

File Your **MODIFICATION** Motion  
(Notice/Motion to Change) (Includes  
Child Support)

Need Waiver Approval

1 - Get Your Fee Waiver **Approved**

**ROOM 609-**  
Chief Judge's  
Office

- *Goal:* Fee Waiver Approval
- *What to Bring:*
  - Signed fee waiver
  - Proof of income or public assistance

2 - File with the Clerk of Court

**ROOM 104-**  
Clerk of Court

- *Goal:* File with Court
- *What to Bring:*
  - Approved Fee Waiver
  - All forms and copies

# File Your **MODIFICATION** Motion (Notice/Motion to Change) (Includes Child Support)

Need Waiver Approval

## 3 - File Documents with the Court

**ROOM 308-**  
Family Court  
Commissioner

- *Goal:* Get Your Hearing Date
- *What to Bring:*
  - All forms and copies
- The clerk will give you a hearing date
  - **Make sure the hearing date is written on all copies**

## 4 - File with Child Support

**ROOM 101-**  
Child Support  
Services

- *Goal:* Give a copy to Child Support
- *What to Bring:*
  - Copy of all forms