

**STIPULATION TO CHANGE/ORDER TO CHANGE  
SUPPORT/MAINTENANCE/CUSTODY/PLACEMENT/ARREARS BALANCES  
(State Forms FA-604A/FA-604B)**

**RACINE COUNTY OFFICE OF CHILD SUPPORT SERVICES  
1717 TAYLOR AVE, RACINE, WI 53403**

**PLEASE READ THE FOLLOWING BEFORE FILLING OUT THE STIPULATION**

The attached Stipulation to Change/Order to Change forms are provided as a public service. It is not a substitute for legal advice. The staff at the Racine County Child Support office cannot help you fill out the forms, as they cannot give you legal advice. You may wish to discuss your case with an attorney and obtain legal advice regarding the procedure you start.

THE ATTACHED STIPULATION TO CHANGE/ORDER TO CHANGE FORMS ARE NOT ENFORCEABLE UNTIL THE ORDER IS SIGNED BY A (DEPUTY) FAMILY COURT COMMISSIONER OR JUDGE.

**\*\*\*THE FORMS WILL BE REJECTED/DENIED IF NOT FILLED OUT CORRECTLY\*\*\***

1. Fill out the Stipulation and the Order, following the instructions on the left margin of the forms. Both parties must sign the Stipulation. Use this form only if both parties are in agreement.
2. Either mail or drop off the form to the Child Support office (1717 Taylor Ave, Racine, WI 53403), for review by the Child Support attorney.
3. If the Stipulation is approved by the Child Support attorney, the Stipulation and Order will be forwarded to Family Court. If the Stipulation is not approved by the Child Support attorney, the Stipulation and Order will be returned to you.
4. If the Stipulation, after being forwarded to the Family Court, is approved by a (Deputy) Family Court Commissioner or Judge, a copy of the signed Stipulation and Order will be returned to you.
5. NOTE ON STIPULATIONS TO FORGIVE ARREARS. Any Stipulation to forgive arrears must be accompanied by a Sworn Statement (form on the Racine County Child Support website), signed before a notary public, by the party who is owed arrears. If there is an open order for current child support that would continue after the Stipulation is approved, a Stipulation to forgive arrears will generally not be approved if any of the following is true: the custodial party has received public assistance within the past 90 days (except MA-only cases), the existing order for current child support has not been paid in full for the past 2 months, or an arrears balance has been forgiven within the past 2 years.
6. BRING FORMS TO THE STIP REVIEW. You may bring your filled out Stipulation and Order forms to the Stip Review at the Racine County Courthouse, 730 Wisconsin Ave, 5<sup>th</sup> floor, Racine, WI 53403, 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays of the month, 11:00 AM – 1:00 PM, for expedited review and possible approval by the Child Support attorney and the (Deputy) Family Court Commissioner. Both parties must appear and bring a photo ID. E-mail [rcchilsupport@racinecounty.com](mailto:rcchilsupport@racinecounty.com) to schedule an appointment at the Stip Review. See the Stip Review notice at <https://www.racinecounty.com/departments/child-support-5126> for more information.