

Modification Interview Worksheet

Today's Date: _____

ATLAS Number: _____

Requesting Party: CP NCP

Reason for Modification Request: _____

(What has changed since the last court hearing?)

Select documents collected at interview ("Required documents" must all be collected before accepting a new modification request)

✓	REQUIRED Documents	✓	Additional Documents
	Affidavit of Financial Information		Paystubs (preferred but not required, can be e-mailed)
	Agreement to Accept Service by Mail (notarized)		W-2 or 1099 (especially if self-employed)
	Birth Certificates for Biological Children in Household (children not on the order)		Federal Income Tax Return (especially if self-employed)
	Proof of Change in Circumstances (if order is less than 3 years old)		Proof of Daycare Costs (required to include in review)
	Family Safety Questionnaire		Proof of Medical/Dental Premiums (required to include in review)
			Social Security/VA Benefits Award Letter
✓	Custodial Parent:	✓	Non-Custodial Parent:
	Review CPDE: Address Updated		Review NCDE: Address Updated
	<ul style="list-style-type: none"> ➤ How much is your current income? \$ _____ per _____ ➤ How often are you paid? _____ ➤ Has your employer information changed? _____ If unemployed: <ul style="list-style-type: none"> ➤ When was your last day worked? _____ ➤ How do you support yourself? _____ 		<ul style="list-style-type: none"> ➤ How much is your current income? \$ _____ per _____ ➤ How often are you paid? _____ ➤ Has your employer information changed? _____ If unemployed: <ul style="list-style-type: none"> ➤ When was your last day worked? _____ ➤ How do you support yourself? _____
	Do you have other biological children in your home not part of this case? YES NO Number of other bio children in household: _____ Birth certificates must be provided to be included in calculation		Do you have other biological children in your home not part of this case? YES NO Number of other bio children in household: _____ Birth certificates must be provided to be included in calculation
	Are you ordered to pay child support for other children? YES NO Amount Ordered \$ _____ Paying? YES NO		Are you ordered to pay child support for other children? YES NO Amount Ordered \$ _____ Paying? YES NO

✓	Custodial Parent:	✓	Non-Custodial Parent:
	<p>Do you pay for childcare for the children on this case? YES NO</p> <p>\$ _____</p> <p>Proof of daycare expenses must be provided to be included in calculation</p>		<p>Do you pay for childcare for the children on this case? YES NO</p> <p>\$ _____</p> <p>Proof of daycare expenses must be provided to be included in calculation</p>
	<p>Do you provide insurance for the children on the case? YES NO</p> <p>How much do you pay for the following:</p> <p>Medical \$ _____ per _____</p> <p>Dental \$ _____ per _____</p> <p>Vision \$ _____ per _____</p> <p>Proof of insurances expenses must be provided to be included in calculation</p>		<p>Do you provide insurance for the children on the case? YES NO</p> <p>How much do you pay for the following:</p> <p>Medical \$ _____ per _____</p> <p>Dental \$ _____ per _____</p> <p>Vision \$ _____ per _____</p> <p>Proof of insurances expenses must be provided to be included in calculation</p>
	<p>How much parenting time does the non-custodial parent spend with the children on this case (approximately per year)?</p> <p>Does a parenting time order exist?</p>		<p>How much parenting time does the non-custodial parent spend with the children on this case (approximately per year)?</p> <p>Does a parenting time order exist?</p>
Additional Comments			
Locate Information about the other party:			
Do you believe the other party would be willing to agree to a modified child support amount?			
✓	Finalize Interview		
Enter CAAL E8836 MODIFICATION PACKET REC'D and document who is requested the modification review and the documents provided with the modification packet.			
Update CAAL with the appropriate family safety CAAL narratives.			
Scan the modification packet along with the interview worksheet.			