

# INSTRUCTIONS - HOW TO COMPLETE THE "CHILD SUPPORT ORDER"

Type or print neatly using **BLACK INK ONLY**.

## **CASE CAPTION**

- If you are providing this information to establish a child support order, fill in the names and the dates of birth (DOB) of the persons shown as Petitioner and Respondent on the petition to establish child support or to get other relief (divorce, paternity, etc.)
- If you are providing this information to modify your current support order, fill in the names and dates of birth (DOB) of the persons shown as Petitioner and Respondent on the order that established the child support.
- Fill in your case number. If you do not have a case number, leave this item blank.
- Fill in your ATLAS number. If you do not have an ATLAS number, leave this item blank.

## **NUMBERED INSTRUCTION**

Match the number of the instruction below to the matching number on the first page of the "Child Support Order."

1. Fill in the full names of the Petitioner and the Respondent of the minor children who are the subject of this "**Child Support Order.**"

Fill in the full name(s) and birth date(s) of all minor children who are the subject of this "**Child Support Order.**" (Use extra pages if necessary).

**NOTE:** Social Security #'s must be provided. They can be omitted from this document as long as you include it on the Confidential Sensitive Data Form.

**LEAVE THE REST OF THE FORM BLANK. THE JUDGE OR COMMISSIONER WILL COMPLETE THE REST OF THE INFORMATION AND SIGN THE ORDER.**