

INSTRUCTIONS

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

**RACINE COUNTY OFFICE OF CHILD SUPPORT ENFORCEMENT
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 are about to 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*****

DIRECTIONS:

1. Fill out the Stipulation and the Order, following the instructions on the left margin of the forms. Use **BLACK INK** if you fill it out in writing. Both parties must sign the Stipulation. Use this form only if both parties agree to the terms of the Stipulation.
2. Either mail or drop off the forms (original and 3 copies) to the Child Support office (1717 Taylor Ave, Racine, WI 53403), for review by the Child Support attorney. You may include a self-addressed stamped envelope, if you want a copy of the Stipulation and Order to be returned to you after the process is complete. The Child Support attorney must approve any stipulation affecting child support in an open IV-D case. *If you never received public assistance or never applied for Child Support services, it is not necessary to present the Stipulation to the Child Support office, and you may submit it directly to Family Court.*
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, if a self-addressed stamped envelope was provided as instructed in step 2.
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, 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 (and any arrears repayment order) has not been paid in full for the past 2 months (if no arrears repayment order, at least \$20 must be paid towards arrears), or an arrears balance has been forgiven within the past 2 years. If an arrears-only case, the current month's repayment order (or if no order at least \$20) must be paid.
6. **NOTE ON STIPULATIONS FOR SHARED PLACEMENT IN DIFFERENT HOUSEHOLDS.** If a stipulation proposes shared placement (25% or more overnights for each parent) in different households, it must specify which overnights are with each parent (for example, Sunday, Monday, Tuesday, Wednesday and Thursday nights with mother, Friday and Saturday nights with father).
7. **BRING FORMS TO THE STIP CLINIC FOR IMMEDIATE REVIEW.** You may bring your completed and signed Stipulation (with an Order form) to the Stip Clinic at the Child Support office for immediate review and possible approval by the Child Support attorney and the (Deputy) Family Court Commissioner, Wednesday mornings between 8:30 and 11:00.