

PATERNITY STEPS



STEP 1

Starting

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

In order for the court to hear your case, the other parent must be provided (served) the Summons, Petition, and all other pleadings filed or issued. You must file proof that this happened.



When you file your forms, the court issues:

- Order for Parent Education

STEP 2

#4 RESPONSE (4A-104)

The other parent has 30 days to file their Response to your Petition. Start counting the day after the other parent is served.

Follow Default Steps if the other parent DOES NOT file a Response.

STEP 3a

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 3b

Custody &

#5 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 4

Child Support

#6 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 5

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

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

#8 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.

