years.

☐ Attach documentation about health insurance if applicable.

STEP 4: Initial Disclosure

Send the Initial Disclosures to the Petitioner within 30 days after being personally served or signing the Acknowledgment and Acceptance of Service. **DO NOT** file these with the Court.

- ☐ Send **Initial Disclosures** to the Petitioner within **30 days** after you were personally served.

STEP 5: Agreement on Terms in the Order Modifying Custody and Child Support

If you and the Petitioner agree on all terms in the **Order Modifying Custody and Child Support**, sign it in front of a Notarial Officer or the Clerk. The Judge will sign the Order, and a copy will be mailed to you.

- ☐ Sign the **Order**
- ☐ A copy will be mailed to you if the Judge signs the Order.

Your custody and child support order will be modified when the Judge signs the Order, and it is filed with the Clerk of District Court.

STEP 6: Trial Preparation (If you can't reach an agreement.)

If you and the Petitioner don't agree on all issues the following steps are needed.

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 and court rules.

Request a Trial Date

If the Petitioner has **NOT** requested a trial date, you must request one.

- ☐ **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 Petitioner with postage for the Clerk to mail a copy of the Order Setting Modification Trial to the Petitioner.
- ☐ Mail a copy of the **Request for Setting** to the Petitioner and keep a copy for your records.

Pretrial Disclosures

- ☐ 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 Petitioner 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 Custody and Child Support** or if it wants you or the other party to prepare the **Order Modifying Custody and Child Support** and the terms to include in it. Have a blank **Order Modifying Custody and Child Support** ready to fill out in case the Judge asks you to prepare the **Order Modifying Custody and Child Support**. This way, you can fill it out as he/she gives their ruling.

- ☐ **Order Modifying Custody and Child Support** (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 Custody and Child Support** to you.
- ☐ Take an envelope addressed to the other party with postage for the Clerk to mail a copy of the **Order Modifying Custody and Child Support** to the other party.
- ☐ Mail a copy of the other forms to the Petitioner and keep a copy for your records.

Your custody and child support order will be modified when the Judge signs the Order Modifying Custody and Child Support and it is filed with the Clerk of District Court.

STATE OF WYOMING	)	IN THE DISTRICT COURT
	) ss	
COUNTY OF _____	)	_____ JUDICIAL DISTRICT
Petitioner: _____,) Person listed as Petitioner on the Petition)) vs.)) Respondent: _____) Person listed as Respondent on the Petition)		Case Number _____

RESPONSE TO PETITION FOR MODIFICATION OF CUSTODY AND CHILD SUPPORT

The Respondent provides the following answers and responses to Petitioner's Petition for Modification of Custody and Child Support:

1. Respondent admits the statements in Paragraphs (list paragraph numbers that are correct statements) _____ of Petitioner's Petition for Modification of Custody and Child Support.

2. Respondent denies the statements in Paragraphs (list paragraph numbers that are not correct statements) _____ of Petitioner's Petition for Modification of Custody and Child Support.

3. Respondent does not have enough information to either admit or deny the statements in Paragraphs _____.

WHEREFORE, Respondent respectfully requests that the Court find generally in Respondent's favor and against the Petitioner, that Petitioner take nothing by way of their Petition for Modification of Custody and Child Support, and for such other and further relief as the Court deems just and proper.

I, the Respondent, being first duly sworn upon my oath, state that I have read the above and foregoing information, and I believe the matters set forth are true and correct under penalty of perjury:

DATED _____, 20____.

Signature of Respondent _____

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: _____

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____

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

**RESPONSE AND COUNTERCLAIM TO PETITION FOR MODIFICATION OF
CUSTODY AND CHILD SUPPORT**

The Respondent provides the following answers and responses to Petitioner's Petition for Modification of Custody and Child Support:

1. Respondent admits the statements in Paragraphs (list paragraph numbers that are correct statements) _____ of Petitioner's Petition for Modification of Custody and Child Support.

2. Respondent denies the statements in Paragraphs (list paragraph numbers that are not correct statements) _____ of Petitioner's Petition for Modification of Custody and Child Support.

3. Respondent does not have enough information to either admit or deny the statements in Paragraphs _____.

WHEREFORE, Respondent respectfully requests that the Court find generally in Respondent's favor and against the Petitioner, that Petitioner take nothing by way of their Petition for Modification of Custody and Child Support, and for such other and further relief as the Court deems just and proper.

COUNTERCLAIM

RESPONDENT sets forth the following as the Counterclaim to the Petition for Modification of Custody and Child Support:

I am the Respondent.

I am asking the Court to modify (change) an existing Custody and Child Support Order and, if needed, issue a judgment for any unpaid child support (arrear). 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) Custody and Child Support Order was made by the _____ Court in _____ County in the State of _____.
4. ☐ The original Custody and Child Support Order was never modified (changed).

OR

- ☐ The original Custody and 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 Custody and 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 Custody and 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 <u>current</u> 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 <u>current</u> 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 <u>current</u> 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 <u>current</u> address of each person who lived with the child in that location.
From	To		
	now		

☐ I have attached additional pages.

6. Other Court Cases: (Select One)

☐ I have NOT been involved in any other court case related to the custody, visitation support, or decision-making of the children listed in the Counterclaim, and I don't know about any other such cases related to these children in Wyoming or in any other state.

☐ I have been involved in other court cases concerning custody, visitation, support, or decision-making regarding the children listed in this Counterclaim. (Complete the table below with all the information you have. If you are unsure leave the box blank. You can use the Comments section to add anything you would like the court to know about the case.)

Case Number	Court	State	Nature of Case (unless confidential)	Date of Child-Custody Determination	Initials of Child	Comments

☐ I have attached additional pages.

7. Physical Custody of Minor Children: (Select One)

☐ I am not aware of any person who is not involved in this case who has physical custody of the minor children or claims to have custody or visitation rights regarding the minor children (for example, juvenile court, guardian).

☐ There are people who are not part of this case who have physical custody of the children or claim parental responsibilities, legal custody, physical custody, or visitation/parenting time with the children. Please provide the information of those individuals in the table below.

Name	Address	Relationship to Child

☐ I have attached additional pages.

Information About the Current Court Order

8. 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.)

9. ☐ Attached is a certified copy of the custody order to be modified as required by Wyo. Stat. §20-2-203(c). According to the terms of the most recent court order, custody and visitation was ordered as follows: _____

10. 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____.

11. On the day I'm filing this Counterclaim:

☐ 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 Counterclaim a copy of the payment record from the Clerk of District Court or the Child Support Program.

12. 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.
13. ☐ One of the parents is required to provide medical insurance, and
- ☐ that parent does provide medical insurance as Ordered.
 - ☐ that parent does not provide medical insurance as Ordered.
14. 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.
15. ☐ 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.
16. ☐ 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.
17. ☐ 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

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

19. Because of this substantial change in circumstances, it is in the best interest of the children to have the following custody/visitation arrangements: _____

WHEREFORE, the Respondent respectfully requests:

1. The parties be ordered to complete and file Confidential Financial Affidavits as provided by Wyo. Stat. § 20-2-308;

2. **Award Physical custody as follows:** (Select One)

- ☐ Petitioner will have primary physical custody subject to reasonable visitation by Respondent.
- ☐ Respondent will have primary physical custody subject to reasonable visitation by Petitioner.
- ☐ The parties will share physical custody (for example, 50/50 or some other arrangement).
- ☐ Petitioner will have sole physical custody.
- ☐ Respondent will have sole physical custody.

3. **Award Legal custody as follows:** (Select One)

- ☐ The parties will have joint legal custody. (This means there will be shared responsibility for making major decisions about the children’s welfare, education, discipline, non-emergency healthcare, and religious training.)
If there is a disagreement, then;
 - ☐ Petitioner has final decision-making authority.
 - ☐ Respondent has final decision-making authority.
- ☐ Petitioner will have sole legal custody.
- ☐ Respondent will have sole legal custody.

4. ☐ Other: (Please describe desired legal and physical custody arrangement in detail) _____

5. The Court review and modify the child support order to an amount consistent with the Wyoming Child Support Guidelines;
6. If applicable, the Court review and modify the medical insurance obligation and the allocation of costs not covered by medical insurance;
7. If applicable, the Court enter a judgment for child support arrears and for unpaid medical expenses not covered by medical insurance;
8. Other: _____

9. Order such other and further relief as the Court deems just and equitable.

I, the Respondent, being first duly sworn upon my oath, state that I have read the above and foregoing information, and I believe the matters set forth are true and correct under penalty of perjury:

DATED _____, 20_____.

RESPONDENT

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 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) 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)

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.

Important Note: 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 not 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): Federal Tax: FICA (Social Security): Medicare: Children's Health Ins. Premiums: Total Deductions: Net Amount (after taxes):	Type:	\$	Amount you expect to receive:	Date you expect to receive it:
		Type:	\$	\$	
		Type:	\$	\$	
		Type:	\$	\$	
b.	Gross Amount (before taxes): Federal Tax: FICA (Social Security): Medicare: Children's Health Ins. Premiums: Total Deductions: Net Amount (after taxes):	Type:	\$	Amount you expect to receive:	Date you expect to receive it:
		Type:	\$	\$	
		Type:	\$	\$	
		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

Custody

☐ Not Applicable

☐ 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 be 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 be 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 be modified. This is what changed and why it matters: _____

☐ I have attached additional pages.

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 _____ <u>CONFIDENTIAL</u>

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 ☐ 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 ☐ 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.	

☐ 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 <u>only</u> 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 <u>only</u> 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 <u>only</u> 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	

☐ 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 (<u>Not</u> 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	)		IN THE DISTRICT COURT
	) ss		
COUNTY OF _____	)	_____	JUDICIAL DISTRICT
Petitioner: _____,) Person listed as Petitioner on the Petition)) vs.)) Respondent: _____) Person listed as Respondent on the Petition)		Case Number _____	

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 Custody and Child Support, 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:

- ☐ Allocation of parental responsibilities
- ☐ 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 Custody and Child Support Modification.

NOTE: Submit the **Order Setting Modification Trial and Requiring Pretrial Statements. DO NOT** 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)) 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 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) 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)

**ORDER SETTING CUSTODY AND CHILD SUPPORT MODIFICATION TRIAL
AND REQUIRING PRETRIAL STATEMENTS**

THIS MATTER having come before the Court upon the ☐ Petitioner **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.

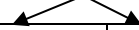
(check one)



Name of Witness	Address and Telephone Number	Expect to call witness to testify	<i>May</i> call witness to testify if the need arises
		☐	☐
		☐	☐
		☐	☐
		☐	☐

☐ I have attached additional pages.

(check one)



Document or Exhibit	Summary of Evidence	Expect to offer	<i>May</i> 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) 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)

**ORDER MODIFYING CUSTODY AND 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 custody and 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 custody and 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 custody and 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. Custody: (Select only one)

- ☐ The parties shall have joint legal custody, and the Petitioner shall have primary physical custody.
- ☐ The parties shall have joint legal custody, and the Respondent shall have primary physical custody.
- ☐ The parties shall have joint legal and physical custody. The parties shall share physical custody of the minor children as described on the attached sheet of paper.
- ☐ Detailed description of shared physical custody is attached.
- ☐ Petitioner shall have sole legal and physical custody. Joint legal custody is not appropriate for the following reasons:

- ☐ Respondent shall have sole legal and physical custody. Joint legal custody is not appropriate for the following reasons:

- ☐ Other legal and physical custody arrangement described in detail:

8. Visitation:

A custodial parent is the parent who has primary physical custody.
A non-custodial parent is the parent who does not have primary physical custody but who may have visitation.

- ☐ The Petitioner is the non-custodial parent.
- ☐ The Respondent is the non-custodial parent.

The parties may arrange for the children to spend time with the non-custodial parent at any times that both parties agree to. If the parties cannot agree, then the children will spend time with the non-custodial parent as follows:

Weekend Visitation. (Select only one)

The children shall spend time with the non-custodial parent:

- ☐ every other weekend starting on the first weekend after entry of this order.
- ☐ every weekend on which Friday is an even date.
- ☐ every weekend on which Friday is an odd date.
- ☐ other (for example, specific weekends such as 1st and 3rd): _____

Weekend visitation will begin at time: _____ ☐ A.M./ ☐ P.M. day of week: _____

Weekend visitation will end at time: _____ ☐ A.M./ ☐ P.M. day of week: _____

- a. **OTHER VISITATION:** In addition to the Weekend visitation above, the children shall also spend time with the non-custodial parent as follows: (specify specific days and times such as each Wednesday from 4:00 p.m. to 8:00 p.m., etc.):

☐ I have attached additional sheets of paper

- b. **SUMMER SCHEDULE:**
(Select One Option)

☐ **Option 1:**

- ☐ Custodial parent
- ☐ Non-custodial parent

Shall have visitation with the parties' children beginning _____
_____ and continuing until _____

(for example, beginning ten days after school lets out from 5:00 p.m. and continuing until ten days prior to school starting up again at 5:00 p.m.).

☐ **Option 2:** The summer schedule will remain the same as during the school year.

☐ **Option 3:** The summer schedule will be as follows:

☐ I have attached additional sheets of paper

- c. **HOLIDAY SCHEDULE:** The following holiday schedule will take priority over the regular weekday, weekend, and summer schedules described above. Fill in the blanks below with custodial parent or non-custodial parent to indicate who the children will be with for the holidays. Provide beginning and ending times. If a holiday is not specified as even, odd, or every year with one parent, then the children will remain with the parent they are normally scheduled to be with.

Location of exchange and transportation arrangements for the following holidays or events shall follow the instructions set forth in paragraph **Section J below** unless stated otherwise.

(Be very specific about the days, times, and locations where exchanges will take place.)

Holiday/ Event	Odd numbered years	Even numbered years	Every year	Day, Time, and Place of Exchange Describe from start to end (for example, Friday when school lets out, pick up at school, until Monday at 6 p.m., Burger Shop parking lot)
	(Custodial parent or non-custodial parent)			
☐ Mother's Day Weekend	☐ Petitioner ☐ Respondent	☐ Petitioner ☐ Respondent	☐ Petitioner ☐ Respondent	
☐ Memorial Day Weekend	☐ Petitioner ☐ Respondent	☐ Petitioner ☐ Respondent	☐ Petitioner ☐ Respondent	
☐ Father's Day Weekend	☐ Petitioner ☐ Respondent	☐ Petitioner ☐ Respondent	☐ Petitioner ☐ Respondent	
☐ July 4 th	☐ Petitioner ☐ Respondent	☐ Petitioner ☐ Respondent	☐ Petitioner ☐ Respondent	

☐ Labor Day Weekend	☐ Petitioner ☐ Respondent	☐ Petitioner ☐ Respondent	☐ Petitioner ☐ Respondent	
☐ Thanksgiving Break First part	☐ Petitioner ☐ Respondent	☐ Petitioner ☐ Respondent	☐ Petitioner ☐ Respondent	
☐ Thanksgiving Break Second part	☐ Petitioner ☐ Respondent	☐ Petitioner ☐ Respondent	☐ Petitioner ☐ Respondent	
☐ Winter Break First part	☐ Petitioner ☐ Respondent	☐ Petitioner ☐ Respondent	☐ Petitioner ☐ Respondent	
☐ Winter Break Second part	☐ Petitioner ☐ Respondent	☐ Petitioner ☐ Respondent	☐ Petitioner ☐ Respondent	
☐ Spring Break First part	☐ Petitioner ☐ Respondent	☐ Petitioner ☐ Respondent	☐ Petitioner ☐ Respondent	
☐ Spring Break Second part	☐ Petitioner ☐ Respondent	☐ Petitioner ☐ Respondent	☐ Petitioner ☐ Respondent	
☐ Children's Birthdays	☐ Petitioner ☐ Respondent	☐ Petitioner ☐ Respondent	☐ Petitioner ☐ Respondent	
Religious/Other Events				
☐ (Specify):	☐ Petitioner ☐ Respondent	☐ Petitioner ☐ Respondent	☐ Petitioner ☐ Respondent	
☐ (Specify):	☐ Petitioner ☐ Respondent	☐ Petitioner ☐ Respondent	☐ Petitioner ☐ Respondent	
☐ (Specify):	☐ Petitioner ☐ Respondent	☐ Petitioner ☐ Respondent	☐ Petitioner ☐ Respondent	

☐ I have attached additional sheets of paper

- d. ☐ **OTHER (including no visitation or supervised visitation):** If you require a schedule that is difficult to explain in the format above or if your situation is unique such that visitation is not appropriate or requires supervision, please provide a detailed visitation schedule that fits your needs or an explanation of why visitation is not appropriate on a separate sheet of paper and attach it.
- e. **TEMPORARY CHANGES TO THE SCHEDULE:** Any schedule for sharing time with the children may be changed as long as both parents agree to the changes ahead of time, in writing.

NOTE: This written agreement for a temporary change does not need to be filed with the Court, but both parents should keep a copy for their records.

- f. **PERMANENT CHANGES TO THE SCHEDULE:** Once the Judge signs the final Order and approves this Visitation Plan, any permanent changes to the schedule must be agreed upon by both parties and approved by the Court or modified directly by the Court. If you seek a permanent change, it is recommended that you consult with an attorney. However, you may also pursue this change on your own (pro se). To modify the schedule, you will need to file a request for modification with the court. Even if both parties agree to the change, Court approval is still required. A modification can also be requested even if the parties do not agree.
- g. **PARENT-CHILD COMMUNICATION:** Both parents and children shall have the right to communicate by telephone, in writing or by electronic means during reasonable hours without interference or monitoring by the other parent, unless otherwise ordered by the Court.
- h. **MUTUAL RESPECT:** Parents will not say things or knowingly allow others to say things in the presence of their children that would take away the children's love and respect for the other parent such as saying negative things about the other parent.
- i. **OTHER TERMS:**
(Complete Section C if applicable)

a. **The party who has custody of the children or the party who is exercising visitation with the children shall:**

- i. Care for, control, protect, and reasonably discipline the children;
- ii. Provide the children with adequate food, clothing, and shelter, and medical and dental care;
- iii. Promote and encourage the training and education of the children;
- iv. Respect the other party's rights and responsibilities regarding the other party's time with and care of the children.

b. **Visitation MAY NOT be reduced or denied because support is not paid.**

c. Add any other items regarding the children you would like to include concerning visitation:

☐ I have attached additional sheets of paper

j. **EXCHANGE OF CHILDREN/COST OF TRANSPORTATION:** Both parents shall have the children ready on time and at the agreed-upon time of exchange. All clothing that accompanied the children shall be returned to the other parent at the end of that particular visitation. All transportation in connection with the visiting parent's exercise of his/her visitation shall be the responsibility of and/or paid for as follows:

(Select One Option)

☐ **Option 1:** While both parents continue to reside within ____ miles of each other, both parents shall be responsible for transportation costs for one-way of the children's transportation.

The ☐ custodial parent **OR** the ☐ non-custodial parent shall pick up the children from _____ (location) at the beginning of the visitation and the ☐ custodial parent **OR** the ☐ non-custodial parent shall pick up the children at the end of the visitation from _____ (location). If either party

moves _____ miles or more away, then the costs for transportation shall be as follows: _____

☐ **Option 2:** The non-custodial parent shall be responsible for all of the children's transportation costs. The non-custodial parent shall pick up the children from _____ (location) at the beginning of the visitation and shall return the children to _____ (location) at the end of the visitation.

☐ **Option 3:** Other: (provide details exchange and transportation costs):

NOTE: The child support amount may depend on the custodial arrangement that is ordered by the Court. If 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, a "shared responsibility child support" obligation shall be determined by use of the tables. Also, when each parent has physical custody of at least one (1) of the children, a "shared responsibility child support" obligation for all of the children shall be determined by use of the tables. See W.S. §20-2-304(c) and (d). For assistance in calculating child support, go to the following website: <https://childdsupport.wyoming.gov/calculator/index.html> or call your local child support program.

9. 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 (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.

10. 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 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).

11. **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.

12. **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)_____

13. 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.

14. JUDGMENT OF ARREARS: (Select One Option)

☐ **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:

15. ☐ Petitioner

☐ Respondent

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

16. 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.

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

18. TAX EXEMPTION:

The parties shall claim as income tax dependency exemptions on federal and state tax returns as follows:

Initials of Children	Parent Entitled to Claim	Year Allowed to Claim
_____	☐ Petitioner ☐ Respondent	☐ every ☐ odd ☐ even ☐ Other: _____
_____	☐ Petitioner ☐ Respondent	☐ every ☐ odd ☐ even ☐ Other: _____

_____ ☐ Petitioner ☐ Respondent ☐ every ☐ odd ☐ even
☐ Other: _____

_____ ☐ Petitioner ☐ Respondent ☐ every ☐ odd ☐ even
☐ Other: _____

provided that the party required to pay child support is only entitled to claim the exemption(s) if he/she is current on his/her child support obligation as of December 31st of the year in which the exemption(s) is claimed. The parties shall sign all necessary tax forms to allow the other party to claim the exemption(s) as stated above.

19. 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.

20. 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 an Order is now discharged.

DATED this _____ day of _____, 20_____.

DISTRICT COURT JUDGE

CHECK ONLY ONE BOX, AND SIGN WHERE INDICATED IN THAT SECTION ONLY:

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

I certify that I have read the foregoing Order Modifying Custody and Child Support and Judgment for Arrears (If Any), 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 Custody and Child Support and Judgment for Arrears (If Any), 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: _____) 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 FOR INCOME WITHHOLDING

THE COURT ORDERS any payor of _____ (name of Obligor, person owing child support), to pay child support to _____ (name of Oblige, 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