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Rule 17.300—Form 301: ***Application to Modify Child Support***

Read the *Guide to Representing Yourself in a Child Support Modification Case in Iowa* on the Iowa Judicial Branch website before using this form.

- You cannot use this form to change child custody, physical care, or visitation arrangements.
- You cannot use this form if there is no current Iowa court order or decree setting child support.
- Use this form only if you want to increase, decrease, or stop child support.
- "Applicant" is the person who files the first paper (an Application) to start a case to modify (change) child support. Applicant could have been either Petitioner or Respondent in the original case.

If filing electronically, you must provide any protected information in full on form 311.

If filing in paper, you may use form 311 to provide any protected information in full.

If you do not understand how to use this form, or if you should use this form, talk to an attorney.

In the Iowa District Court for _____ **County**

County of current child support order

Upon the Petition of _____ **Petitioner** *Full name of Petitioner as it is in the original case* and concerning _____ **Respondent** *Full name of Respondent as it is in the original case*	Equity case no._____ *(As stated in the current support order)* **Application to Modify Child Support**

1. Personal Information

Fill in all information that you know. If you have been assaulted by your spouse fear for your safety, you may leave your street address, phone number, and email blank.

A. Applicant's (the party seeking to modify child support) information:

_____ _____
Full name: first, middle, last *Birth year*

_____ _____ _____ _____
Applicant's present street address *City* *State* *ZIP code*

_____ (_____) _____ _____
County *Phone number* *Email address*

B. Other parent's information:

_____ _____
Full name: first, middle, last *Birth year*

_____ _____ _____ _____
Other parent's present street address *City* *State* *ZIP code*

_____ (_____) _____ _____
County *Phone number* *Email address*

If you need assistance to participate in court due to a disability, contact the disability coordinator at: (_____) _____ Persons who are hearing or speech impaired may call Relay Iowa TTY (1-800-735-2942). **Disability coordinators cannot provide legal advice.** Disability coordinator contact information available at: http://www.iowacourts.gov/Administration/Directories/ADA_Access/ .

C. Other person (non-parent) who receives child support *Check one*

(1) ☐ There is no other person (non-parent) who receives child support in this case.

(2) ☐ There is another person (non-parent) who receives child support in this case.

If someone other than a parent gets child support in this case, check box (2) and fill in below the person's name, year of birth, present residence, and contact information.

_____ _____
Full name: first, middle, last *Birth year*

_____ _____ _____ _____
Present street address *City* *State* *ZIP code*

_____ (_____) _____ _____
County *Phone number* *Email address*

2. General Information about this Case

A. Current child support order

(1) Date the current child support order was entered: _____ _____, 20____
Month *Day* *Year*

(2) County and state where the order was entered: _____ _____
County *State*

(3) Case number on the current child support order: _____
Case number

(4) Person who pays child support in this case: _____
Name: first, last

(5) Person who receives child support in this case:_____
Name: first, last

(6) Current amount of child support paid: $_____ per _____.
Amount *Frequency*

B. Copy of current child support order *Check one*

(1) ☐ A copy of the current child support order is attached.

(2) ☐ A copy of the current child support order is not attached.

C. Child Support Recovery Unit (CSRU) *Check one*

(1) ☐ The Child Support Recovery Unit (CSRU) is involved in this case. *If CSRU is involved in this case, see the* ***Important Notice to Applicant*** *on page six of this form.*

(2) ☐ The Child Support Recovery Unit (CSRU) is not involved in this case.

D. Collection Services Center (CSC) *Check one*

(1) ☐ The Collection Services Center (CSC) is involved in this case.

The CSC number is: _____

(2) ☐ The Collection Services Center (CSC) is not involved in this case.

E. Other child support orders *Check one*

(1) ☐ There are no other child support orders for the child or children involved in this case.

(2) ☐ There are other child support orders for the child or children involved in this case.

They are:

Case Number	*County*	*State*
Case Number	*County*	*State*

☐ *Check this box if you are attaching a separate sheet listing additional child support orders.*

F. The following children are covered by the current child support order:

First, middle, & last initials of each child	Birth year
(1)	
(2)	
(3)	

First, middle, & last initials of each child	Birth year
(4)	
(5)	
(6)	

☐ *Check this box if you have attached a separate sheet listing additional children.*

G. The child support amount should be changed because *Check all that are true*

(1) ☐ There is a juvenile court order that changed where the child or children are living. The person paying support has custody of the children.

If you check (1), *write the county where the juvenile court order was entered and the case number.*

County *Case Number*

(2) ☐ One or more of the children live with the parent who is paying support. There is no court order that sets up custody.

(3) ☐ One or more of the children no longer qualify for child support.

(4) ☐ My (Applicant's) income has gone down.

(5) ☐ Respondent's (other parent's) income has gone up.

(6) ☐ Other reason *Explain*

H. Child support amount should be *Check all that apply*

(1) ☐ Raised *Explain* _____

(2) ☐ Lowered *Explain* _____

(3) ☐ Stopped *Explain* _____

I. Tax deduction for the children

Check (1) *or* (2)

(1) ☐ There is no court order at this time on tax deductions for the children.

(2) ☐ There is a court order at this time on tax deductions for the children.

If you check (2), *check* a *or* b:

a. ☐ A court order currently says who gets the tax deduction for the child or children and it should stay the same.

b. ☐ A court order currently says who gets the tax deduction for the child or children and it should be changed. *Explain*

_____

_____

_____

J. Health care expenses for the children

Check (1) *or* (2)

(1) ☐ There is no court order at this time on who pays health care expenses.

(2) ☐ There is a court order at this time on who pays health care expenses.

If you check (2), *check* a *or* b:

a. ☐ A court order currently says who pays for health care expenses for the child or children and it should stay the same.

b. ☐ A court order currently says who pays for health care expenses and it should be changed. *Explain*

_____

_____

_____

K. The other party is

Check each that is true

(1) ☐ In the military service

(2) ☐ In prison or jail at _____ in _____.
Name of facility *State*

L. Protective or no contact order

Check (1) *or* (2)

(1) ☐ There is no "protective order" or "no-contact order" between any of the parties and me (Applicant).

(2) ☐ There is a "protective order" or "no-contact order."

If you check (2), *fill in the following information*:

a. County and state where the order came from: _____ _____
County *State*

b. Court case number: _____

M. Other information: _____

Show Lines
Hide Lines

_____

_____

3. Applicant's Request

A. Applicant asks the court to:

Check all that apply. The court will only consider items that are checked.

(1) ☐ Raise the current child support payment.

(2) ☐ Lower the current child support payment.

(3) ☐ End the current child support payment.

(4) ☐ Set child support for the parent who does not have the children.

(5) ☐ Change who gets the tax deduction for the child or children.

(6) ☐ Change who pays for health care expenses for the child or children.

(7) ☐ Order that the other party pay the court fees.

(8) ☐ Order that the other party pay my attorney fees.

(9) ☐ Other request: _____

Show Lines
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Continued on next page

4. Attorney Help

Check one

A. ☐ An attorney did not help me prepare or fill in this paper.

B. ☐ An attorney helped me prepare or fill in this paper.

If you check B*, you must fill in the following information*:

_____ _____
Name of attorney or organization, if any *Attorney's P.I.N. # – Ask the attorney*

_____ _____ _____ _____
Business address of attorney or organization *City* *State* *ZIP code*

(_____) _____ (_____) _____ _____
Attorney's phone number *Attorney's fax number – optional* *Attorney's email address – optional*

5. Service Instructions if Filing in Paper

Check A *or* B ***only if*** *Applicant is filing in paper, not electronically*

A. ☐ Applicant will accept service of documents at the attorney's address listed above; or

B. ☐ Applicant will accept service of documents in this case at the mailing address below.

6. Oath and Signature

I, _____, have read this Application, and I certify under penalty
Print your name
of perjury and pursuant to the laws of the State of Iowa that the information I have provided in this Application is true and correct.

_____ _____, 20_____ _____
Signed on: Month *Day* *Year* *Your signature**

_____ _____ _____ _____
Mailing address *City* *State* *ZIP code*

(_____) _____ _____ _____
Phone number *Email address* *Additional email address, if applicable*

* *Whether filing electronically or in paper, you must handwrite your signature on this form. If you are filing electronically, scan the form after signing it and then file electronically.*

Important Notice to Applicant

- See next page for instructions for filing an Application.
- You must serve this Application and an Original Notice on the other parties.
- If the Child Support Recovery Unit (CSRU) is involved in this case, you must also serve both forms on CSRU.
- See the *Guide to Representing Yourself in a Child Support Modification Case in Iowa* for information on serving papers.

Do not file these instructions

Instructions for Filing an Application to Modify Child Support

The Iowa Judicial Branch is converting the court system to electronic filing county by county. The electronic filing system is also known as EDMS. To determine if this case is in a county using electronic filing, check the map available on the Iowa Judicial Branch website under eFiling, or call the clerk of court office in your county. If your county accepts electronic filing, **you must file electronically**, even if your original case was in paper, unless you get permission from the court to file in paper. Contact the clerk of court in your county if you are unable to file electronically.

Filing your Application electronically

- If you are filing your Application in a county that uses electronic filing, you must register to electronically file. For help with registration, *see* the eFiler's User Guide *How to Register Pro Se (Self Represented) for eFiling*.
- After you have registered, log in to the electronic filing system to electronically file your Application.
- For help electronically filing your Application, *see* *How to eFile a New Case*.
- With your Application, you must also file an Original Notice (304) and a Protected Information Disclosure (311).
- You will receive a Notice of Electronic Filing (NEF) when the clerk of court has approved the eFiling of your Application and other documents.
- If there was a problem with your filing, EDMS will send you a Retraction Notice. You can then log in to My Filings, correct the error, and resubmit your filing. For help, *see* *How to Resubmit a Returned Filing*.
- Log in to your eFile account and download and print your Application and Original Notice so that you can serve it on (deliver it to) the other party.
- For help finding and downloading your Application and Original Notice, please *see* *My Filings Reference Guide*.

Filing your Application in paper

- If the county where you will be filing your Application does not yet accept electronic filing, you must proceed in paper. If the county does accept electronic filing, you must proceed electronically, unless you have received permission from the court to file in paper.
- With your Application (301), you must also file an Application Cover Sheet (302), an Original Notice (304a), and a Confidential Information Form (303).
- Forms 301 and 304a**:** Make **two** photocopies if you can deliver copies of these forms to the other party in-person or by mail. Make **three** photocopies if you are going to ask the county sheriff or a civil process server to deliver these forms to the other party.

  Note about making photocopies: You should make your photocopies before you go to the courthouse to file your papers. It is expensive to make photocopies at the clerk of court office. It is cheaper to make the copies at a business that makes photocopies or at a public library.
- If the Child Support Recovery Unit (CSRU) is involved in your child support modification case, you must also provide each form you file to the CSRU office that serves the county where your child support case is filed.
- Forms 302 and 303: You do **not** have to make photocopies of these forms.

- Take the original forms you filled in and the photocopies to the clerk of court office in your county. Tell the clerk at the counter you are filing an Application to Modify Child Support.
- Give the clerk at the counter these forms:

  301 Application to Modify Child Support

  302 Coversheet for an Application to Modify Child Support

  303 Confidential Information Form (*Do **not** make copies of this form.*)

  304a Original Notice
- Pay the filing fee. If you cannot afford to pay the filing fee, prepare and file form 309.
- The clerk at the counter can tell you the amount of the filing fee. The Iowa legislature sets these fees and periodically raises them, so check with the clerk's office to confirm the current filing fee.
- The clerk of court will sign the Original Notice (304a). You will have to serve this form on (deliver it to) the other party.
- The clerk at the counter will time-stamp each of the copies (original and photocopies).

Do not file these instructions