

**Rule 17.300—Form 304: Original Notice for Personal Service**

**Applicant must serve the Application on the other party within 90 days** after filing the Application. Failure to meet this deadline may result in the court dismissing the Application.

Read the *Guide to Representing Yourself in a Child Support Modification Case in Iowa* on the Iowa Judicial Branch website for additional important instructions.

 *If filing electronically, Applicant must complete this form.*

 *If filing in paper, Applicant must use form 304a.*

*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 where Application is filed*

**Upon the Petition of**

**Petitioner**

*Full name of Petitioner as it is in the Application*

and concerning

**Respondent**

*Full name of Respondent as it is in the Application*

**Original Notice for  
Personal Service**

To: \_\_\_\_\_  
*Petitioner or Respondent*

\_\_\_\_\_  
*Other person receiving child support in this case, if any.*

*If the Child Support Recovery Unit is involved in this case,  
list "Child Support Recovery Unit" on the second line.*

- Applicant (the party bringing this case) has a lawsuit asking for a change in child support.
- A copy of the Original Notice for Personal Service (form 301) is attached to this Notice.
- Applicant is not represented by an attorney.
- Applicant's contact information during this modification case:

\_\_\_\_\_  
*Applicant's name*

\_\_\_\_\_  
*Mailing address*                      *City*                      *State*                      *ZIP code*

(\_\_\_\_\_) \_\_\_\_\_  
*Phone number*                      *Email address*

**For party receiving this Original Notice: Important instructions on next page**

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/](http://www.iowacourts.gov/Administration/Directories/ADA_Access/).

### **Instructions to Party Receiving the Original Notice**

- A. You **must** file an Answer or a Motion with the clerk of court in the above county within **20 days** after you receive this Original Notice. If you do not file an Answer or Motion within **20 days** after receiving this Original Notice, the **court may enter a judgment against you** giving Applicant what he or she asked for in the Application.
- B. For help in this case, and for forms that you must use if you choose to represent yourself without an attorney, visit the Iowa Judicial Branch website at <http://www.iowacourts.gov/> and click on “Court Rules & Forms” or on “For the Public.”
- C. If you received Application form 301, you may use Answer form 315.
- D. This case has been filed in a county that uses electronic filing. You must register to eFile through the Iowa Judicial Branch website at <https://www.iowacourts.state.ia.us/Efile> and obtain a log in and password for filing and viewing documents in your case and for receiving service and notices from the court.
  - For general rules and information on electronic filing, refer to the Iowa Court Rules Chapter 16 Pertaining to the Use of the Electronic Document Management System, available on the Iowa Judicial Branch website.
  - For court rules on the Protection of Personal Privacy in court filings, refer to Division VI of the Iowa Court Rules Chapter 16.
  - If you are unable to proceed electronically, you must receive permission from the court to file in paper. Contact the clerk of court in the county where the Application was filed for more information on being excused from electronic filing.
- E. If you electronically file your Answer or Motion, it will be served automatically on Applicant. A Notice of Electronic Filing (NEF) will tell you if the court has excused Applicant from electronic filing. If the court has excused Applicant from electronic filing, you must mail a copy of your Answer or Motion to Applicant.

### **Important Notice**

You should talk to an attorney at once to protect your interests.