

**Instructions for form SES 886: Rule to Modify Child Support**

1. This form addresses modifications (upwards or downwards) of existing child support judgments. Louisiana law requires that a material change in circumstances exist before you are entitled to a modification. As a general rule, the modification becomes effective from when you filed your Rule with the Court.

2. Do you have a child support judgment that is being handled by the State (Support Enforcement Services?) .....Yes \_\_\_\_\_ or No \_\_\_\_\_ (*check one*)

3. If you stated Yes, please go to Items No. 4-6.

If you stated No, please go to Item No. 7.

4. As the person seeking to file the Rule, are you the payor (person who makes the payment of child support) or are you the payee (the person who receives the child support?)  
Payor \_\_\_\_\_ or Payee \_\_\_\_\_ (*check one*). You will need the LASES Docket No. \_\_\_\_\_

5. **•Payee:** **If you receive child support you should contact your case worker with the State (Support Enforcement Services) and request that they seek a modification. You are permitted to also seek an increase yourself but will need to complete the form and file it.**

- a. As the filer, you, together with the State, would be the *plaintiff*. You would also be the *mover*.
- b. Check all the boxes that apply. Example: If the payor has a new job; increase in income; expenses have increased for child, etc.; or describe in *other*, any other factors.
- c. Fill out your address and phone number.
- d. Fill out the name of the payor and where he/she needs to be served. Also, check the box for the State Office that is or was handling the child support case.
- e. Take the original and at least 3 copies of the Rule to file with the Clerk of Court. If you are cannot afford the filing fee, you should ask for an *in forma pauperis* form. Keep a stamped copy for yourself. The Clerk will process the others.
- f. Once you get a court date(s) from the Clerk of Court, be prepared to provide any documentation and proof of your eligibility for the modification.

6. **•Payor:** **If you make payments, you are able to also contact the State (Support Enforcement Services) but you may want to expedite the matter by seeking the modification on your own.**

- a. As the filer, you would be the *defendant*. You would also be the *mover*.
- b. Check all the boxes that apply. A reduction in income; order changing custody or visitation; child turned 18 and not in high school, etc.; or describe in *other*, any other factors.
- c. Fill out your address and phone number.
- d. Fill out the name of the payee and where he/she needs to be served. Also, check the box for the State Office that is or was handling the child support case.
- e. Take the original and at least 3 copies of the Rule to file with the Clerk of Court. If you are cannot afford the filing fee, you should ask for an *in forma pauperis* form. Keep a stamped copy for yourself. The Clerk will process the others.
- f. Once you get a court date(s) from the Clerk of Court, be prepared to provide any documentation and proof of your eligibility for the modification.

7. You would proceed in the same manner as in 5 or 6 above except that it would not involve the State (Support Enforcement Services). The service would only go out to the other side and not to the State Office(s).