

# **MODIFICATION OF CUSTODY AND CHILD SUPPORT PACKET**

This packet contains forms and information to modify a court order regarding custody of a minor child.

It is advisable to have an attorney when filling legal papers to be sure that your rights are protected and that all the procedures are correctly followed. **Courthouse personnel are prohibited by state law O.C.G.A. § 15-19-51 from giving legal advice.** Different situations may require special procedures and courthouse personnel cannot advise you on how to proceed or what forms may be necessary in specific situations.

## Modification of Custody and Child Support Packet

Within this packet are the following forms needed to file for a modification of custody and child support. Please follow the instructions for each *itemized* section of the forms. Please contact the DeKalb County Family Law Information Center and schedule an appointment to speak with an attorney to address any additional questions or concerns. The appointment may be scheduled online at [www.dekalbsuperiorcourt.com](http://www.dekalbsuperiorcourt.com) or you may call to schedule by phone at 404-687-3990.

**If the parents of the child(ren) agree, the following documents must be filed to initiate and finalize the case:**

- a) Petition for Modification of Custody and Child Support
- b) Summons
- c) Domestic Relations Financial Affidavit (*completed by each parent*)
- d) Child Support Worksheet & Schedules\*  
(<https://csconlinecalc.georgiacourts.gov/frontend/web/index.php>)  
(*completed by both parties together*)
- e) Standing Order for all Domestic Cases
- f) General Civil and Domestic Relations Case Filing Information Form (*Obtain from Clerk's Office*)
- g) Consent to Modification of Custody and Child Support
- h) Acknowledgement of Service
- i) Child Support Addendum
- j) Parenting Plan Agreement
- k) Request for Final Hearing

**If the parents of the child(ren) do not agree, the following documents must be filed by Plaintiff to initiate the case.** (*Other documents may be filed by the Defendant in response, including the Defendant's proposed Child Support Worksheet and Parenting Plan*).

- a) Petition for Modification of Custody and Child Support
- b) Summons
- c) General Civil and Domestic Relations Case Filing Information Form (*Obtain from Clerk's Office*)
- d) Standing Order for all Domestic Cases
- e) Sheriff's Entry of Service (*Obtain from Clerk's Office*)

***Or***

Service by Publication (If you do not know where the Respondent lives or works, you may be able to serve them by publication. This requires showing the court you have a good- faith effort to locate them and getting the judge's permission to

serve them by publication. *We strongly recommend you consult with an attorney, either at FLIC or elsewhere before seeking Service by Publication).*

- i. Application for Service by Publication
  - ii. Affidavit of Diligent Search
  - iii. Notice of Publication and
  - iv. Order of Publication, Return of Service, Order Perfecting Service
- f) Domestic Relations Financial Affidavit
- g) Child Support Worksheet & Schedules\*  
[\(<https://csconlinecalc.georgiacourts.gov/frontend/web/index.php>\)](https://csconlinecalc.georgiacourts.gov/frontend/web/index.php)  
*(completed by Plaintiff)*
- h) Parenting Plan Proposal *(completed by Plaintiff)*
- i) Rule Nisi

**\*Note:** The child support worksheets and schedules must be completed online at the referenced website. If you need assistance, you may receive help at the Family Law Information Center between the hours of 9:00 a.m. and 3:30 p.m.