

PRO SE MODIFICATION OF CHILD SUPPORT ORDERS

Pro se means “for himself” or “for herself”. This refers to filing legal papers and appearing in court without an attorney.

Modifications of court orders can be obtained in two ways: by Stipulation, or by filing a Motion with the Courts.

Pro Se Forms are available online through the Wisconsin Court System’s website www.wicourts.gov or from the La Crosse County Clerk of Court’s Office.

Documents downloaded from the website are free of charge. There are nominal fees for documents purchased through the Clerk of Courts. There may also be fees to file your motion with the Clerk of Courts which is a required step in the process. Consult with the Clerk of Court’s office for fee information. If you cannot afford the fees, you may apply for an order to have those fees waived. – See Waiver of Fees in the Pro Se Court forms section below.

Forms from the Wisconsin Court System’s website can be found by selecting “forms” from the menu of options at the top of the page. Then select Circuit Court/ Family/Post Judgment for a list of available stipulations and motions. Depending on the situation, select either of these two forms to accomplish a modification:

- FA- 604 –Stipulation and Order to Amend Judgment for Support/Maintenance/Custody/Placement - if parties agree
- FA-4170 - Notice of Motion and Motion to change: Legal Custody, Physical Placement, Child Support or Spousal Maintenance – if parties do not agree
- See below for links/description of other forms that may be required

You must carefully follow the instructions included with any paperwork you wish to file with the court. There are several resources available to assist you with questions you may have on the paperwork.

- Family Law Center – Located in the La Crosse County Law Enforcement Center – 333 Vine St. Staffed by volunteers who cannot provide legal advice, but can assist with the completion of various legal documents. Contact the Family Court Commissioner’s Office (608)785-5600 for hours the Center is staffed or consult the schedule posted outside the office.
- Legal Clinic: Local Attorneys and Paralegals provide free legal advice on the 3rd Wednesday of every month at First Baptist Church (Main St and West Avenue) from 6:00pm-7:30pm.
- Legal Action of Wisconsin – Legal Services provided at low or no cost to qualified applicants. (608)785-2809, 205 5th Ave S. La Crosse
- Please be advised that the La Crosse County Child Support Agency cannot and will not provide you with legal advice.

Before deciding to file a motion, you will need to know the provisions of any current court order. If you do not have a copy you may request to view or purchase a copy from the Clerk of Courts.

Please take notice that if the order was entered more than 33 months ago, you automatically qualify for a hearing to consider a change in the amount of child support. If your case is a "IV-D" case, the Child Support Agency (CSA) must review and approve stipulation agreements before your court hearing. *It is required that a copy of the final order be provided to the Child Support Agency if you have a 'IV-D' case.* Generally your case is a considered a 'IV-D' case if you applied for agency services or are receiving public assistance which may include:

- W-2
- Medical Assistance - some forms of Badger Care
- Child Care Assistance

In order for the Child Support Agency to adequately review the proposed stipulation, please include proof of each party's income including: Income and Asset Statement for each party with current pay stubs and/or tax returns. Additionally, if there is a placement schedule, provide the current court order that outlines the schedule.

You may contact the worker assigned to your case to schedule a time to have your stipulation reviewed and approved. A list of staff and caseload assignments is available on the agency's website at www.lacrossecounty.org/childsupport

- The Child Support Agency attorney may appear at your hearing to represent the State's interest. This is generally when cash public assistance is being received.

PRO SE COURT FORMS

Select from either version: Microsoft Word or Adobe Reader:

Notice of Motion and Motion: [Form FA-4170 - Microsoft Word](#)
[Form FA-4170 - Adobe Reader](#)

Stipulation and Order to Amend Judgment: [Form FA-604 – Microsoft Word](#)
[Form FA-604 – Adobe Reader](#)

Income and Asset Statement: [Form FA-4138 - Microsoft Word](#)
[Form FA-4138 - Adobe Reader](#)

Decision and Order [Form FA-4175 - Microsoft Word](#)
[Form FA-4175 - Adobe Reader](#)

Proof of Service Forms:

Admission of Service [Form FA-4119 - Microsoft Word](#)
[Form FA-4119 - Adobe Reader](#)

Affidavit of Mailing [Form FA-4121 - Microsoft Word](#)
[Form FA-4121 - Adobe Reader](#)

Other forms you may need:

Waiver of Filing and Service Fees/
Affidavit of Indigence [Form CV-410 - Microsoft Word](#)
[Form CV-410 - Adobe Reader](#)

Link to Review and Adjust Video (DCF) <http://dcf.wisconsin.gov/bcs/videos/ra/player.html>