

INSTRUCTIONS FOR REQUEST TO STOP OR MODIFY

(To be completed by Obligee or Obligor)

“**Obligee**” is the person ordered to make support payments.

“**Obligee**” is the person or agency entitled to receive support.

COMPLETE THIS FORM IF AN ORDER OF ASSIGNMENT HAS BEEN ORDERED AND:

- You wish to stop or modify it, and
- Any one of the alternative conditions listed in Item 7 or 8 on the form applies to you.

TO COMPLETE THIS FORM YOU WILL NEED:

- A copy of the current Order of Assignment that you want to have stopped or modified.

NOTE: There will be a fee for filing this Request. There may be additional fees including an appearance fee if this is your first appearance in this case. If you cannot pay these fees, they can be waived or deferred. The Clerk of the Superior Court has the necessary forms to ask for waiver / deferral.

FOLLOW THESE INSTRUCTIONS NUMBERED TO MATCH THE IDENTIFYING NUMBERS ON THE FORM. Type or print neatly using BLACK INK ONLY.

- (1) Fill in the information requested at top left for the person who is filing this form. Write the ATLAS number if one has been assigned to your case. (The spaces marked “representing” and “state bar number” are used **only** if an attorney is preparing this form.)
- (2) Fill in the name of the person shown as the petitioner on the Order of Assignment.
- (3) Fill in the name of the person shown as the respondent on the Order of Assignment.
- (4) Fill in the case number that appears on the Order of Assignment.
- (5) Mark the same box that was marked on the Order of Assignment.
- (6) Print or Type your name here.
- (7) Mark the box or boxes that best explain why you think the Order should be stopped (Section A). Be sure to fill in the date on which the Order of Assignment was signed OR;
- (8) Mark the box or boxes that best explain why you think the Order should be modified (Section B). Be sure to fill in the date on which the Order of Assignment was signed.
- (9) If you are the Obligor and the Order you wish to have stopped or modified is a “Without Notice” Order, you may wish to mark one of these two boxes.

NOTE: A “Without Notice” Order is binding 31 days after service on the first employer / payor, and 14 days after service on a subsequent employer / payor.

10. Date and sign here before a Clerk of the Superior Court or a Notary Public. By signing, you are stating under oath or affirmation that the contents of this Request are true and correct to the best of your knowledge.

11. If the Requesting Party is the Obligor,

List the name and address of the person or agency entitled to receive support, or such person's or agency's attorney. This will usually be found in the upper left-hand corner of the Order of Assignment.

If the Requesting Party is the Obligee,

List the name and address of the Obligor and the name and address found in the upper left-hand corner of the Order of Assignment, if the latter is not you.

Sign and date the form to indicate that you will mail the Request to Stop or Modify and Notice of Hearing to the indicated party(ies).

WHEN YOU HAVE COMPLETED THE "REQUEST TO STOP OR MODIFY" AND "REQUEST FOR HEARING" SECTIONS OF THIS FORM AND ITEM 11, GIVE THE FORM TO THE CLERK OF THE COURT.

The clerk will fill in the date, time, and place of the Hearing on the Request to Stop or Modify and then sign and date the Notice.

IMMEDIATELY AFTER THE COURT SETS THE HEARING, YOU MUST SEND A COPY OR COPIES OF THE REQUEST TO STOP OR MODIFY AND NOTICE OF HEARING AS INDICATED IN NUMBER (11).