

**Rule 17.300—Form 304a: 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 form 304.*

 *If filing in paper, Applicant must use this 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 Application to Modify Child Support (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*

**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 this Original Notice

- You **must** file an Answer or a Motion with the clerk of court in the above county within **20 days** after you receive this Application. If you do not file an Answer or Motion within **20 days** after receiving this Application, the **court may enter a judgment against you** giving Applicant what is asked for in the Application.
- If you received Application form **301**, you may use Answer form **315**.
- After you file your Answer or Motion, you must serve a copy of it on Applicant.

(SEAL)

\_\_\_\_\_  
*Clerk of Court*

\_\_\_\_\_ County Courthouse

\_\_\_\_\_, Iowa \_\_\_\_\_  
*City* *ZIP code*

### Important Notice

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