

# Procedural Checklist

(See attached procedural information pages for more details.)

Once you have reviewed your current orders and are prepared to file the motion:

1. \_\_\_\_\_ **Complete** form FA-4170 – Notice of Motion and Motion
  - Verify if the Child Support Agency (CSA is located in Rm 219 of the Jefferson Cty Courthouse) is an interested party in your case
  - Prepare enough copies for service of all interested parties.  
(Parities may include: Other parent, Attorneys, GAL, Child Support Agency, Guardian, etc)
2. \_\_\_\_\_ **Complete** form FA-4138 – Income & Expense Statement  
(Completed FA-4138 form must be brought to Court hearing)
3. \_\_\_\_\_ **Submit** the documents for filing with the Clerk of Court’s Office  
The Clerk will:
  - Collect the appropriate filing and copy fees.
  - Send the filing for review and scheduling.
  - Once scheduled, return the authenticated copies to you for service of the other party(s.)
4. \_\_\_\_\_ **Serve** the authenticated copies provided on the other party(s.)
  - Provide all other party(s) notice of hearing by mailing copies of the documents to them to their last known address or personally delivering a copy to them.
    - You must include a blank Income & Expense Statement for the other party to complete.
5. \_\_\_\_\_ **Complete and file** the appropriate “Proof of Service” form with the Clerk of Court’s Office prior to the hearing date or bring the original to the hearing.

**\*\* WARNING\*\* Without proof of service the Court may be unable to proceed with the hearing.**