

### How do I change the presentment date?

If there are more than seven (7) days before the originally set date please use the ‘**Changing a Court Date**’ program on the Illinois Legal Aid website to complete the correct forms.

Then call the judge’s administrative assistant to reschedule the court date. E-file your motion and notice to continue. Once approved, send the notice and motion to your spouse before 5:00 pm the same day. Deliver courtesy copies to the judge’s secretary.

### What is a courtesy copy?

This is a paper copy of your e-filed document delivered by mail or dropped off with the judge’s admin assistant assigned to your case well in advance of the court date. The Domestic Relations division is on the 3<sup>rd</sup> floor of the DuPage County Courthouse near the large windows.

Hon. Judge (Name)  
Domestic Relations Division  
505 N. County Farm Rd.  
Wheaton, IL 60187

### Is there any assistance available to me?

Yes, if you find you need assistance asking the court to modify an existing child support amount there is a resource called “**Child Support Services IV-D Program**”. It is called “4D” for short.

The program is offered through IHFS and there are no financial/income restrictions regarding who may apply. For more information and to complete an application, please see this website for more information:

<https://www.illinois.gov/hfs/csassist/Pages/csappIVD.aspx>

# Changing the Amount of Child Support

## Frequently Asked Questions & Answers

For litigants coming to court in DuPage County without legal representation



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### When can I modify child support?

A request to modify, or to change, the existing amount of child support may be made if a **substantial change** in circumstances has occurred to the child’s situation or to either parent’s financial circumstances.

### How do I know if my change is substantial?

If you would like to see a list of common examples, please read the article *Changing Child Support Payments* available online at [www.IllinoisLegalAid.org](http://www.IllinoisLegalAid.org).

### When did the child support laws change?

Illinois revised their child support laws in July 2017. You may not request a change to the child support amount without having a substantial change to you or your child’s unique circumstances. Changes to the law are not a reason to ask for a change in support. Please read *Calculating Child Support* available at [www.IllinoisLegalAid.org](http://www.IllinoisLegalAid.org) for more information.

### If I am unemployed, do I still owe support?

Please read the article *Unemployed Parents Have to Pay Child Support* available online at [www.IllinoisLegalAid.org](http://www.IllinoisLegalAid.org).

### When can child support be terminated?

Usually, child support is terminated once the child has graduated from high school and has turned 18 or older. For more information, please read *When Child Support Ends* available at [www.IllinoisLegalAid.org](http://www.IllinoisLegalAid.org).

### How do I begin a case?

If you do not have an attorney and choose to bring this case to court by yourself then you are filing “**pro se**”. This means you will complete and e-file any required court forms, notify the other parent of any court dates, collect any additional financial information required and come to court on your court date.

### Where are the modification forms?

The necessary forms are available online at [www.IllinoisLegalAid.org](http://www.IllinoisLegalAid.org). This website offers a document preparation program that will complete all of the necessary forms.

You must also calculate the new amount of child support. Use the estimator available at [www.illinois.gov/hfs](http://www.illinois.gov/hfs).

**You must complete both the program and the estimator.**

### Are there paper forms available?

Currently, these court forms are **only** available online. You must complete the program **before** you are able to print them off.

### What sort of questions will I be asked?

The program will ask you about the original child support order amount and if it was entered by a judge. You may need to get a copy of the original order to answer these questions.

Also, you will also be asked to complete a Financial Affidavit. The affidavit will ask you about your current income and financial status. Because it is an affidavit, you are swearing that the information provided is true and correct to the best of your knowledge. This will be shared with the judge and the other parent. You will need documents like recent pay stubs and tax information for that part.

### Where can I find the support estimator?

The support estimator is available online at <https://www.illinois.gov/hfs/ChildSupport/parents/Pages/ChildSupportEstimator.aspx>. Once you are done you should print off at **least 3 copies** of your calculations.

### Can I use the program at the courthouse?

Yes, the Law Library on the 2<sup>nd</sup> floor of the courthouse has computers you can use. If you plan on completing your divorce forms in the library please:

- *bring information like current addresses, property, and bank account details with you.*
- *know your email account username and password.*
- *have cash on hand.*

### Is there a fee to print/copy in the library?

Yes, there is a **10¢/pg fee to print** or copy. Cash only. The library charges a fee because we are not funded by the county and this is one way we receive income. Wallets, cash, and coins are allowed through courthouse security.

### I've completed the program, now what?

A PDF with all of your forms will become available. Download the PDF. Attach it to an email and send it to yourself. That way, you will always have a copy for your records. **Make sure to also estimate the new child support amount using the online estimator.**

You can print off all the forms or just the ones needed to begin your case (*a Petition for Modification of Child Support; a copy of the original child support order; a copy of the other parent's Financial Affidavit for them to complete; and 2 copies of the Financial Affidavit you've completed.*)

You are now ready to e-file.

### What is e-filing?

Most court documents need to be filed, or recorded, with the Circuit Clerk's Office. Your

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paper documents are scanned and uploaded to [www.il.i2file.net](http://www.il.i2file.net). The DuPage County Circuit Clerk's Office reviews them. If approved, the documents will receive an official stamp. The official documents can then be sent to the other party – in this case, the other parent.

### Does the other spouse need to be notified?

Yes. The document preparation program through [www.IllinoisLegalAid.org](http://www.IllinoisLegalAid.org) will provide you with the correct forms you need to do this.

### How do I notify the other parent?

If the current support order was entered by a judge, contact the Domestic Relations division to schedule a hearing at (630) 407-8854. Complete and e-file the Notice and Motion. Mail a copy of:

- the e-filed Notice;
- e-filed Petition;
- the other parent's Financial Affidavit
- your completed Financial Affidavit; and
- your estimated child support calculations;

to the other parent. Complete the Certificate of Mailing created by the program. Mail a copy to the other party and keep a copy for your records. Deliver a courtesy copy of all of these documents to the judge's admin assistant.

*\*If child support was originally decided by the IHFS and not by a judge, the correct instructions will be provided to you when you complete the document preparation program.*

### What if I can't make my court date?

You, or the other parent, may not change a court date over the phone. You **must** set a court date and motion the court to reschedule your court date.