

**HOW TO FILE A MODIFICATION
IN CLACKAMAS COUNTY CIRCUIT COURT
(through the mail)**

File your papers

1. Mail your Motion for Modification and Declaration, Order to Show Cause with Notice About Filing Written Response, along with other necessary documents described in your instruction packet, to the Civil Case Unit at: Clackamas County Court, 807 Main St., Oregon City, OR 97045. Include the original, **plus** two copies of all the documents and a self-addressed stamped envelope with sufficient postage to be returned to you (1 copy is for your records, and 1 is for the other party to be served with). Enclose a letter to the clerk asking them to have the judge sign the Order to Show Cause and mail the conformed copies back to you.

Pay Fees

2. Please call the Civil Case Unit Clerk's office at 503-655-8447, ext. 3, to find out if there are any fees to file the papers you are sending to the court. If so, please include a check or money order in the correct amount, made out to the State of Oregon. You will need to include your case number on the memo line of the check.

***If you are the respondent in this case and have never before paid a first appearance fee, you will be required to pay the **current** first appearance fee in addition to any other required fees.*

Have the Other Party Served

3. Once you receive your conformed copies in the mail, you must immediately make arrangements to have the other party(ies) served with a conformed copy. You may use the sheriff or a third party who is over 18 years old, and lives in the state where he/she is served. An proof of service form must be filed with the court after the other party(ies) is/are served. The other party is allowed at least 30 days to respond to your Motion from the date of service.

If the other party lives in Oregon, the sheriff will charge \$36 for service, and will file a Certificate of Service with the court automatically. Mail the conformed service copy of the papers with your letter of instruction to the sheriff in the county where you want the other party served. If he/she specifically resides in Clackamas County and you want the sheriff to serve him/her, enclose an additional check or money order made out to the Clackamas County Sheriff in the amount of \$36, plus a copy of the papers you are filing with the court. You will need to give a written description of what the party to be served looks like and what possible Clackamas County addresses he/she may be served at. You may include this with your original papers from step 1 above. **Or,**

You may use a 3rd party to hand-deliver the copy to the other party. Make sure that an Affidavit of Service form gets filled out by the third party and gets filed with the court after service is complete.