

File Your **MODIFICATION** Motion
(Notice/Motion to Change) (No Child
Support)
Need Waiver Approval

1 - Get Your Fee Waiver **Approved**

ROOM 609-
Chief Judge's Office

- *Goal:* Fee Waiver Approval
- *What to Bring:*
 - Notarized 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

3 - File Documents with the Court

ROOM 308-
Family Court
Commissioner

- *Goal:* File with the Family Court
- *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**