

## Prisoner Instructions for *Pro Se* Motions to Change Child Support

1. GO TO WEBSITE. Go to the website [www.wicourts.gov](http://www.wicourts.gov).
2. FIND YOUR FORM.
  - A. Click on “forms” near the top of the page in the navigation bar.
  - B. Click on “circuit court”; click “Family” (in blue type); and click “all family forms” (in blue type).
3. FORMS NEEDED
  - A. **Form FA-4170** (Notice of Motion and Motion to Change: Legal Custody, Physical Placement, Child Support or Spousal Maintenance)
  - B. **Form FA-4139** (Financial Disclosure Statement)
    - You will need one (1) for yourself to be completed and brought with you to Court
  - C. **Form FA-4175** (Decision & Order on Motion or Order to Show Cause to: Change of Legal Custody, Physical Placement, Child Support, Spousal Maintenance, Other). This form is only needed if the Court instructs you to complete an order following the hearing.
  - D. If you cannot afford the \$30.00 filing fee, you will need to complete **Form CV-438** (Prisoner’s Petition for Waiver of Prepayment of Fees/Costs – Affidavit of Indigency) and complete the top of **Form CV-439** (Order on Prisoner’s Petition for Waiver of Prepayment of Fees/Costs). **Your signature must be notarized.** If your request has been denied, the Clerk of Courts will contact you. You must then either pay the \$30.00 filing fee or remedy any items indicated by the judge. Until your payment or an approved waiver is received, a hearing will not be scheduled.

To find and print this form:

1. Click on “forms” near the top of the page in the navigation bar.
2. Click on “circuit court”; click “Civil” (in blue type); and click view “all civil forms” (in blue type).

### SUBMISSION INSTRUCTIONS

1.  Complete and sign **Form FA-4170** (Notice of Motion and Motion to Change: Legal Custody, Physical Placement, Child Support or Spousal Maintenance).
2.  Submit the following to the **Rock County Clerk of Courts**:
  - A.  Completed **Form FA-4170** (Notice of Motion and Motion);
  - B.  \$30.00 filing fee payable to Clerk of Court; **or**  
 Completed and notarized **Form CV-438** (Prisoner’s Petition for Waiver of Prepayment of Fees/Costs – Affidavit of Indigency) **and** **Form CV-439** (Order on Prisoner’s Petition for Waiver of Prepayment of Fees/Costs); **Be sure to include required attachments as indicated on the form.**
  - C.  Your completed **Form FA-4139** (Financial Disclosure Statement).
  - D.  A Completed Request to Appear by Telephone
  - E.  A stamped, self-addressed envelope if you are not registered to receive filed documents electronically
3. Serve the other party. When you receive the documents back from the Clerk of Courts, a complete copy of the motion (including all attachments) and the Notice of Hearing generated by the Clerk of Court must be served on all other parties, including the Child Support Agency. If the other party is not opted-in for electronic filing in the case, a copy must be physically given to or mailed to the other party. One of

the following proof-of-service forms must be filed with the Court or brought to Court with you at the time of the hearing. Follow the instructions on the left-hand side of the form to ensure the form is completed correctly

Use **Form FA-4121** to provide proof if you will mail the documents to the other party. The documents must be mailed at least eight (8) days prior to the hearing. If you are unsure of the other parties' current address, the documents must be mailed to the last known address provided to the court. Read the instructions on the left-hand side of the document carefully.

4. Attend the hearing. If you cannot appear at the hearing in person, you must complete a request to appear by telephone.  
Please note: You must be available at the number you provided. Hearings are held in random order and there is no way to know exactly when the court will call you.

**The order will not change until the Rock County CSA receives a filed-stamped copy of an order from the hearing that has been signed by the court official.**

ADDITIONAL INFORMATION:

The legal term "*pro se*" means "for himself" or "for herself." This refers to filing legal papers and appearing in court without an attorney. Persons acting as their own attorney must follow the same Wisconsin Statutes and court rules that attorneys have to follow. The Rock County CSA is unable to help you complete the above-referenced forms.

Instructions for the *Pro Se* Forms appear along the left side of the forms. Having a copy of your court order available will make it easier for you to complete your forms. It is only necessary to complete the sections that apply to your requested change in child support. Leave areas of the forms marked "**For Court Use Only**" blank.

The *Pro Se* Forms cannot be modified. However, you may attach additional information to the Pro Se Forms. If you do need to attach additional information, please type or print neatly (in ink) and be very brief (state only the facts directly related to child support). Do this only if it is:

- necessary to state the change you are asking for; or
- necessary to state the change in circumstances.