

# SUPPLEMENTAL PETITION FOR MODIFICATION OF CHILD SUPPORT

This checklist is designed to help persons seeking to represent themselves in court without the assistance of an attorney. It is meant to serve as a guide only. It is not guaranteed that either the instructions or the forms will achieve the result desired by the parties. It is not ensured that any individual judge will follow the procedures exactly or accept each form drafted. Any person using these instructions and forms does so at their own risk.

Please note, the Family Court Case Management Self-Help Office provides procedural information and cannot give legal advice.

All forms listed below can be found at [www.flcourts.org](http://www.flcourts.org) under Self Help, Family Law Forms, unless otherwise noted.

- **Supplemental Petition for Modification of Child Support** - Form 12.905(b) Read all directions and complete the petition *entirely*.
- **Designation of Current Mailing and E-Mail Address pursuant to Administrative Order A-2022-47** – If not previously filed. Located on [www.circuit5.org](http://www.circuit5.org) under Self-Help, Lake County
- **Cover Sheet for Family Court Cases** - Form 12.928
- **Notice of Related Cases** - Form 12.900(h)
- **Notice of Social Security Number** - Form 12.902(J) if not previously filed.
- **Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA) Affidavit** - Form 12.902(d)
- **Family Law Financial Affidavit**
  - Short Form - Form 12.902(b) If gross, individual annual income is under \$50,000
  - Long Form - Form 12.902(c) If gross, individual annual income is above \$50,000

**\*\*All** forms listed above must be filed along with the Supplemental Petition regardless of being previously filed\*\*

Additional Forms: Certificate of Mandatory Disclosure – Form 12.932, Disclosure from Nonlawyer – Form 12.900(a), Child Support Guidelines Worksheet – Form 12.902(e), Settlement Agreement (if you have reached an agreement on any or all of the issues).

**SERVICE OF PROCESS IS REQUIRED ON THE RESPONDING PARTY UNLESS AN ANSWER TO SUPPLEMENTAL PETITION - FORM 12.903(e) IS SIGNED BY THE RESPONDING PARTY AND FILED IN THE CASE.**

FOR GENERAL INFORMATION ABOUT THE DIFFERENT TYPES OF SERVICE OF PROCESS OR INFORMATION REGARDING THE STEPS INVOLVED WITH SERVING THE OTHER PARTY, REFER TO THE [SERVICE OF PROCESS](http://www.circuits5.org) INFORMATIONAL DOCUMENT LOCATED ON [WWW.CIRCUITS5.ORG](http://www.circuits5.org). ADDITIONAL INFORMATION IS PROVIDED ON THE GENERAL INFORMATION FOR SELF-REPRESENTED LITIGANTS DOCUMENT LOCATED ON [WWW.FLCOURTS.ORG](http://www.flcourts.org).

**Personal Service**

- **Summons: Personal Service on an Individual** - Form 12.910(a)

**Constructive Service**

**\*\*MUST** attempt Personal Service at respondent's last known address BEFORE proceeding with this type of service\*\*  
The Court can grant only limited relief because its jurisdiction is limited. This is a complicated area of the law and you many want to consult with an attorney before using constructive service.

- **Affidavit of Diligent Search and Inquiry** - Form 12.913(b) – Attach supporting documentation.
- **Notice of Action** - Form 12.913 (a)(2) – Read instructions thoroughly.