

**REQUEST TO CHANGE
A CHILD SUPPORT ORDER**



Superior Court of Guam
120 West O'Brien Dr.
Hagåtña, GU 96910

Northern Court Satellite
132 West Marine Corps Dr.
Dededo, GU 96929

This page contains instructions only—do not file.

What to File for a Request to Change a Child Support Order

This page lists the documents you must complete and file to ask the court to change a child support order. See “How to Fill Out Your Request to Change a Child Support Order” for step-by-step instructions for the numbered parts of the Request. **Read all instructions before completing forms.**

1. Complete and bring the following documents to the court clerk:

- ☐ Notice of Motion – The court requires this form for every new motion in an existing case.
- ☐ Request (Motion) to Change a Child Support Order – This is the main form where you explain what changes you want to the existing child support order.
- ☐ Application to Waive Court Costs and Fees – This form is optional. Bring it if you cannot pay.

2. Deliver the following documents to the other parent:

- ☐ Request (Motion) to Change a Child Support Order – The other parent must receive a copy.
- ☐ Notice of Hearing – If you request a hearing, the court will send this notice to you by email or mail. After you receive it, you must deliver a copy to the other parent.

3. If you deliver the documents listed in #2 on your own:

- ☐ You must also file a Declaration of Service with the court. This is a short statement that tells the court when, where, and how you delivered the documents to the other parent. If you ask the court to notify the other party on Question 6 of the Request to Change a Child Support Order, you do not need to file a Declaration of Service.

Important reminders

- The court cannot process your request until you file each of the required documents.
- Keep copies of everything you file or deliver.



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How to Fill Out Your Request to Change a Child Support Order

A "Request to Change a Child Support Order" is for people who already have a child support order.

What is a Request to Change a Child Support Order?

- This form asks the court to change or stop child support payments. The court can only change future payments. It cannot change money already owed.
- You might use this form if:
 - Your income went up or down
 - You lost your job or got a new one
 - The other parent's income or situation changed
 - Your child's needs have changed
 - You want to stop child support
 - There is another reason, such as a change in custody or visitation

What you need before you start

1. Your current child support order (for the case number and other information)
2. Proof of changes in your income (for example, pay stubs or a job loss letter)

Before you start

- Read these instructions and the whole form before responding to any questions.
- Be honest. Lying to the court is against the law.
- Fill in every question. If you need more space, include "continued on additional page" next to the question on the form. On the additional page, include the question number and finish your response. Attach the additional pages to your request.

Step 1: Basic information

Look at your current child support order. The case number is in the top right corner. Include the same case number in the top right corner of your form. Fill in your name and check your relationship to the child. Check whether you are the “Plaintiff/Petitioner” (the person who started the case) or the “Defendant/Respondent” (the other person).

Step 2: Tell the court what you want

Check every box that applies to your request. Fill in every blank that applies to you.

Step 3: Language help

Need an interpreter? Check the box and fill in the language you speak. If you need language assistance to fill out this form, contact the court. Court navigators can help you.

Step 4: Explain why the support should change

Check all the boxes that match your situation. The form lists many reasons. Check every reason that applies to you. Give details where the form asks for dates, amounts, or explanations.

Step 5: Update information

Fill in what is different now about you and the other parent. Look at your current child support order and update any information. If you are not sure whether information has changed, include your current information anyway. You do not need all of the other parent’s information.

Step 6: Notify the other parent

The other parent must be told about your request. This is required by law. The court calls this “service” or “service of process.” Check the box if you want to pay the court to notify the other parent for you. Fill in the other parent’s contact information so the court can notify them.

- If you cannot pay the fee, you may qualify for a fee waiver. Fill out the Application to Waive Court Costs and Fees. The court must approve your application before it tells the other parent about your request. The court will tell you by email or mail if your application is approved.
- If you do not ask the court to notify the other parent or if your application is not approved, you must deliver the papers to the other parent yourself or pay a process server to deliver them.

- If you ask the court to “Hold a hearing within 45 days,” the court will send you a Notice of Hearing by email or mail. You must also give the other parent the Notice of Hearing.

Step 7: Sign your form

Fill in today’s date, sign your name, and print your name clearly. By signing, you are promising the court that everything you wrote is true.

What happens next

1. File your form at the clerk’s office at either:
 - Superior Court of Guam
120 West O’Brien Dr., Hagåtña
671-475-3331
 - Northern Court Satellite
132 West Marine Corps Dr., Dededo
671-635-2501
671-635-2502
2. Pay the filing fee.
 - Ask the clerk how much the filing fee is and if you qualify for a fee waiver. If you cannot pay, fill out the Application to Waive Court Costs and Fees.
3. If you ask the court to tell the other parent, a court officer will deliver your papers to them. If you do not ask the court to notify the other parent and you are unable to deliver the papers yourself, you must pay a process server to do so.
4. You will get a hearing date by email or mail.
5. Go to your hearing. You may want to bring your pay stubs or tax returns, receipts for child expenses, or any witnesses.

Important reminders

- Be honest. Lying to the court is against the law.
- The court can only change future payments. It cannot change money already owed.
- Keep copies of everything you file.
- You may want to bring proof to your hearing, such as people or documents to support your request (for example, pay stubs or medical bills).

In the Superior Court of Guam

Case No.: _____

Notice of Motion

1. About you

- ✓ My name is: _____
- ✓ I do not have an attorney.

2. I am submitting a Request to Change Child Support Order to the court.

- ☐ I **am not** requesting a hearing.
- ☐ I **am** requesting a hearing.

On what date will you file your Request?: _____

Stop. The court will complete this section. Remember to sign your form.

Response due: _____

Reply (optional) due: _____

3. My promise to the court

- ✓ I swear under penalty of perjury that everything above is true and correct.
- ✓ If I do not request the court to deliver a copy of this Notice of Motion and the Request to Change a Child Support Order to the other parent, I will pay someone to deliver them.

Signature: _____ (self-represented)

Print name: _____

Date: _____

In the Superior Court of Guam

Child Support Case No.: CS / DM _____

Request (Motion) to Change a Child Support Order

1. About you

✓ My name is: _____

✓ I am the (check all that apply):

☐ Mother

☐ Plaintiff/Petitioner

☐ Father

☐ Defendant/Respondent

☐ Guardian

✓ I do not have an attorney.

2. What I am asking the court to do

Check all that apply.

☐ Hold a hearing within 45 days.

☐ Lower the child support going forward.

☐ Raise the child support going forward.

☐ Stop the child support for a specific period from _____ until _____.

☐ End the child support completely going forward.

☐ Other: _____

✓ I also ask for any other fair relief.

3. Request an interpreter

- ☐ I need a court interpreter for all court hearings about this request in this language:

4. There was a major change in circumstances

Any changes will apply only to future payments, not to money already owed. Changes you made (such as taking on new debt) may not qualify for a change in support. Check all that apply.

- ☐ Changes in my work and income:

☐ I lost my job on _____ (date).

☐ I earn less money now, and it is not by my choice.

☐ I now earn \$_____ per _____ and the name and phone number for my current employer(s) are: _____

☐ I became disabled and cannot work. I have a doctor's note.

☐ My income increased significantly. I now earn \$_____ per _____.

- ☐ Changes in my family:

☐ I now support other children living in my home (list their names and birth dates):

☐ I now pay court-ordered support for other children (list their names and case numbers. If a court outside of Guam ordered support, provide the court name, case number, the child's name, and their birth date): _____

- ☐ Changes about the other parent:

☐ Their income increased significantly.

☐ Their income decreased significantly.

☐ They lost their job.

☐ They became disabled.

☐ Other: _____

- ☐ Changes about these children: _____

☐ Their needs changed significantly: _____

☐ They no longer live with the other parent. They now live at this address: _____

with this person: _____

☐ They died on (date) _____

☐ They turned 18. Their birth date is: _____

☐ They are under 18 but now support themselves or have married.

☐ Other significant change(s) about the children: _____

☐ Medical insurance availability or cost changed significantly (explain): _____

☐ Using current child support guidelines would change support by 10% or more.

☐ Other major change: _____

5. Give updated information

Fill in any information that has changed. If you are not sure, fill in your current information anyway.

About you

Name: _____

Physical address: _____

Mailing address (if different): _____

Phone number(s): _____

Email(s): _____

Employer name(s): _____

Employer address(es): _____

Employer phone number(s): _____

☐ I am currently getting Temporary Assistance to Needy Families (TANF) benefits.

About the other parent (if you know it)

Name: _____

Physical address: _____

Mailing address (if different): _____

Phone number(s): _____

Employer name(s): _____

Employer address(es): _____

Employer phone number(s): _____

☐ The other parent is currently getting Temporary Assistance to Needy Families (TANF) benefits.

6. Ask the court to notify the other parent

You must give the other parent a copy of your request. You can do this yourself or pay a fee to have the court do it for you. If you cannot pay, you can ask the court for a fee waiver.

☐ I want the court to tell the other parent about this request. (Recommended)

The other parent can usually be found and contacted at (if different from the address on file):

Physical address: _____

Phone number(s): _____

Best time to find them: _____

7. My promise to the court

I swear under penalty of perjury that everything above is true and correct.

Signature: _____ (self-represented)

Print name: _____

Date: _____



Supreme Court of Guam
120 West O'Brien Dr.
Hagåtña, GU 96910

Superior Court of Guam
120 West O'Brien Dr.
Hagåtña, GU 96910

This page contains instructions only—do not file.

How to Apply to Waive Court Costs and Fees

Use this form if you want to file or respond to a case in either the Supreme Court or the Superior Court, or have the court serve documents in your case, but you cannot afford to pay the filing fees or costs. You must attach the completed forms that you want the court to waive fees and costs for.

What is an Application to Waive Court Costs and Fees?

If you cannot pay, this form helps you ask the court to waive costs and fees for:

- ✓ The filing fee for this case,
- ✓ Serving (notifying) the other party,
- ✓ Certification fees,
- ✓ Making copies of documents, and
- ✓ Transcripts for appeal.

But the court cannot waive the costs of publication in the newspaper or elsewhere.

What you need

1. Your case number, if you already have one;
2. Information about your income, property, and monthly expenses; and
3. Proof of your income, such as a pay stub, benefits letter, or bank statement.

Before you start

- Read these instructions and the whole form before responding to any questions.
- Be honest. Lying to the court is against the law.
- Fill in every question. If you need more space, include “continued on additional page” next to the question on the form. On the additional page, include the question number and finish your response. Include your name and case number on each additional page. Attach the additional pages to your request.

Step 1: About you

If you already have a case number, include it in the top right corner of the request. Fill in your current legal name, mailing and physical address (if different), and contact information. Include your birth date and birthplace.

Step 2: Tell the court what you want

Check every box that applies to your request. Fill in every blank that applies to you. If you are asking for something not listed, describe it on the “other” line.

Step 3: Are you held in a facility?

If you are in a jail, prison, or detention facility, check the box next to “Yes,” write the facility name, skip Question 4, and proceed to Question 5. If you are not being held in a facility, check “No” and answer Question 4.

Step 4: Your employment

Only answer this question if you are not being held in a facility. If employed, write your employer’s name, address, and your gross monthly pay. If not employed, write the month your last job ended and your pay at that job per month.

Step 5: Other money in the last 12 months

Check “Yes” or “No” for each type of income listed. If you check “Yes,” write the source, how much you received, and how much you expect in the future.

Step 6: Cash and bank accounts

Write the total amount you have right now, including cash, checking accounts, and savings accounts.

Step 7: Property you own

List any valuable property such as land, a home, a vehicle, stocks, or bonds. Include the approximate value. You do not need to list clothing or normal household items.

Step 8: People who depend on you

List everyone who depends on you for money or support. Use initials for anyone under 18. Include your relationship to them and the monthly amount you give them.

Step 9: My monthly bills and debts

List all your regular monthly expenses and debts, such as rent, utilities, credit card bills, or loans. Include who you pay, the type of expense, and the monthly amount.

Step 10: Sign your form

Fill in today's date, sign your name, and print your name clearly. By signing, you are swearing under penalty of perjury that everything on this form is true.

What happens next

1. There is no filing fee for a request to waive court fees and costs. File your form at the Clerk's Office. Depending on the court, that will be either:
 - Supreme Court, 120 West O'Brien Dr., Hagåtña, GU 96910 — 671-475-3180
 - Superior Court, 120 West O'Brien Dr., Hagåtña, GU 96910 — 671-475-3331
2. The court may order a hearing. You will get a hearing date by email/mail.
3. Go to your hearing. You may want to bring your pay stubs or tax returns, receipts for child expenses, or any witnesses.

Important reminders

- Be honest. You are making statements under penalty of perjury.
- Keep copies of everything you file.
- You must attach the completed forms that you want the court to waive fees and costs for.
- You may want to bring proof to your hearing, such as people or documents to support your request (for example, pay stubs or bills).
- You must update the court if your circumstances change and you become able to pay later.

Choose a court:

☐ Supreme Court of Guam

☐ Superior Court of Guam

Case No.: _____
(for court use only)

Application to Waive Court Costs and Fees

1. About you

Full name

Mailing address

Physical address (if different)

Contact number(s)

Email

2. I am asking the court to:

✓ Waive (cancel) all costs and fees associated with this case, including:

- The filing fee for this case,
- Serving (notifying) the other party,
- Certification fees,
- Making copies of documents, and
- Transcripts for appeal.

☐ Waive (cancel) other court costs. Explain: _____

3. Are you held in a facility?

☐ Yes – I am held in a correctional or detention facility. (Skip Question 4).

Name of facility: _____

☐ No – I am not held in a facility.

4. Your employment

Skip this section if you answered Yes to number 3.

☐ I am currently employed.

→ First employer

Name: _____

Address: _____

Gross monthly pay (before taxes): \$ _____

→ Second employer

Name: _____

Address: _____

Gross monthly pay (before taxes): \$ _____

☐ I am not currently employed.

My last job ended in (month/year): _____

My pay at that last job was: \$ _____

5. Other money I received in the last 12 months

Check Yes or No for each type of income. If you check Yes, fill in the details on that same line.

Type of Income	Yes	No	If yes, describe the source, how much money you received, and how much you expect in the future.
(a) Money from a business, job, or self-employment	☐	☐	
(b) Rent I collected, interest, or dividends	☐	☐	
(c) Pension, retirement, annuity, or life insurance payments	☐	☐	
(d) Disability or workers' compensation payments	☐	☐	
(e) Gifts or inheritances	☐	☐	
(f) Any other money from any other source	☐	☐	

6. Cash and bank accounts

Include all money you have right now, such as cash, checking accounts, and savings accounts.

Total amount I have in cash or bank accounts: \$ _____

7. Property I own

List any valuable property you own, such as land, a home, a vehicle, stocks, or bonds. You do not need to list normal household items or clothing.

Description of property	Approximate value

8. People who depend on me

List everyone who depends on you for money or support, such as children, a spouse, or a parent.
Use initials only for anyone under 18.

Name (or initials if under 18)	Relationship to you	Monthly support you give

9. My monthly bills and debts

List your regular monthly expenses and debts, such as rent, utilities, and credit card payments.

Who you pay (creditor)	Type of bill or debt	Monthly amount

10. My promise to the court

- ✓ If I get money or property in this case, the court may apply any unpaid fees to that amount and pay them to the Clerk of Court (except for child support). I agree with this.
- ✓ I swear under penalty of perjury that all my answers on this form are true and correct. I also agree to provide the court with any financial records it requests.
- ✓ I must update the court if my circumstances change and I am able to pay later.

Signature: _____ (self-represented)

Print name: _____

Date: _____

Choose a court:

☐ Supreme Court of Guam

☐ Superior Court of Guam

Case No.: _____

Order – Application to Waive Court Costs and Fees

Stop. The court will complete the rest.

1. Application status

The Application to Waive Court Costs and Fees is:

☐ Granted

☐ Denied

It is so ordered.

Judge/Justice, Superior/Supreme Court of Guam

Date signed

In the Superior Court of Guam

Case No.: _____

Declaration of Service

1. About you

- ✓ My name is: _____
- ✓ I do not have an attorney.

2. What I delivered

Check all that apply.

- ☐ Request to Change a Child Support Order
- ☐ Notice of Hearing
- ☐ Other: _____

3. Who I delivered the papers to

I delivered the papers to this person: _____

on this date: _____

at this address: _____

by: ☐ Mail ☐ Email ☐ Other: _____

4. My promise to the court

I swear under penalty of perjury that everything above is true and correct.

Signature: _____ (self-represented)

Print name: _____

Date: _____