

PATERNITY STEPS



STEP 1

Starting

#1 DOMESTIC RELATIONS INFORMATION SHEET (4A-101)
#2 PETITION TO ESTABLISH PARENTAGE (4A-402)
#3 SUMMONS (4-206)

When you file your forms, the court issues:

- Order for Parent Education

STEP 2a

Custody & Timesharing



BEFORE Step 3b, BOTH spouses MUST go to the parent education workshop!



You cannot skip this step! You cannot do something different without the Judge's permission. File a MOTION and WAIT to go before the Judge.

STEP 2b

Custody &

#4 CUSTODY PLAN AND ORDER (4A-302)

This is your plan about custody and your timesharing schedule. Requires notarized signatures of both parties. When parents cannot agree, the Judge will order them to Mediation to work out a plan.

CAUTION!

You must try to Mediate before you can ask for a hearing in front of the Judge

STEP 3

Child Support

#5 CHILD SUPPORT OBLIGATION AND ORDER (4A-303)

Once parents have a custody plan approved by the Judge, it is time to calculate child support. The parties must attach a completed Child Support Worksheet to the Child Support Obligation and Order. When parents do not agree, one of them must ask the court for a hearing.



It is not uncommon for the Judge to order the parents to the Child Support Hearing Officer.

STEP 4

#6 FINAL DECREE OF PARENTAGE (4A-403)

Once signed by the Judge, this document will make you single.

#7 REQUEST FOR HEARING (4A-206)

Spouses are **REQUIRED** to ask for a hearing. Whether or not you have a hearing is up to the Judge. You must include 2 addressed and stamped envelopes with this form.

Spouses will get a notice in the mail or email saying when to come to court OR you will get your Final Decree in the mail or email.



STEP 6

Paying Child

BY LAW, child support is taken out of your paycheck (called income withholding). There are very few exceptions! Once the judge signs form #6, take a copy to the Child Support Enforcement Division (CSED). You must apply for a Child Support Enforcement Case ID Number at the Human Service Department.

- In most cases, CSED will handle collecting child support from your employer. This requires a FEDERAL FORM that is NOT included in the court's packet. If CSED will not prepare the FEDERAL FORM for you, you may need a lawyer's help with the FEDERAL FORM and procedures. The court does not do this for you.



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