MOTION TO MODIFY CHILD CUSTODY AND SUPPORT

FORMS

Do not file this document with the court.

MOTION TO MODIFY CHILD CUSTODY AND SUPPORT FORMS

(These forms shall be used by a person who wants to change a judgment for child custody and support.)

Introduction

These forms are available to you at no cost on the Representing Yourself website. Some courts may provide paper copies of these forms for a fee. Only a lawyer may charge you a fee for preparing these forms. You are required to complete the Litigant Awareness Program on selfrepresent.mo.gov before preparing these forms. Your local court may also have other educational programs available to help you in the preparation of these forms.

General Information about Forms

The forms must be downloaded with Adobe Acrobat Reader or Adobe Acrobat DC to save the information you enter. Adobe Acrobat Reader DC is available for free from the Adobe website. Save the forms before you begin entering information. After you have filled in the forms on your computer, save the information and print the forms to file them with the court.

If you are working on a public computer, **don't save your personal information on the public computer**. Use a USB memory stick or other removable device.

The forms listed below are interactive. If you fill in the forms on your computer, some of the information you enter on one line may automatically transfer to another line. The forms also contain bookmarks that help you to navigate through the forms. In addition, there are "links" embedded in the forms. These links are usually blue and can take you to a related location in the forms or to a related website.

Most documents that are filed with the court can be seen by anyone online. Some information on documents is considered confidential and **must** be removed or hidden.

► If you are filing a document with the court YOU must be aware of what information is considered confidential.

What is confidential information?

Confidential information often used in family court matters can include information listed in Court Operating Rule 2.02(c). This is not a complete list. If you are filing attachments to any forms from this website, confidential information might be on those documents also.

► YOU are responsible for redacting (removing) information you are filing with the court that is confidential.

How do I remove information?

Redact means to remove or hide information listed on a document before you file it with the court. Below are two ways you can redact confidential information:

Option One

1) Fill out your documents completely (including confidential information).
2) Make a copy of all documents that have confidential information.
3) Go through the **copied** documents and black out or white out any confidential information.

Option Two

1) Fill out your documents using generic descriptions for any confidential information you do not want to provide. For example, use initials or "Child One" instead of the full name of a child.

If you remove any information, you are required to show the court what you removed when you complete the *Confidential Case Filing Information Sheet* (FI10). Do not redact the *Confidential Case Filing Information Sheet* (FI10) or the *Redaction Certification* form (GN320).

► YOU must confirm you have followed the rules for redaction.

How do I do this?
After you have done option one or two above, confirm you have followed the rules by filling out the *Redaction Certification* form (GN320). You have to fill out this form even if you did not remove any information.

► YOU must file with the court all unredacted and redacted documents and the *Redaction Certification* form (GN320).

► IF you think SOMEONE HAS NOT CORRECTLY REDACTED INFORMATION, file the *Motion to Correct Redaction* form (GN325) to bring it to the attention of the court. The form is available from the Home page of this website under Approved Court Forms.

The person who filed the original petition in the case you want to change is the Petitioner. The person who was listed as the Respondent in the original petition in the case you want to change is still the Respondent in the Motion to Modify.

What do I need to do?

1. Complete the Litigant Awareness Program on selfrepresent.mo.gov. Upon completion, print your Certificate of completion of the Litigant Awareness Program.

2. Completely and fully fill out the following forms.

    1. Confidential Case Filing Information Sheet (Form FI-10)
       This form is required by most courts to enter the information about your case into the court's computer system.

    2. Redaction Certification (Form GN320)
       The filer certifies that all documents in this submission for filing with the court comply with all redaction requirements of Court Operating Rule 2.

    3. Motion to Modify Child Custody and Support (Form CAFC101)

    4. Parenting Plan (Form CAFC501)
       There are two parts to this form, Part A and Part B. Part A deals with custody issues of the children, and Part B deals with support issues of the children. You must complete both parts of the *Parenting Plan*.

       If you have different custody or support arrangements for some of the children, you must complete a separate *Parenting Plan* for each set of children.

       If the parents agree on the *Parenting Plan*, you may both sign and file one plan. This *Parenting Plan* can then be introduced into evidence at your hearing for the court to approve.

    5. Statement of Income and Expenses (For use in Modification Cases) (Form CAFC150)
       This form requires you to list income and expenses for both you and the other parent.

    6. Statement of Property and Debt (For use in Modification Cases) (Form CAFC140)
       This form requires you to list your property and debt.

7. Answer to Motion to Modify Child Custody and Support (Form CAFC111-R)
   The other parent may complete this form in response to your petition. The other parent may file this answer with the court if they do not want to be personally served with your motion. By signing this form, the other parent is allowing the court to decide your case. The other parent may also use this form to disagree with your statements on your forms.

8. Notice of Hearing (Form CAFC721)
   In Missouri, the circuit court keeps its schedule of hearings, called the docket. Some circuits require a pretrial hearing, case management, or settlement conference before the final hearing. In some circuits, a litigant will not be placed on the docket automatically, but will need to request a hearing to get on the docket. You should check with your local court to determine how your court schedules its docket.

9. Judgment for Modification of Child Custody and Support (Form CAFC170)
   This is the proposed judgment you will offer to the court. Different courts handle the preparation of the judgment in different ways. In some courts, the judge will direct you to prepare a judgment, and in other courts, the judge will prepare the judgment.

3. File the following signed forms with the court. **As shown below, you may need to file more than one copy of certain forms.** You should file the forms in the same circuit court where the original *Judgment* was entered.

	Original	Copy of Original for Other Party	Redacted Version (if applicable)
Confidential Case Filing Information Sheet	x		
Redaction Certification	x	x	
Motion to Modify Child Custody and Support	x	x	x
Parenting Plan, Parts A and B	x	x	x
Statement of Income and Expenses (For use in Modification Cases)	x	x	x
Statement of Property and Debt (For use in Modification Cases)	x	x	x
Family Court Cover Sheet, if it applies (Check with the court where you file these forms.)	x	x	x
Notice of Hearing	x	x	x
Judgment for Modification of Child Custody and Support	x	x	x
Certificate of completion of Litigant Awareness Program	x		

4. You must pay the required filing fee. Check with the circuit court where the original *Judgment* was entered to determine amounts due.

5. Unless the other parent completes and files the *Answer to Motion to Modify Child Custody and Support* before being served, you must file a copy of all of the forms listed above with the court. The copies will be used to personally serve the other parent with the forms.

6. If the other parent completes and files the *Answer to Motion to Modify Child Custody and Support* before being served, you must provide the other parent with a copy of all the forms, except the Confidential Case Filing Information Sheet.

7. You should also keep a copy of these forms for your records.

8. You should check with the court clerk where you are filing to see if additional forms are required.