Packet 11

Establishment of Custody, Visitation, and Child Support

Forms and Procedures

For Wyoming

PETITIONER

2025

Published by
The Wyoming Judicial Branch
2301 Capitol Avenue
Supreme Court Building
Cheyenne, WY 82002

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 11
PETITIONER – ESTABLISHMENT OF
CUSTODY, VISITATION, AND CHILD SUPPORT

1. List of Forms - Petitioner
2. Overview
3. Petitioner Establishment of Custody, Visitation, And Child Support Family Law Information and Instructions
4. Checklist for Petitioner
5. Petition to Establish Custody, Visitation, and Child Support
6. Summons
7. Confidential Statement of Parties for Child Support Order
8. Acknowledgement and Acceptance of Service
9. Initial Disclosures
10. Confidential Financial Affidavit
11. Affidavit of Imputed Income
12. Child Support Computation Form & Net Income Calculation
13. Reply to Counterclaim
14. Application for Entry of Default
15. Affidavit in Support of Default
16. Entry of Default
17. Affidavit for Order Establishing Custody, Visitation and Child Support Without Appearance of Parties
18. Request for Setting
19. Order Setting Hearing
20. Order Setting Trial and Requiring Pretrial Statements
21. Pretrial Disclosures
22. Order Establishing Custody, Visitation, and Child Support
23. Order for Income Withholding
24. List of Addresses for the Clerk of District Court offices

**Other forms may be required in your case.

Overview: Establishment of Custody, Visitation, and Support

If you are handling your own case without an attorney, you are considered a "self-represented litigant" or "pro se litigant." This guide is designed to help you through the process.
This packet is most likely to be helpful if you and the other party already agree on all the important decisions that must be made. This includes:

- How you will share your parenting time and responsibilities.
- What will be the correct amount of child support based upon the Wyoming Child Support Calculator found at https://childsupport.wyoming.gov/calculator/index.html.

Important Information

- **Forms:** The forms included may no longer be up-to-date or accurate. Be sure you are using the most current packet.
- **Completeness:** Fill out all forms completely and correctly. Judges will not sign incomplete or incorrect orders and cannot provide legal advice. If a section does not apply to you, write "N/A."
- **Responsibility:** You must follow all laws and rules. Court employees, including staff in the Clerk of District Court's office, cannot give legal advice. You must decide which forms apply to your case and situation. You are responsible for taking the necessary steps to move your case through the court process.
- **Judges:** The judge cannot answer your questions or assist you directly. Ex parte communication is communication with the judge by a party without the other party being present. Ex parte communication is not allowed. If you need to communicate with the judge, you must submit a written statement, called a Motion, with the Court, and provide notice to the other party. If you need a hearing, you must also file a Request for Setting with the Court. A blank Motion form can be found in Packet 10 of the Family Law Forms on the Wyoming Judicial Branch website, and a Request for Setting form can be found in this case packet.

This Packet May Not Be a Good Solution for Everyone

It is important to understand that the forms in this packet cannot resolve some complex issues or help you and the other party get along. Not every situation can be addressed with these forms. Some cases are very difficult to handle on your own, and if your situation involves any of the following, you may want to seek professional help from an attorney:

- A history of domestic violence
- Harassment or coercion (convincing someone to do something they don't want to do)

This packet is not legal advice and cannot replace the assistance a lawyer can provide. If your case is complicated, involving complex child custody arrangements, it is wise to consider consulting an attorney.

Domestic Violence

If you are a victim of domestic violence or have concerns about confidentiality, consider seeking professional help. You can find assistance by contacting the Wyoming Division of Victim's Services at 888-996-8816 or the National Domestic Violence Hotline at 800-799-7233 (TTY: 800-787-3224), where multi-lingual advocates are available. Confidentiality concerns should be addressed with the guidance of an attorney to ensure your protection throughout the process.

Resources

Below is a list of additional resources that may assist you:

- **Legal Aid of Wyoming:** 1-877-432-9955
- **Wyoming State Bar Lawyer Referral Service:** 1-307-632-9061, https://www.wyomingbar.org/
    - Attorneys with the Lawyer Referral Service charge for their services.
- **Equal Justice Wyoming:** https://www.wyocourts.gov/legal-help/
- **Wyoming Court Navigator:** https://www.wyocourts.gov/court-navigator-services/
- **Wyoming Laws:** Title 20 of Wyoming Statutes (divorce laws) and the Wyoming Rules of Civil Procedure (especially Rule 26 (1.1)) can be found online at https://www.wyocourts.gov/legal-help/legal-resources/ using the links under "Wyoming State Statutes" and "Wyoming Court Rules."

Truthfulness and Accuracy

Be completely honest when filling out forms. Lying to or misleading the court can lead to penalties. For more information regarding representations to the court and perjury, review the Wyoming Rules of Civil Procedure Rule 11 and Wyoming Statute § 6-5-301.

Equal Standards

Judges are not allowed to help you or make things easier for you, even though you don't have a lawyer. You are expected to follow the same rules and procedures that lawyers follow when they represent someone. The Wyoming Supreme Court states: "A pro se litigant will be granted no

greater right than any other litigant and must expect the same treatment as if represented by an attorney."

Final Notes

- **Protection Orders:** If you want to ask the Court for an Order of Protection for domestic violence, stalking, or sexual assault, you can get a free packet of forms from the circuit court clerk's office. You may also want to contact the Wyoming Coalition Against Domestic Violence & Sexual Assault for additional assistance.

INFORMATION AND INSTRUCTIONS FOR PETITIONER
ESTABLISHMENT OF CUSTODY, VISITATION, AND CHILD SUPPORT

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

NOTE: This packet is to establish custody, visitation, and child support if you and the other parent were never married and both parents are listed on the birth certificate for each child. If paternity has not been acknowledged or established, please see your local child support agency for assistance.

NOTE: If you are filing the Petition, you are the "Petitioner." The other party will be referred to as the "Respondent."

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

Step 1: Getting Started

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

Start by reviewing these three forms below:

1. Review the **Overview** form: This form gives you a basic understanding of the process for establishing custody, visitation, and child support.

2. Familiarize yourself with the **List of Forms – Petitioner Establish Custody, Visitation, and Child Support**: Look at the list of all the forms included in this packet.

3. Go through the **Checklist for Petitioner Establish Custody, Visitation, and Child Support**: This checklist will help you understand which forms you need to complete and file.

By reviewing these documents first, you will have a better idea of the process for establishing custody, visitation, and child support.

Step 2: File the Petition

Documents to Complete:

1. **Complete the Petition to Establish Custody, Visitation, and Child Support:** The first step in starting a case to establish custody, visitation, and support is to file a Petition to Establish Custody, Visitation, and Child Support. This is a written request to the Court. The person who starts the case is called the Petitioner and will be the Petitioner throughout the case.

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

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

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

Number of Copies:

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

Where to File:

You will file your case only with the Clerk of District Court's Office in the county where either you or the parent, the Respondent, lives. You'll usually find their office in the county courthouse or a branch of the courthouse. You can find a list of court locations by visiting the Wyoming Judicial Branch website. https://www.wyocourts.gov/find-a-court/

File Your Documents:

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

   1. **Petition to Establish Custody, Visitation, and Child Support**
   2. **Confidential Statement of the Parties for Child Support Order**
   3. **Summons**

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

NOTE: When you file your papers with the Clerk of the District Court, they will assign a case number to your lawsuit. You must include this case number on all future documents related to your case. The case number should be placed in the "caption" at the top of each document. The caption also includes your name (as the Petitioner), the other party's name (as the Respondent), the name of the court, and the case number. This ensures that all documents are correctly identified and filed under your case.

Step 3: Serve the Respondent

The other party is called the **Respondent**, and they will stay the Respondent throughout the case. The Respondent may or may not respond to the Petition to Establish Custody, Visitation, and Child Support by filing a **Response**.

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

NOTE: When you file your Petition to Establish Custody, Visitation, and Child Support with the clerk's office, you might receive a "**Notice of Assignment of Judge**." This form will tell you which judge has been assigned to your case. If you receive this form, make sure to include it with the forms that you serve on the Respondent.

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

Option 1: Service by Sheriff

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

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

Option 2: Acknowledgement and Acceptance of Service:

If the Respondent agrees, they can sign a form saying they received the papers. Complete an **Acknowledgment and Acceptance of Service** and give it to the Respondent along with a file-stamped copy of the Petition to Establish Custody,

Visitation, and Child Support, Summons, and Confidential Statement of the Parties for Child Support Order. The Respondent will need to sign the Acknowledgment and Acceptance of Service in front of a notary.

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

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

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

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

STOP- WAIT FOR RESPONDENT'S RESPONSE

Information on Respondent's time to Respond:

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

How Time is Calculated:

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

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

Step 4: Initial Disclosures

DO NOT FILE INITIAL DISCLOSURES WITH THE CLERK OF DISTRICT COURT

Send Initial Disclosures Directly to the Other Party:

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

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

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

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

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

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

    OR

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

    OR

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

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

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

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

Step 5: Moving Your Case Forward

Once the time for the Respondent to respond has passed and you've sent your Initial Disclosures, there are several options to move your case forward.

Choose the Best Option for Your Situation:

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

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

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

Tips: Here are some important laws and helpful hints in completing the Order for all cases:

Custody and Visitation

You and the Respondent should try to agree on a custody and visitation plan. It is not common for the Court to deny visitation or to require supervised visits for the non-custodial parent.

If you are worried that the other parent might harm your child physically or emotionally, get advice from someone who understands parenting and child development, or get help from a domestic violence program. There may be local organizations that can help with visitation arrangements. You can also ask the leaders of parenting classes in your community for more ideas or resources (see below).

Considered Factors When Awarding Custody and Visitation:

The **Order** contains several options for custody and visitation arrangements. Ideally, both parents will work together to select the proper custody and visitation plan depending upon the family circumstances. 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, especially to help reduce the effects on children. 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.

Child Support Payments

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

Important Points to Remember:

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

b) **Self-Support Reserve**: If the noncustodial parent's net income minus the self-support reserve is less than the support obligation calculated from the tables in W.S. § 20-2-304(a), the support obligation will be based on the difference between the noncustodial parent's net income and the self-support reserve. The "self-support reserve" is the current poverty line for one person and is updated annually in the Federal Register by the U.S. Department of Health and Human Services. See W.S. § 20-2-304(f). You can also find the current self-support reserve on the Wyoming Judicial Branch website. https://www.wyocourts.gov/self-help-forms/#tabV3

c) **No Deviations Allowed**: There are NO DEVIATIONS from the presumed support amount unless the Court decides that the set amount is unjust or inappropriate in

your specific case. The Court must include specific reasons for any deviation in the Order.

d) **Government or State Benefits**: NO AGREEMENTS for less than the presumed support can be approved if government or state benefits (such as Title 19, Kid Care, Food Stamps, Personal Opportunities with Employment Responsibilities (POWER), etc.)) are being provided on behalf of any child. This means the Court cannot lower the amount of child support calculated using the net income of you and the Respondent, even if both of you agree to a lower amount of support.

Medical Support

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

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

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

Documents to Complete:

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

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

2. **Affidavit for Order Establishing Custody, Visitation and Child Support Without Appearance of Parties**. This form gives the Court the evidence it needs to issue an **Order**

without you having to go to a hearing. (The Judge may still require a hearing in some situations.)

3. **Order Establishing Custody, Visitation, and Child Support.** This form will need to be filled out completely, signed by both you and the Respondent and both of your signatures must be notarized. **In addition to signing the Order, you should also initial each page of the Order to verify that each page contains the terms you agreed upon.**

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://childsupport.wyo.gov/.

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

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

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

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

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

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

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

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

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

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

1. About your situation and what you are asking the Judge to do.
2. Why the agreements you reached about the children are in your children's best interest.

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

When Will Your Order Become Final?
Your Order 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 order is final. You should receive a copy of the Order once it is final.

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

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

Default: If the Respondent does **NOT** file a Response or Response and Counterclaim to the Petition to Establish Custody, Visitation, and Child Support by the deadline, you can get a default entered against them.

Documents to Complete:

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

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

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

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

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

2. **Affidavit for Order Establishing Custody, Visitation, and Child Support Without Appearance of Parties**. This form gives the Court the evidence it needs to issue an Order without you having to go to a hearing. (The Judge may still require a hearing in some situations.)

3. **Order Establishing Custody, Visitation, and Child Support.** Make sure to complete this form completely, check the box for "Default," and have the document notarized.

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://childsupport.wyo.gov/.

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

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

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

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

1. Complete the **Request for Setting**.
   This form is a request to the Court for a hearing. Specify how much time you will need for the hearing.

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

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

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

Evidence at the Hearing:

At the hearing, you need to tell the Judge:

1. About your situation and what you are asking the Judge to do.

2. Why your plans for the children are in your children's best interest.

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

When Will Your Order Become Final?

Your Order 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 Order is final. You should receive a copy of the Order once it is final.

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

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

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

<u>Documents to Complete:</u>

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

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

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

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

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

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

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

6. **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.

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

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

Due 30 Days Before Trial:

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

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

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

Trial Information:

Settlement Before Trial:
If you settle your case before trial, you must file a completed and signed **Order** with the Court. The trial will only be canceled once this is done.

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

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

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

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

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

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

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

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

When Will Your Order Become Final:
Your Order 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 Order is final. You should receive a copy of the Order once it is final.

CHECKLIST FOR PETITIONER
ESTABLISHMENT OF CUSTODY, VISITATION, AND CHILD SUPPORT

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:

- **Overview**
- **List of Forms- Petitioner**
- **Information and Instructions for Petitioner – Establishment of Custody, Visitation, and Child Support**

STEP 2: Filing Your Petition

File your case in the District Court where either you or the other party resides within Wyoming. Bring an original and two copies of all forms with you when you file your case. The Clerk will keep the original, you keep one copy, and the other copy is for serving the Respondent as described in **Step 3**.

☐ **Petition to Establish Custody, Visitation, and Child Support**

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

☐ **Summons**

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

STEP 3: Serving the Respondent

Choose one option:

- If the Respondent signed the **Acknowledgement and Acceptance of Service** form:

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

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

- If the Respondent was personally served by the Sheriff:

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

STOP: Wait for Respondent's Response

Wait for the Respondent to file a **Response** to the **Petition**.

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

☐ **20 days have elapsed.**

OR

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

☐ **30 days have elapsed**.

STEP 4: Initial Disclosures

☐ Send the **Initial Disclosures** to the Respondent within 30 days after the Respondent's Response is due. **DO NOT** file the initial disclosures with the Court.

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

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

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

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

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

☐ **Reply to Counterclaim**. If the Respondent filed a **Response and Counterclaim**, you **must** file a **Reply to Counterclaim** within **20 days** from the date the Respondent filed the **Response and Counterclaim**. You do NOT need to complete this form if the Respondent only filed a **Response**.

☐ **Confidential Financial Affidavit**

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

Additional Forms That May Be Needed:

- ☐ **Affidavit of Imputed Income**. If the Respondent does NOT file a **Confidential Financial Affidavit**, you will need to complete the **Affidavit of Imputed Income** form to show the Court how much money the Respondent makes. You do not need to complete this form if the Respondent filed a **Confidential Financial Affidavit**.
- ☐ **Affidavit for Order Establishing Custody, Visitation and Child Support Without Appearance of Parties.** Use this form only if both parties have reached an agreement and have signed the Order, or if one party has defaulted and all required default paperwork has been filed with the court, including an **Entry of Default**.
- ☐ **Order Establishing Custody, Visitation, and Child Support.** Sign the **Order** in front of a Notarial Officer or the Clerk. Each page will need to be initialed by both you and the Respondent.
- ☐ **Order for Income Withholding.**

The Court may also require these additional forms (or others) depending on the county where your case is filed. **DO NOT** COMPLETE THESE FORMS UNLESS REQUIRED.

- ☐ **Certificate of Completion of a Parenting Class** (If you are required to complete a parenting class, the instructor for the class will give you this form for you to file with the Clerk.)

Copies and Envelopes:

- ☐ Take an original and two copies of each form to the Clerk for filing.
- ☐ One envelope addressed to you with postage for the Clerk to mail a copy of the **Order** to you.
- ☐ One envelope addressed to the Respondent with postage for the Clerk to mail a copy of the **Order** to the Respondent.
- ☐ Mail a copy of the other forms to the Respondent and keep a copy for your records.

Hearing:
Some Courts require a hearing before the Judge will sign the **Order**.
If so, you will need to request that the Court set a date to hold the hearing.

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

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

- ☐ Tell the Judge about your case.
- ☐ Tell the Judge why the agreement you reached about the children is in the best interest of the children.
- ☐ Give the **Order** to the Judge. The Judge will make any necessary changes to the **Order** and sign it.

Your case will be complete when the Judge signs the Order and it is filed with the Clerk of District Court.

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

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

- ☐ **Affidavit of Imputed Income**. You will need to complete the **Affidavit of Imputed Income** form to show the Court how much money the Respondent makes.
- ☐ **Affidavit for Order Establishing Custody, Visitation and Child Support Without Appearance of Parties.**
- ☐ **Order Establishing Custody, Visitation, and Child Support.**
- ☐ **Order for Income Withholding.**

The Court may also require these additional forms (or others) depending on the county where your case is filed. **DO NOT** COMPLETE THESE FORMS UNLESS REQUIRED.

- ☐ **Certificate of Completion of a Parenting Class** (If you are required to complete a parenting class, the instructor for the class will give you this form for you to file with the Clerk.)

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

Hearing:

Some Courts require a hearing before the Judge will sign the **Order**.
If so, you will need to request that the Court set a date to hold the hearing.

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

Attend the Hearing:

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

- ☐ Tell the Judge about your case.
- ☐ Tell the Judge why the plans for the children are in the children's best interest.
- ☐ Give the **Order** to the Judge. The Judge will make any necessary changes to the Order and sign it.

Your case will be complete when the Judge signs the Order, and it is filed with the Clerk.

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

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

☐ **Reply to Counterclaim**. If the Respondent filed a **Response and Counterclaim**, you **must** file a **Reply to Counterclaim** within **20 days** from the date the Respondent filed the **Response and Counterclaim**. You do not need to complete this form if the Respondent only filed a Response.

- ☐ Take original and two copies to the Clerk for filing.
- ☐ Mail copy to the Respondent and keep a copy for your records.

Request a Trial Date

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

<u>Pretrial Disclosures</u>

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

Request a Court Reporter

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

- ☐ Request a court reporter.

Attend the Trial:

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

- ☐ Tell the Judge about your case.
- ☐ Tell the Judge why the plans for the children that you are asking for are in the children's best interest.
- ☐ Present any evidence and witnesses to support what you are requesting.

Decision by Judge:

The Court will tell you at the end of the trial if it will prepare the **Order** or if it wants you or the other party to prepare the **Order** and the terms to include in it. Have a blank **Order** ready to fill out in case the Judge asks you to prepare the **Order**. This way, you can fill it out as the Judge gives their ruling.

- ☐ **Order Establishing Custody, Visitation, and Child Support** (Unless the Court is preparing this for you.)
- ☐ **Order for Income Withholding.**

The Court may also require these additional forms (or others) depending on the county where your case is filed. **DO NOT** COMPLETE THESE FORMS UNLESS REQUIRED.

- ☐ **Certificate of Completion of a Parenting Class** (If you are required to complete a parenting class, the instructor for the class will give you this form for you to file with the Clerk.)

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 to you.
- ☐ Take an envelope addressed to the Respondent with postage for the Clerk to mail a copy of the Order to the Respondent.

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

Your case will be complete when the Judge signs the Order, and it is filed with the Clerk.

STATE OF WYOMING)
) ss
COUNTY OF _____)

IN THE DISTRICT COURT

_____ JUDICIAL DISTRICT

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

Case Number_____

PETITION TO ESTABLISH CUSTODY, VISITATION, AND CHILD SUPPORT

This Petition is to establish custody, visitation, and child support if you and the other parent were never married and both parents are listed on the birth certificate for each child, or a prior court order established paternity for each child. If paternity has not been acknowledged or established, please see your local child support agency for assistance.

The Petitioner states and alleges all of the information contained in this Petition.

1. The Petitioner is a resident of _____ County Wyoming and has lived in the State of Wyoming for more than sixty (60) days prior to the filing of this Petition.

Information About Children

2. The Respondent and I are the natural or adoptive parents of 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 _____

   Paternity was established by:

☐ An Acknowledgement of Paternity (Father is on the birth certificate).

☐ Attach copy of Acknowledgement of Paternity or Birth Certificate.

☐ An Order Establishing paternity.

☐ Attach a copy of the Order.

Child's residence for the past 5 years:

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

☐ I have attached additional pages.

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

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

Child's year of birth: 20 _____

Paternity was established by:

☐ An Acknowledgement of Paternity (Father is on the birth certificate).

☐ Attach copy of Acknowledgement of Paternity or Birth Certificate.

☐ An Order Establishing paternity.

☐ Attach a copy of the Order.

Child's residence for the past 5 years:

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

☐ I have attached additional pages.

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

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

Child's year of birth: 20 _____

Paternity was established by:

☐ An Acknowledgement of Paternity (Father is on the birth certificate).

☐ Attach copy of Acknowledgement of Paternity or Birth Certificate.

☐ An Order Establishing paternity.

☐ Attach a copy of the Order.

Child's residence for the past 5 years:

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

☐ I have attached additional pages.

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

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

Child's year of birth: 20 _____

Paternity was established by:

☐ An Acknowledgement of Paternity (Father is on the birth certificate).

☐ Attach copy of Acknowledgement of Paternity or Birth Certificate.

☐ An Order Establishing paternity.

☐ Attach a copy of the Order.

Child's residence for the past 5 years:

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

☐ I have attached additional pages.

3. The children named in this Petition: (Select One)

   ☐ Have lived in Wyoming for at least 6 months before the filing of this Petition or, for children under 6 months of age, have lived in Wyoming since birth.

   ☐ Have not lived in Wyoming for at least 6 months before filing this Petition. (If this is the case, you may want to speak to a lawyer before filing because the Court may not be able to address custody.)

4. 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 Petition, 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 Petition. (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.

5. 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.

6. Primary Care, Custody, and Control over the Minor Children: (Select One)

☐ Both parties are fit and proper persons to share custody and control over the minor children.

☐ Petitioner is a fit and proper person to have the primary care, custody, and control over the minor children subject to the other parent's right of reasonable visitation.

☐ Respondent is a fit and proper person to have the primary care, custody, and control over the minor children subject to the other parent's right of reasonable visitation.

☐ Petitioner is a fit and proper person to have sole care, custody, and control over the minor children.

☐ Respondent is a fit and proper person to have sole care, custody, and control over the minor children.

7. Child Support: (Select One)

☐ Petitioner is capable of paying child support, and the Court should order Petitioner to pay child support.

☐ Respondent is capable of paying child support, and the Court should order Respondent to pay child support.

8. The Court should order the following to provide medical insurance for the minor children if it can be obtained at a reasonable cost: (Select One)

☐ Petitioner.

☐ Respondent.

☐ Both Parents.

9. The Court should order the following to pay any medical expenses, including any deductible or co-pay that is not covered by insurance coverage: (Select One)

☐ Petitioner.

☐ Respondent.

☐ Both Parents.

WHEREFORE, the Petitioner respectfully requests that the Court:

1. **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.

2. **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.

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

_____

_____

_____

_____

3. Order that: (Select One)

   ☐ Petitioner pay child support in an amount determined by the Court using the Wyoming Child Support Guidelines.

   ☐ Respondent pay child support in an amount determined by the Court using the Wyoming Child Support Guidelines.

4. Order that the following provide health insurance coverage for the minor children: (Select One)

   ☐ Petitioner.

   ☐ Respondent.

   ☐ Both parents.

5. Order that the following pay not-covered medical expenses for the minor children: (Select One)

   ☐ Petitioner.

   ☐ Respondent.

   ☐ Both parents.

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

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

I, the Petitioner, 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___.

Petitioner's Signature _____

Printed Name_____

Phone Number_____

Home Address (Physical)_____

_____

Mailing Address_____

_____

Email Address_____

☐ A Wyoming Court Navigator helped with this form.

STATE OF WYOMING)
) ss
COUNTY OF _____)

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

_____
CLERK OF COURT/NOTARIAL OFFICER

My commission expires: _____

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

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

Attorney's Name _____

Attorney's Address/Telephone/Email Address:

_____

_____

_____

_____

STATE OF WYOMING)
) ss
COUNTY OF _____)

IN THE DISTRICT COURT

_____ JUDICIAL DISTRICT

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

Case Number_____

SUMMONS

TO THE ABOVE-NAMED RESPONDENT:

Print Respondent's Name:_____

Home Address (Physical Address): _____

Mailing Address: _____

Phone: _____

Employer Name & Address: _____

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

DATED this _____ day of _____, 20_____.

_____
Clerk of District Court or Deputy Clerk

Petitioner's Name: _____
Home Address (Physical): _____
Mailing Address: _____
Phone Number_____
Email Address: _____

STATE OF WYOMING)
) ss
COUNTY OF _____)

IN THE DISTRICT COURT

_____ JUDICIAL DISTRICT

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

Case Number_____

The rest of this document will be filled out by the Sheriff after the Summons has been served.
(This should be attached to the Summons.)

RETURN OF SERVICE SHERIFF OR DEPUTY

STATE OF WYOMING)
) ss
COUNTY OF _____)

TO BE USED BY WYOMING SHERIFF, UNDER SHERIFF OR DEPUTY

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

- ☐ Petition to Establish Custody, Visitation, and Child Support
- ☐ Summons
- ☐ Confidential Statement of the Parties for Child Support Order
- ☐ Notice of Assignment of Judge
- ☐ Other Documents: _____

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

Served to this person: _____

Served at this address/location: _____

_____
Sheriff or Deputy Sheriff

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

STATE OF WYOMING)
) ss
COUNTY OF _____)

IN THE DISTRICT COURT

_____ JUDICIAL DISTRICT

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

Case Number_____

The rest of this document will be filled out by a person other than Sheriff after the Summons has been served.
(This should be attached to the Summons.)

AFFIDAVIT OF SERVICE

STATE OF WYOMING)
) ss
COUNTY OF _____)

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

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

- ☐ Petition to Establish Custody, Visitation, and Child Support
- ☐ Summons
- ☐ Confidential Statement of the Parties for Child Support Order
- ☐ Notice of Assignment of Judge
- ☐ Other Documents: _____

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

Served to this person: _____

Served at this address/location: _____

By: _____

STATE OF WYOMING)
COUNTY OF _____)

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

_____
CLERK OF COURT/NOTARIAL OFFICER

My commission expires: _____

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

CONFIDENTIAL STATEMENT OF PARTIES FOR CHILD SUPPORT ORDER

Important Note about this Confidential Statement:

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

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

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

1. **Information for each parent**:

Name of Plaintiff/Petitioner:_____
Mailing Address:_____
_____
Physical Address (if different):_____
_____
Email Address: _____
Phone Number: _____
Name of Cell Service Carrier (for example, AT&T, Verizon): _____
Plaintiff/Petitioner's Social Security Number:_____
Plaintiff/Petitioner's Date of Birth:_____
Plaintiff/Petitioner's Place of Birth:_____
Plaintiff/Petitioner's Employer:_____
Employer's Address:_____
_____

Name of Defendant/Respondent:_____
Mailing Address:_____
_____
Physical Address (if different):_____
_____
Email Address: _____
Phone Number: _____
Name of Cell Service Carrier (for example, AT&T, Verizon): _____
Defendant/Respondent's Social Security Number:_____
Defendant/Respondent's Date of Birth:_____
Defendant/Respondent's Place of Birth:_____
Defendant/Respondent's Employer:_____
Employer's Address:_____
_____

2. **Information for each child**:

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

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

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

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

Child's Full Name:_____

Mailing Address:_____

_____

Physical Address (if different):_____

_____

Child's Social Security Number:_____

Date of Birth:_____

Place of Birth:_____

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

DATED _____, 20___.

Signature _____

Printed Name _____

Phone Number _____

Home Address (Physical)_____

_____

Mailing Address _____

_____

Email Address _____

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

STATE OF WYOMING)
) ss
COUNTY OF _____)

IN THE DISTRICT COURT

_____ JUDICIAL DISTRICT

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

Case Number_____

ACKNOWLEDGEMENT AND ACCEPTANCE OF SERVICE

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

- ☐ Petition to Establish Custody, Visitation, and Child Support.
- ☐ Summons.
- ☐ Confidential Statement of the Parties for Child Support Order.
- ☐ Notice of Assignment of Judge.
- ☐ Other Documents: _____

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

I understand that I must file a Response to the Petition to Establish Custody, Visitation, and Child Support (Petition) with the Clerk and serve it to the Petitioner or their attorney, if they have one, within 20 days (or 30 days if I received these papers outside of Wyoming) after signing the Acknowledgment and Acceptance of Service. I understand that if I do not file an answer or response before this deadline, the Court may proceed with the case without further notice to me, a

judgment by default may be taken against me, and the Petitioner may be given what they asked for in the Petition to Establish Custody, Visitation, and Child Support.

DATED _____, 20___.

Signature _____
Printed Name_____
Phone Number_____
Home Address (Physical)_____
_____
Mailing Address_____
_____
Email Address_____

☐ A Wyoming Court Navigator helped with this form.

STATE OF WYOMING)
) ss
COUNTY OF _____)

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

_____
CLERK OF COURT/NOTARIAL OFFICER

My commission expires: _____

CERTIFICATE OF SERVICE

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

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

☐ Delivered by hand to: _____ (name)

☐ Faxed to this number: _____

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

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

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

_____

_____

Signature: _____

Printed Name: _____

Date: _____, 20___

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

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

_____

Attorney's Name

Attorney's Address/Telephone/Email Address:

_____

_____

_____

_____

STATE OF WYOMING)
) ss
COUNTY OF _____)

IN THE DISTRICT COURT

_____ JUDICIAL DISTRICT

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

Case Number_____

Initial Disclosures

(DO NOT FILE THIS FORM WITH THE COURT)

☐ These are the Petitioner's Initial Disclosures.

OR

☐ These are the Respondent's Initial Disclosures.

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

Dated: _____, 20__.

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

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

Instructions for Completing the Required Disclosures

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

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

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

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

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

Schedule C: Custody.

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

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

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

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

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

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

CERTIFICATE OF SERVICE

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

☐ Delivered by hand to: _____ (name)

☐ Faxed to this number: _____

☐ Both Emailed to this address _____ and

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

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

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

_____

_____

Signature: _____

Printed Name: _____

Date: _____, 20___

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

SCHEDULE A

☐ Not Applicable

Employment, Gig Work, Self-Employment

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

☐ I have attached additional pages.

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

If you receive money every week:

Multiply the weekly amount by 52 and divide by 12.

If you receive money every two weeks:

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

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

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

Use the same calculation to figure out your monthly deductions.

SCHEDULE B

☐ Not Applicable

All Other Income Not Previously Listed in This Document

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

☐ I have attached additional pages.

SCHEDULE C

☐ Not Applicable

Custody

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

OR

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

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

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

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

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

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

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

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

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

OR

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

OR

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

OR

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

_____

☐ I have attached additional pages.

STATE OF WYOMING)
) 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_____

CONFIDENTIAL

CONFIDENTIAL FINANCIAL AFFIDAVIT

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

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

My Personal Information

Name (first, middle, last):_____

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

Home Address:_____

_____

_____

Date I moved to this address:_____

Mailing Address (if different):_____

_____

_____

Cell Phone Number:_____

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

Landline Phone Number:_____

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

Information About My Education

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

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

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

I have these degrees and certifications _____

[Remainder of page intentionally left blank]

Information About the Children

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Information About My Work

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

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

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

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

Employed

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

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

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

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

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

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

Information About My Work History

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

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

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

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

Information About My Income

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

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

If you receive money every week:

Multiply the weekly amount by 52 and divide by 12.

If you receive money every two weeks:

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

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

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

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

Information About My Taxes and Expenses

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

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

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

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

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

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

Information About My Ability to Pay

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

_____
_____
_____
_____

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

_____
_____
_____
_____

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

_____
_____
_____
_____

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

_____
_____
_____
_____

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

_____
_____
_____
_____

What Must Be Attached

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

If you provide health insurance for your children:

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

If you are employed:

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

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

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

If you are self-employed:

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

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

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

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

Warning About Perjury

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

Perjury Statute

Wyoming Statute 6-5-301 about Perjury provides:

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

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

OATH

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

DATED _____, 20___.

_____
Signature

☐ A Wyoming Court Navigator helped with this form.

STATE OF WYOMING)
) ss
COUNTY OF _____)

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

_____
NOTARIAL OFFICER

My commission expires: _____

CERTIFICATE OF SERVICE

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

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

☐ Delivered by hand to: _____ (name)

☐ Faxed to this number: _____

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

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

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

_____

_____

Signature: _____

Printed Name: _____

Date: _____, 20___

☐ A Wyoming Court Navigator helped with this form.

STATE OF WYOMING)
) ss
COUNTY OF _____)

IN THE DISTRICT COURT

_____ JUDICIAL DISTRICT

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

Case Number_____

AFFIDAVIT OF IMPUTED INCOME

You might choose or need to file this form if:

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

Information About You

1. My name is _____.

2. Mark only one:

   ☐ I am the Plaintiff/Petitioner in this case.

   ☐ I am the Defendant/Respondent in this case.

Why Are You Filing This Form?

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

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

_____

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

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

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

Information About the Other Party's Work History and Education

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

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

_____

_____

_____

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

_____

_____

_____

_____

Information About the Other Party's Income

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

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

_____

_____

_____

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

_____

_____

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

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

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

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

In each chart:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Multiply the weekly amount by 52 and divide by 12.

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

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

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

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

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

Divide the yearly amount by 12.

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

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

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

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

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

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

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

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

18. Check only one.

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

OR

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

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

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

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

DATED_____, 20___.

Signature _____

Printed Name_____

Phone Number_____

Home Address (Physical)_____

_____

Mailing Address_____

_____

Email Address_____

☐ A Wyoming Court Navigator helped with this form.

STATE OF WYOMING)
) ss
COUNTY OF _____)

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

_____
CLERK OF COURT/NOTARIAL OFFICER

My commission expires: _____

CERTIFICATE OF SERVICE

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

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

☐ Delivered by hand to: _____ (name)

☐ Faxed to this number: _____

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

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

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

_____

_____

Signature: _____

Printed Name: _____

Date: _____, 20___

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

§ 20-2-304. Presumptive child support:

(i) One child:

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

(ii) Two children:

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

(iii) Three children:

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

(iv) Four children:

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

(v) Five or more children:

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

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

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

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

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

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

CHILD SUPPORT COMPUTATION FORM

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

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

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

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

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

DO NOT FILE WITH CONFIDENTIAL FINANCIAL AFFIDAVIT. FOR COMPUTATION PURPOSES ONLY.

NET INCOME CALCULATION WORKSHEET FOR CHILD SUPPORT

A. For Employed Persons:

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

Total Mandatory Deductions: $_____ per month

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

B. For Self-Employed Persons:

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

Total Mandatory Deductions: $_____ per month

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

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

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

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

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

STATE OF WYOMING	)	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	)	

REPLY TO COUNTERCLAIM

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

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

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

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

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

DATED_____, 20___.

Signature of Plaintiff/Petitioner _____
Printed Name_____
Phone Number_____
Home Address (Physical)_____
_____
Mailing Address_____
_____
Email Address_____

☐ A Wyoming Court Navigator helped with this form.

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

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

_____
Attorney's Name

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

CERTIFICATE OF SERVICE

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

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

☐ Delivered by hand to: _____ (name)

☐ Faxed to this number: _____

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

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

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

_____

_____

Signature: _____

Printed Name: _____

Date: _____, 20___

STATE OF WYOMING)
) ss
COUNTY OF _____)

IN THE DISTRICT COURT

_____ JUDICIAL DISTRICT

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

Case Number_____

APPLICATION FOR ENTRY OF DEFAULT

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

Petitioner requests the Court to enter default against the Respondent.

DATED_____, 20___.

Signature of Petitioner_____
Printed Name_____
Phone Number_____
Home Address (Physical)_____
_____

Mailing Address_____

_____

Email Address_____

☐ A Wyoming Court Navigator helped with this form.

STATE OF WYOMING)
) ss
COUNTY OF _____)

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

_____
CLERK OF COURT/NOTARIAL OFFICER

My commission expires: _____

STATE OF WYOMING)
) ss
COUNTY OF _____)

IN THE DISTRICT COURT

_____ JUDICIAL DISTRICT

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

Case Number_____

AFFIDAVIT IN SUPPORT OF ENTRY OF DEFAULT

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

1. I filed a Petition to Establish Custody, Visitation, and Child Support in this case.

2. Respondent was served a copy of the Summons and Petition to Establish Custody, Visitation, and Child Support.

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

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

   ☐ The Respondent filed an Acknowledgment and Acceptance of Service acknowledging that on _____, 20___, Respondent received a copy of the Petition to Establish Custody, Visitation, and Child Support and Summons.

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

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

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

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

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

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

DATED_____, 20___.

Signature of Petitioner _____
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: _____

STATE OF WYOMING)
) ss
COUNTY OF _____)

IN THE DISTRICT COURT

_____ JUDICIAL DISTRICT

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

Case Number_____

ENTRY OF DEFAULT

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

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

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

   ☐ Plaintiff/Petitioner

   ☐ Defendant/Respondent

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

DATED this _____ day of _____, 20_____.

_____
CLERK OF THE DISTRICT COURT OR DEPUTY

Copies to:

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

_____

_____

_____

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

_____

_____

_____

STATE OF WYOMING)
) ss
COUNTY OF _____)

IN THE DISTRICT COURT

_____ JUDICIAL DISTRICT

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

Case Number_____

AFFIDAVIT FOR ORDER ESTABLISHING CUSTODY, VISITATION AND CHILD SUPPORT WITHOUT APPEARANCE OF PARTIES

You might choose or need to file this form if:

- The parties have reached an agreement and both have signed the Order Establishing Custody, Visitation, and Child Support;
  OR
- Either party defaulted and all default paperwork has been presented to the court and an Entry of Default was issued.

My name is _____.

1. In this case, I am the

   ☐ Petitioner.

   ☐ Respondent.

2. ☐ The Petitioner lived in this county, and the Petitioner lived in Wyoming for at least 60 days immediately prior to (leading up to) the day the Petition was filed.

☐ The Respondent lived in this county, and the Respondent lived in Wyoming for at least 60 days immediately prior to (leading up to) the day the Petition was filed.

3. Petitioner is currently a resident of the County of _____ ___, and the State of _____.

4. Respondent is currently a resident of the County of _____, and the State of _____.

5. The Children named in the Petition:
   ☐ Have been in the State of Wyoming for a period of 6 months or more immediately before filing the Petition.

   ☐ Have not been in the State of Wyoming for a period of 6 months or more immediately before filing the Petition.

6. Petitioner and Respondent are the natural or adoptive parents of children.
   The children listed below are:
   - under 18 years of age, OR
   - between the ages of 18 and 20 years and still in high school or a program equivalent to high school, OR
   - 18 years or older and unable to support themselves due to mental, emotional, or physical impairment.

   Child's initials (Do not write full name): _____(John Bob Doe would be J.B.D.)
   Child's year of birth: _____

   Child's initials (Do not write full name): _____
   Child's year of birth: _____

   Child's initials (Do not write full name): _____
   Child's year of birth: _____

   Child's initials (Do not write full name): _____
   Child's year of birth: _____

7. The proposed Order Establishing Custody, Visitation, and Child Support sets forth provisions for child custody, visitation, parental decision-making, and child support that I believe is in our children's best interests. In support of this statement, I provide the following evidence.

(Please address as many of the following factors as possible in your explanation of why the proposed Order serves the children's best interests.)

(i) The quality of the relationship each child has with each parent:_____

_____

_____

(ii) 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:_____

_____

_____

(iii) The relative competency and fitness of each parent:_____

_____

_____

(iv) 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:_____

_____

_____

_____

(v) How the parents and each child can best maintain and strengthen a relationship with each other: _____

_____

_____

_____

_____

_____

(vi) How the parents and each child interact and communicate with each other and how such interaction and communication may be improved:_____

_____

_____

_____

(vii) 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:_____

_____

_____

_____
_____

(viii) Geographic distance between the parents' residences:_____
_____
_____

(ix) The current physical and mental ability of each parent to care for each child:_____
_____
_____
_____
_____
_____

(x) Has either parent had a conviction that would require them to register as a sex offender under W.S 7-19-301- 7-19-10: _____
_____
_____
_____
_____

(xi) Any other factors you want the court to consider necessary and relevant:_____
_____
_____
_____
_____
_____

(xii) The law requires the court to consider evidence of spousal abuse (domestic violence) or child abuse as being contrary to the best interest of the children. Please state whether or not there has been any domestic violence or abuse in the relationship and whether the Order adequately makes arrangements for visitation that best protects the child(ren) and the abused party from further harm:
_____
_____
_____
_____
_____
_____

8. Based on the information provided above, I request the court enter an Order Establishing Custody, Visitation, and Child Support.

OATH

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

DATED_____, 20_____.

Signature _____
Printed Name_____
Phone Number_____
Home Address (Physical)_____
_____
Mailing Address_____
_____
Email Address_____

☐ A Wyoming Court Navigator helped with this form.

STATE OF WYOMING)
) ss
COUNTY OF _____)

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

_____
CLERK OF COURT/NOTARIAL OFFICER

My commission expires: _____

CERTIFICATE OF SERVICE

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

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

☐ Delivered by hand to: _____ (name)

☐ Faxed to this number: _____

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

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

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

_____

_____

Signature: _____

Printed Name: _____

Date: _____, 20___

STATE OF WYOMING)
) ss
COUNTY OF _____)

IN THE DISTRICT COURT

_____ JUDICIAL DISTRICT

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

Case Number_____

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 Establishing Custody, Visitation, 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 this action and a hearing is needed on the following issues:

☐ Allocation (division) of parental responsibilities
☐ Child 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 to establish custody, visitation and child support.

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

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

DATED_____, 20___.

Signature _____

☐ A Wyoming Court Navigator helped with this form.

CERTIFICATE OF SERVICE

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

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

☐ Delivered by hand to: _____ (name)

☐ Faxed to this number: _____

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

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

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

_____

_____

Signature: _____

Printed Name: _____

Date: _____, 20___

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

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

ORDER SETTING HEARING

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

☐ Plaintiff/Petitioner

OR

☐ Defendant/Respondent

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

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

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

DATED this _____ day of _____, 20_____.

_____
DISTRICT COURT JUDGE

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

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

STATE OF WYOMING)
) ss
COUNTY OF _____)

IN THE DISTRICT COURT

_____ JUDICIAL DISTRICT

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

Case Number_____

ORDER SETTING TRIAL AND REQUIRING PRETRIAL STATEMENTS

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

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

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

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

Important Information about Court Reporters

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

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

Do You Need a Reporter?

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

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

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

DATED this _____ day of _____, 20_____.

_____

DISTRICT COURT JUDGE

Copies to:

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

_____

_____

_____

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

_____

_____

_____

SECTION "A"

SWORN STATEMENT OF PARTY

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

NOTE: Item 1 calls for a brief but complete statement of the party's personal history as it may relate to this situation. 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. If superior suitability for primary custody of children is claimed and disputed, reasons for the claim.
3. Reasons, if any, for departure from "standard rules for custody and visitation."
4. List of witnesses and specific summary of expected testimony.
5. 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 this form.

(check one)

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

☐ I have attached additional pages.

(check one)

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

☐ I have attached additional pages.

CERTIFICATE OF SERVICE

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

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

☐ Delivered by hand to: _____ (name)

☐ Faxed to this number: _____

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

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

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

_____

_____

Signature: _____

Printed Name: _____

Date: _____, 20___

STATE OF WYOMING)
) ss
COUNTY OF _____)

IN THE DISTRICT COURT

_____ JUDICIAL DISTRICT

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

Case Number_____

ORDER ESTABLISHING CUSTODY, VISITATION, AND CHILD SUPPORT

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. ☐ The Petitioner currently lives in this county, and the Petitioner has lived in Wyoming for at least 60 days immediately prior to (leading up to) the day this Petition is filed.

3. ☐ The Respondent currently lives in this county, and the Respondent has lived in Wyoming for at least 60 days immediately prior to (leading up to) the day this Petition is filed.

4. The children lived in the State of Wyoming for a period of six months or more immediately before this Petition was filed.

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. At least twenty days have passed since the Petition was filed.

7. Response by Respondent: (Select only one)
   - ☐ The Respondent filed an Answer.
   - ☐ The Respondent filed an Answer 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.

8. The parties are the natural or adoptive parents of 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 initials (Do not write full name): _____	Child's Year of Birth: 20____
Child's initials (Do not write full name): _____	Child's Year of Birth: 20____
Child's initials (Do not write full name): _____	Child's Year of Birth: 20____
Child's initials (Do not write full name): _____	Child's Year of Birth: 20____

☐ I have attached additional sheets of paper

9. This court has jurisdiction of this case.

Custody of the Children.

10. Physical custody shall be as follows (select only one):

☐ Petitioner will have primary physical custody.

☐ Respondent will have primary physical custody.

☐ The parties will share physical custody (for example, 50/50 or some other arrangement).

Unless defined another way in this Order, **joint legal custody** means there will be shared responsibility for making major decisions about the children's welfare, education, discipline, non-emergency healthcare, and religious training.

11. Legal custody shall be as follows:

☐ The parties will have joint legal custody. (This means there will be shared responsibility for making major decisions about the children's welfare, education, non-emergency healthcare, discipline, 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.

☐ Other legal custody arrangement described in detail:

_____

_____

_____

_____

12. The parties have an obligation to contribute to the support of the parties' minor children.

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

IT IS THEREFORE ORDERED:

CHILD CUSTODY, VISITATION AND SUPPORT:

13. **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:

_____

_____

_____

_____

_____

14. **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:
(Complete Sections A, B, C and D **OR** Section E Below)

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. **<u>OTHER VISITATION</u>**: 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. **<u>SUMMER SCHEDULE</u>**:
(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 4th	☐ 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://childsupport.wyoming.gov/calculator/index.html or call your local child support enforcement agency.

15. **CHILD SUPPORT:**

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

a. Number of children: _____

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

☐ Actual (Petitioner submitted a Confidential Financial Affidavit)

OR

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

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

☐ Actual (Respondent submitted a Confidential Financial Affidavit)

OR

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

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

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

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

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

☐ The children receive public assistance.

☐ The children DO NOT receive any public assistance.

h. **Amount of Child Support**:

☐ Petitioner

☐ Respondent

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

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

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

_____
_____
_____
_____

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

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

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

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

PLACE:

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

Clerk of the District Court, whose address is (see District Court Clerks Addresses in this packet): _____ _____ _____	**OR**	State Disbursement Unit 2300 Capitol Ave. Hathaway Bldg., 5th Floor, Suite A Cheyenne, WY 82002

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

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

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

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

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

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

16. **MEDICAL INSURANCE**:

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

(Select One Option)

☐ Petitioner

☐ Respondent

☐ Both parents

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

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

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

d. Failure to Provide Insurance. The Court may hold a parent in contempt for refusing to provide the ordered insurance or for failing or refusing to provide the information required above. In addition, if either parent fails to provide insurance or proof of insurance as required by this agreement, the other parent may provide such insurance and the parent who was supposed to shall be responsible to pay to the other parent the cost of such insurance plus the costs that parent had to pay for collection, including reasonable attorney's fees.

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

(Select One Option)

☐ 50% each by Petitioner and Respondent.

☐ _____% by Petitioner and _____% by Respondent.

a. If the insuring parent fails to pay the insurance premium, all health care expenses of the children not covered by insurance shall be the responsibility of that party.

b. If the insuring parent fails to maintain insurance as required, that party may be found in Contempt of Court and may be required to pay or reimburse the expenses and costs set forth in W.S. §20-2-401(e).

17. 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.

18. **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)_____

19. **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.

20. **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.**

21. **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

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

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

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

_____
Petitioner's signature

STATE OF WYOMING)
) ss
COUNTY OF _____)

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

_____
NOTARIAL OFFICER/CLERK

My commission expires: _____

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

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

_____
Respondent's signature

STATE OF WYOMING)
) ss
COUNTY OF _____)

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

_____
NOTARIAL OFFICER/CLERK

My commission expires: _____

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

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

_____
Petitioner's signature

☐ **If a court hearing was held**:

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

_____ _____
Petitioner's signature Respondent's signature

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

_____
_____
_____

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

_____
_____
_____

STATE OF WYOMING)
) ss
COUNTY OF _____)

IN THE DISTRICT COURT

_____ JUDICIAL DISTRICT

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

Case Number_____

ORDER FOR INCOME WITHHOLDING

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

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

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

Clerk of the District Court, whose address is. (see District Court Clerks' Addresses in this packet): _____ _____ _____	OR	State Disbursement Unit 2300 Capitol Ave. Hathaway Bldg., 5th Floor, Suite A Cheyenne, WY 82002

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

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

OR

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

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

OR

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

The Court states:

_____

_____

_____

_____

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

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

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

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

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

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

Obligor (person owing child support): _____

Address: _____

_____

Obligee (person to receive child support): _____

Address: _____

_____

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

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

DATED this _____ day of _____, 20_____.

BY THE COURT:

_____
DISTRICT COURT JUDGE

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

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

_____

List of Addresses for the Clerk of District Court Offices

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

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

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

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

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

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

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

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

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

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

List of Addresses for the Clerk of District Court Offices

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

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

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

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

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

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

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

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

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

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

List of Addresses for the Clerk of District Court Offices

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

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

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