

## Child Support Modification Terms

**Modification** – an order changing an existing child support court order.

**Review** – the process in which child support enforcement evaluates the current child support order to see if modification is needed.

**Pro Se** – the process in which a person represents him or herself in a court action without an attorney.

**Child Support Guidelines** – the calculation of monthly child support, which is set out in state law.

Child Support Enforcement can only address child support, medical support, child care, and past-due balances on child support. We cannot readdress paternity nor address custody, visitation, or tax issues.

**Only a judge can modify a child support order.**

## CARE Call Center

Oklahoma City Area 522-2273

Tulsa Area 295-3500 or

Statewide 1-800-522-2922

### TTY Lines

Oklahoma City Area 522-3792

Statewide 1-800-522-3792



OKLAHOMA DEPARTMENT OF HUMAN SERVICES

# Modification

Most child support orders are fair and reasonable when they are entered, but they do not always keep pace with changes in people's lives. A request can be made to a judge to modify any order that deals with child support. These include such orders as divorce decrees, support orders and paternity orders.



OKLAHOMA DEPARTMENT OF HUMAN SERVICES

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## How are child support orders modified?

### Through Child Support Enforcement:

You must send a written request to the child support office that has your case. If you do not have a child support case with OKDHS or you are unsure of where to send your request, you can obtain that information by calling the Child Support CARE (Customer Assistance Response Effort) Call Center at 1-800-522-2922. If you are opening a new case with OKDHS, please note that you are requesting all child support services not just a modification of the child support order. Upon receipt of a request, the child support office will review the order and determine if it qualifies to modify.

### Do it yourself:

You can do it yourself through a Pro Se Modification process. You can request a Pro Se Modification packet by calling the CSED CARE Call Center.

### Private attorney:

You can hire a private attorney. This process may also allow you to address other issues such as custody, visitation, or tax exemptions.

**Please remember** – if you have a child support case with OKDHS CSED, you must always keep us informed when you take any action that affects your child support order.

## What qualifies my child support order to be modified?

- An order that does not contain an order for medical support;
- An order that has not been calculated pursuant to Child Support Guidelines;
- If there will be a 10 percent change in the amount of support according to child support guidelines; or
- If there is a significant change of circumstances.

## What is a significant change of circumstance?

- The child is no longer entitled to child support;
- Verified permanent medical disability of either parent;
- Court ordered custody change;
- Change in daycare or medical insurance; or
- Significant change in income in either parent's income.

## When will my Child Support order be increased?

Not all modifications produce an increase in child support. In fact, the amount may be decreased. CSED will calculate child support by using the Child Support Guidelines. The review and modification process is not always a fast process. It can take up to 180 days to complete. This time frame can become longer if an Oklahoma court cannot modify your order and CSED has to request a child support office in another state to assist in the process.

## Will I need an attorney?

You are not required to have an attorney present, but you must remember that you are not represented by the attorney from OKDHS CSED. If you hire an attorney, you must inform your local CSED office by calling the CARE Call Center.

## Where can I find more information about Child Support?

You can get more information about child support and calculate your monthly child support amount by visiting our Web site at <http://www.okdhs.org> and clicking on Child Support.