

CHANGING (“MODIFYING”) JUDGMENTS BY STIPULATION



Important Contact Information

Oregon Judicial Department - <http://courts.oregon.gov>

Oregon State Bar Lawyer Referral Service - www.oregonstatebar.org

Phone: 503.684.3763 or toll-free in Oregon at 800.452.7636



If you are deployed or about to be deployed, contact the Oregon State Bar Military Assistance Panel (www.osbar.org/docs/ris/militaryflier.pdf) for information about special rights and rules that may apply to you.

NOTE: If you only want to change child support, contact the Department of Justice, Division of Child Support (www.oregonchildsupport.gov).

What these forms do

This set of forms will help you to ask the court to change (‘modify’) support, custody, or parenting time if you already have a judgment from a court. If a change in custody or parenting time is ordered, the court may also change the amount of child support or end it.

- **Military Deployment:** If you need a modification because a parent is being deployed by the military, you must use a different packet of forms. Special rules and rights apply in those cases. Go to www.courts.oregon.gov/forms for the correct forms.
- **Adult Children:** If you have adult children 18, 19, or 20 years old, they are “**necessary parties**” to this case. They **MUST** be included as parties and properly sign all documents. If you fail to properly notify an adult child, your case may be delayed until you do. Talk to a lawyer if you have any concerns.
- **Child Attending School:** If you have an adult child (*see above*), the court may order child support for that child as long as the child is attending school. The court may order child support and medical support to be paid by either or both parents. There is NO parenting plan or parenting time credit for a Child Attending School. See ORS 107.108 for more information.



Information about Modifications

- **Where to File** - You normally should file in the circuit court that entered the judgment you are trying to modify.
 - Talk to a lawyer or court staff if you want your modification heard in a different county.
 - If you want to modify a judgment from another state, talk to a lawyer. Oregon courts may not be able to modify the judgment.
- **Case Number** –Your case number is the same as the one on your old judgment.
- **Parties** – The parties are the same as on the judgment you want to modify. If you were the “Respondent” in that case, then you are still the “Respondent” now.
 - If any of the children in your old judgment are now 18, 19, or 20 years old, you will need to add those children to the case as “necessary parties.”
- **Contact Information** - Keep the court and all other parties informed of your current address so you get notice of all court dates. **You are not required to use your home address on any court form.** You may use any contact address where you regularly check in, as long as it is in the same state as your home. If you use a contact address, the court will assume that you receive all papers sent to that address. **It is YOUR responsibility to let the court and other parties know if you move or want to get mail at a different address.**
- **Notary** – Some forms have to be notarized or signed in the presence of a court clerk. You will need your picture ID for this. Many banks provide notary services.
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STEP 1: FILLING OUT FORMS

Fill out the following forms:

- *Stipulation to Modify Custody, Parenting Time, Child Support, Spousal Support and Supplemental Judgment*
- *Confidential Information Form (CIF) (one for each party)*
- *Notice of Filing of CIF*
- *Certificate of Mailing to DCS (if either parent is receiving public assistance and parties are requesting a change in child support)*

Possible Attachments: Parenting Plan, Child Support Worksheets (required by UTCR if child support is involved)

Legal Issues to Consider:

Parenting Plan

A parenting plan is required if you want to change custody or parenting time. If you are *only* trying to change child support, you do not need to submit a parenting plan. The plan sets out the schedule and may include rules for each parent's time with the child. You can describe your parenting plan in the *Stipulation to Modify* or attach it as a separate page.

Oregon has a ***Basic Parenting Plan Guide for Parents***. This guide has information about how to develop a plan, information about alternative schedules, and stages of your children's growth that should be considered when creating a plan. A sample parenting plan is included in the guide. The guide can be downloaded at www.courts.oregon.gov/parentingplans. There is also a *Safety Focused Parenting Plan Guide* on this website. This can help you develop a parenting plan if you have safety concerns for your children. Many local courts also have standard plans in their *Supplemental Local Rules*. Check your local court's website. You can use these plans whole or as a guide to develop your own. You can also use OJD Guide & File to create a parenting plan interactively. Go to www.courts.oregon.gov/iforms.

Moving

Neither parent may move more than 60 additional miles away from the other parent without giving him or her and the court notice of the move (unless your *Judgment* waived that requirement). You may ask the judge to waive this requirement by checking the appropriate box on the *Motion*.

Custody

Refer to ORS 107.137 for factors a court will consider in awarding custody. The most important factor is *always* the best interest and welfare of the *child*.

Child Support:

Calculating Child Support

Child support can only be changed if there has been a significant change of circumstances or a change in custody or parenting time since the original order.

The amount of child support is determined by the Child Support Guidelines. The Guidelines have worksheets to help you estimate what support may be ordered. The Division of Child Support (DCS) also has an interactive calculator at www.oregonchildsupport.gov that can give you an idea of what child support may be ordered. You may also be able to ask a facilitator at your local court for help estimating child support. Submit the worksheet or calculator printout with your forms.

➤ **NOTE:** If you request a child support amount that is *different* from what the calculator or worksheet says, you *must* explain why and how you reached that amount. If not, your case may be delayed until you provide an explanation for the difference.

Payment of Child Support

Support is usually withheld from the payor's (the person who has to pay support) paycheck. The court may allow an exception to the income withholding requirement if you qualify under [ORS 25.396](#) and if you request an exception. If the court grants an exception to income withholding, payment can be deposited into the receiver's bank account. If you are *paying* child support

directly to the other parent, you should keep proof of every payment, including a receipt if you pay cash.

Health Insurance

The judgment *must* address health insurance for any minor child involved in your case if your existing order does not.

Cash Medical Support

In addition to child support, the court may order “Cash Medical Support.” Cash Medical Support is to help pay for health insurance and out-of-pocket medical expenses.

If neither parent has health insurance available, the court must order Cash Medical Support unless the judge finds reasons not to. The judge *cannot* order Cash Medical Support in some situations.

Adult Children (18-21)

If the parties have any joint child who is 18, 19, or 20 years old who is not married or emancipated, that child is a necessary party to this case. He or she *must* be added as a party in the case caption and has the right to participate.

If an adult child is attending school at least half-time according to the school’s standards, that child is considered a “**child attending school**.” A child attending school is entitled to child support until age 21. The child must sign the judgment if support is ordered.



Have your documents reviewed

You may want to have your documents reviewed before you file. For information about how to find a lawyer, call the Oregon State Bar at the number on Page 1. If you are low-income, you might be able to get your documents reviewed for a smaller fee through the Oregon State Bar’s Modest Means program. Your local Legal Aid office might review documents for free if you qualify. Facilitators are available for free at the Lane County Circuit Court, but you have to make an appointment. Call the Family Court Assistance Office at 541-682-4302 to schedule an appointment.



Make copies

Make one copy of **all** of the forms for your records, and one copy for the other party.

If you or the other party are receiving public assistance (in relation to a child) and you are seeking a change in child support, you must also serve by mail or personally deliver a copy of the *Motion and Declaration* to the Administrator of the Division of Child Support (**Division of Child Support, Department of Justice, 165 E. 7th Avenue, Suite 300, Eugene, Oregon 97401**). Fill out and file the *Certificate of Mailing or Delivery to DCS* after you mail or deliver the copy of the *Stipulation to Modify*. You must serve a copy of the proposed Supplemental Judgment *before* you submit the papers to the Court.

STEP 2: FILING AND RESOLVING YOUR CASE



File your forms

Take the forms to a judge at “Ex Parte.” “Ex Parte” is a time when you can present papers to the judges. It is between 8:30am and 8:50am Monday through Friday. You will need to check in with Court Information on the second floor of the Lane County Courthouse in order to attend an Ex Parte hearing. There may be a filing fee. Go to

<http://www.courts.oregon.gov/Pages/fees.aspx> for the filing fee.

- If you are low income, you may ask the court to defer (postpone) or waive your filing fee. You must complete an ***Application and Declaration for Deferral or Waiver of Fees*** and an ***Order Regarding Deferral or Waiver of Fees*** and file them with your papers. If the fee is deferred, you will have to pay the fee later. If the fee is waived, you don't have to pay it now.

THE JUDGMENT



➤ **NOTE:** The judgment finalizes your case and contains all of the issues decided through your agreement. If both parties agree on all issues, it may be prepared by either party as long as it is reviewed and signed by both parties. If you are modifying parenting time, your signatures *must* be notarized. When you have finished filling out and signing your forms, you must attend an Ex Parte hearing, Monday through Friday from 8:30 to 8:50am, to present your final documents to a judge. You do not need an appointment to attend. You may submit a copy of your documents when you submit the originals. Once the Judge signs the Supplemental Judgment, the clerk will conform your copies.

Your modification is effective the date the *Judgment* is signed by a judge and enforceable the date it is entered into the court register. You will receive a notice when the judgment is entered.

IN THE CIRCUIT COURT OF THE STATE OF OREGON
FOR THE COUNTY OF LANE

Case No: _____

Petitioner
and

Respondent

**STIPULATION TO MODIFY
AND SUPPLEMENTAL
JUDGMENT**

Unmarried Children 18, 19, or 20 years old (per ORS 107.108) (full names)

This *Supplemental Judgment* modifies the following provisions of a prior *Judgment*:

- Spousal/Partner Support
 Custody Parenting Time Child Support
 Other: _____

This matter came before the court based on the request and stipulation of the parties, as shown by the signatures below, and it appearing to the Court that a judgment of annulment, dissolution of marriage/RDP, legal separation, or establishing paternity, custody and parenting time was granted in this case on _____, 20____, in case number _____, in the _____ County Circuit Court, that the parties jointly request the modification of the custody, parenting time, and/or support provisions of this judgment.

Children 18, 19, or 20 Years of Age

Signed and stipulated to the terms of judgment shown by the signature at the end of this *Judgment*

THE COURT FINDS: _____

Jurisdiction

This court has jurisdiction to modify the judgment *because: (check all that apply)*

- Only spousal/partner support is at issue in this Modification action
- Child Support**
- the judgment above was issued by a court in Oregon and one of the parents or a child receiving support under the prior judgment still resides in Oregon, **or**
- Other reason (*explain*) _____

- Custody or Parenting Time** under the Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA)

the judgment above was issued by a court in Oregon and one of the parents or a child affected by the custody or parenting time provisions still resides in Oregon,

or
 Other reason (*explain*) _____

Oregon does not have jurisdiction under the UCCJEA because: _____

THE COURT ORDERS the following modifications to a prior judgment:

1. *Spousal/Partner Support*

Spousal/Partner support is terminated **or** changed as follows: _____

Findings supporting termination: _____

Effective date – changes are effective as of (*date*) _____

2. *Custody and Parenting Time*

a) Petitioner Respondent is granted sole custody of: (*names*) _____

Parties have agreed to joint custody of: (*names*) _____

b) Parenting Time is changed according to the attached Parenting Plan labeled Exhibit _____ **or**
 as follows: _____

Petitioner Respondent must not have parenting time because it would endanger the health or safety of the children

Parenting time must be supervised by: _____
Cost of supervision will be paid by Petitioner Respondent Other: _____

c) Petitioner Respondent is allowed to move more than 60 miles farther away from the other party without advance written notice because good cause exists

d) Petitioner Respondent is not required to provide contact information to the other party

3. *Child Support and Medical Costs*

a) Petitioner's Respondent's child support obligation to children (*names*) _____
_____ is **terminated** based on the change of custody *or*
(*explain other reason for termination*) _____

- b) Child support is **changed** as follows based on the requested change of custody or substantially changed circumstances

Support must be paid:

by Petitioner Respondent

to Petitioner Respondent Adult Child Attending School

on the first day of each month

beginning the month following entry of this judgment *or* the date of service of this motion (*date:* _____)

The monthly **amount** due is: \$ _____ (*Child Support Worksheets are attached and incorporated, labeled Exhibit _____*)

This amount is:

the amount presumed to be appropriate under the support guidelines

different from the presumed appropriate amount *because:* _____

- c) **Income withholding is not** ordered at this time because there is no support arrearage, the paying parent has not previously been granted an exemption from withholding ***and***

The parents (or the State, if support rights are assigned) have agreed in writing to an alternative arrangement which is approved by the court; ***or***

Good cause not to require withholding is found because there is proof of timely payment of previously-ordered support and income withholding would not be in the best interests of the child

In all cases, select one of the following:

All support payments must be made to the Department of Justice, Child Support Accounting Unit, P.O. Box 14506, Salem, Oregon, 97309

Or

An exception to income withholding applies as noted above. All support payments must be deposited to the recipient's checking or savings account. The receiving parent is ordered to provide the paying parent with current deposit slips or bank name, account name, and account number.

Or

Other (*explain*) _____

Child Attending School

Support for an adult child attending school as defined by ORS 107.108 must be paid directly to the child unless good cause exists for payment to be made another way

GOOD CAUSE exists not to pay support directly to a child attending school

Payments must be made to Petitioner Respondent in the amount of

\$ _____ per month

NOTICE OF INCOME WITHHOLDING

This child support order is enforceable by income withholding under ORS 25.378 to 25.390, 25.414 to 25.372 and 25.375. Withholding shall occur immediately, whenever there is an arrearage at least equal to the support payment for one month, whenever the obligated parent requests such withholding, or whenever the obligee requests withholding for good cause. The District Attorney or, as appropriate, the Division of Child Support of the Department of Justice, will assist in securing such withholding. Exceptions may apply in some circumstances.

- d) **Length of Child Support:** Child support will end when the last child (*check one*)
- reaches age 18, or if the child qualifies as a child attending school under ORS 107.108, age 21
 - reaches age 18
- or becomes self-supporting, emancipated, or married

- e) **Tax Dependents***
- Petitioner Respondent may claim the following children as dependents for tax purposes beginning with the **tax** year this judgment is entered. The other parent must complete any IRS waivers or forms necessary to accomplish this order in each tax year and must not file contradictory tax returns.
- List names: _____

OR

Other (*specify*): _____

** Parties are advised that this judgment is not binding on the IRS and will not provide a defense if the parties fail to comply with IRS regulations in any given tax year. Parties are advised to speak to a tax specialist.*

- f) **Life Insurance**
- Petitioner Respondent must carry life insurance for the benefit of the children in the amount of \$ _____ throughout the period of the support obligation if he or she is insurable

Petitioner Respondent is no longer required to provide life insurance

- g) **Medical Costs**
- Medical costs and insurance have been addressed in a prior judgment and are not being changed

1. **Health Insurance Coverage**

Petitioner Respondent is ordered to keep insurance for the children throughout the period of the child support obligation

2. **Cash Medical Support**

Cash Medical Support is ordered in the amount of \$ _____ per month because health insurance coverage is not available to either parent. Cash Medical Support is payable in addition to child support by the parent ordered to pay child support, and on the same schedule.

- Cash Medical Support **is not** ordered because:
 - Support is presumed to be unavailable for the reason marked above and the presumption has not been sufficiently rebutted
 - The parent paying child support has income at or below Oregon's minimum wage for full-time employment
 - The children's medical needs will be met by the *Uninsured Medical Expenses* provision below
 - Other (*explain*): _____

CHANGES TO HEALTH INSURANCE AVAILABILITY

Both the person paying and the person receiving child support **must** notify the Division of Child Support (DCS) in writing of any change in the availability of health insurance within **10 days** of the change if collection services are provided by DCS.

h) Uninsured Medical Expenses

Petitioner must pay _____% and Respondent must pay _____% of the unreimbursed costs of the children's reasonable medical, dental, and vision care. This does not include ordinary nonprescription expenses like bandages, vitamins, and copays for regular checkups, which the parents must provide for the children in proportion to their parenting time. This obligation is in addition to any child support **and** will be **offset** by any cash medical support ordered above.

or

- This obligation is **in addition** to any child support and cash medical support ordered above

(or)

- orders regarding uninsured medical expenses are terminated

4. Additional changes: _____

NOTICE ABOUT PARENTING TIME AND CHILD SUPPORT

The terms of child support and parenting time (visitation) are designed for the child's benefit and not the parents' benefit. You must pay support even if you are not receiving parenting time. You must comply with parenting time and visitation orders even if you are not receiving child support.

Violation of child support orders and visitation or parenting time orders is punishable by fine, imprisonment or other penalties.

Publicly funded help is available to establish, enforce, and modify child support orders. Paternity establishment services are also available. Contact your local district attorney, the domestic relations court clerk, or the Department of Justice at 1.800.850.0228 or 503.378.5567 for information.

Publicly funded help may be available to establish, enforce, and modify parenting time or visitation orders. Forms are available to enforce parenting time or visitation orders. Contact the domestic relations, civil court clerk or courthouse facilitator for information.

**NOTICE ABOUT PERIODIC REVIEW AND
MODIFICATION OF CHILD SUPPORT ORDERS**

If your child support case is handled by the District Attorney or the Department of Justice Division of Child Support, this agency will review your child support order if at least three years have passed since the order was entered, modified, or last reviewed. *This review will take place only if a parent requests.*

The purpose of the review is to see if the amount ordered is still within the guidelines for child support set out in Oregon law. The review could result in an increase or decrease in the support amount, depending on the parents' financial circumstances and the needs of the child.

This "periodic review" service is provided at no cost to parents, but is available only for cases handled by the District Attorney or the Department of Justice.

The support agency handling your case will also review your support order for compliance with the guidelines whenever a substantial change in circumstance has occurred. You can request this "change in circumstance" modification from the support agency. But *any* support order (not just orders handled by the District Attorney or Department of Justice) can be modified because of a change in circumstance, so a private attorney is also able to assist you with this. You may also represent yourself.

5. Any terms in the prior *Judgment* not changed by this *Supplemental Judgment* remain in effect.

6. Court Costs and Fees (whether paid or deferred)

- Each party is responsible for paying his or her own costs and fees
- Costs and fees will be paid by both parties equally
- Respondent Petitioner must reimburse the other party for costs and fees paid
- Other: _____

7. Information Required by ORS 25.020(8)(a)

As required by UTCR 2.130, a *Confidential Information Form (CIF)* has been completed for each party and filed with the court. The CIF contains all information required by ORS 25.020(8)(a).

Both parties must inform the Court and the Department of Justice (P.O. Box 14506, Salem, Oregon 97309) in writing of any change in the information within ten (10) days of such change. The Department of Justice or the District Attorney shall not disclose the information in the preceding section to the other party.

8. Money Award* Support Obligation included

**only complete this section if there is a change to child or spousal/partner support*

Additional information	PETITIONER	RESPONDENT
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Full Name		
Contact Address		
Year of Birth		
Social Security # (last 4 digits)		
Driver License # (last 4 digits) and State		
Lawyer's Name, Address, Phone #		

➤ *If an adult child is awarded support to be paid directly to the child **AND** there is no support awarded for minor children of the parties, or if the judge tells you that the adult child is a Judgment Creditor, fill out this box:*

<input type="checkbox"/> The adult child named (<i>full name and contact address</i>) _____ _____ is a judgment creditor on this judgment Adult child's lawyer's name, address, phone #: _____ _____
--

The following information must be provided by any party entitled to receive a money award as listed in this Judgment	
	The following person or public body is known to be entitled to a portion of a payment made on the judgment (other than payee's lawyer):
Petitioner	<input type="checkbox"/> None or <input type="checkbox"/> Name: _____ _____
Respondent	<input type="checkbox"/> None or <input type="checkbox"/> Name: _____ _____
Adult Child Name: _____	<input type="checkbox"/> None or <input type="checkbox"/> Name: _____ _____

Type of Judgment		Amount	Beginning / Ending
<input type="checkbox"/> Child Support	WHO PAYS <input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent	\$ _____ Per month for child support	Beginning the first day of the month following: <input type="checkbox"/> entry of this judgment <i>or</i>

Type of Judgment		Amount	Beginning / Ending
	WHO RECEIVES <input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent <input type="checkbox"/> Adult Child	and \$ _____ per month for cash medical support	<input type="checkbox"/> the date of service of the <i>Order to Show Cause</i> <i>(date)</i> _____ <i>or</i> <input type="checkbox"/> Other _____ and due on the same day of each month thereafter
<input type="checkbox"/> Spousal/ Partner Support	WHO RECEIVES <input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent	\$ _____ per month	Beginning: <input type="checkbox"/> the first <i>or</i> <input type="checkbox"/> _____ day of the month following entry of this judgment <i>or</i> <input type="checkbox"/> the date of service of the <i>Order to Show Cause</i> <i>(date)</i> _____ <i>or</i> <input type="checkbox"/> Other _____ and due on the same day of each month thereafter Ending the earlier of: <i>(date)</i> _____ <i>or</i> the death of either party or A lump sum of \$ _____ Paid by (date): _____
<input type="checkbox"/> Prejudgment Interest	WHO RECEIVES <input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent	\$ _____	
<input type="checkbox"/> Postjudgment Interest	WHO RECEIVES <input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent	9% per year simple interest on the unpaid balance of the total judgment amount of \$ _____	Interest accrues from the date the judgment is entered and continues until the judgment is fully paid
<input type="checkbox"/> Court Costs and Service Fees already paid	WHO PAYS <input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent	Checked party reimburses the other party's costs and fees of: \$ _____ Directly to the awarded party	

<input type="checkbox"/> Deferred Court Costs and Service Fees	WHO PAYS <input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent	Checked party must pay deferred costs and fees of: \$ _____ To the State of Oregon through this court
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Judge Signature:

Certificate of Readiness under UTCR 5.100

This proposed judgment is ready for judicial signature because (*check all that apply*):

Service is not required under UTCR 5.100 (1)(c) because the other party has been found in **default** or an order of default is being requested with this proposed judgment; because this judgment is submitted **ex parte** as allowed by statute or rule; or this judgment is being submitted in **open court** with all parties present.

Each party affected by this judgment has **stipulated** to or **approved** the judgment, as shown by the signatures on the judgment, or by written confirmation sent to me.

I have **served** a copy of this judgment and the *Notice of Proposed Judgment or Order* on all parties entitled to service. **And:**

No objection has been served on me within the 7-day time frame.

I received objections that I could not resolve with the other party despite reasonable efforts to do so. I have filed with the court a copy of the objections I received and indicated which objections remain unresolved.

After conferring about objections, the other party (*name*) _____ agreed to file any remaining objection with the court.

Certificate of Service under UTCR 5.100

I certify that on (*date*): _____ I placed a true and complete copy of this proposed *Judgment* in the United States mail to (*name*) _____ at (*address*) _____

Submitted by: Petitioner Respondent

Signature

Print Name

I understand that I am subject to penalty for perjury for giving false information to the court. All factual information in this Judgment is true to the best of my knowledge and belief. I agree to the terms of this Judgment. I understand that this Judgment is enforceable by the court.

Petitioner, Signature

Date

Petitioner, Name (printed)

Respondent stipulates (agrees) to the terms of this judgment

Respondent, Signature

Date

Respondent, Name (printed)

Child 18, 19, or 20 years of age, stipulates to the terms of this judgment

Child, Signature

Date

Child, Name (printed)

*If this judgment changes **parenting time** AND you did not have a trial, this form **MUST BE NOTARIZED** or sworn before a clerk of the court.*

The parents have agreed (stipulated) to the changes to parenting time as indicated by their signatures below

Petitioner, Signature

Date

Petitioner, Name (printed)

State of _____, County of _____

Signed or attested before me on _____ (date) by _____ (name)

Signature of notarial officer

My commission expires: _____

Title (and rank, if military officer)

Respondent, Signature

Date

Respondent, Name (printed)

State of _____, County of _____

Signed or attested before me on _____ (date) by _____ (name)

Signature of notarial officer

My commission expires: _____

Title (and rank, if military officer)

Optional: APPLICATION FOR FULL CHILD SUPPORT PROGRAM SERVICES:

By signing below, I apply for child support services, including enforcement, from the Child Support Program (CSP). If you never received TANF, tribal TANF or AFDC in any state, an annual \$35 fee will apply if over \$550 is collected and distributed to the family each year.)

Petitioner, Signature

Date

Respondent, Signature

Date

Adult Child, Signature

Date

Information about the Confidential Information Form (CIF)

What is a CIF?

Most court files may be viewed by the public. Uniform Trial Court Rule (UTCRC) 2.130 requires certain confidential personal information to be protected from public disclosure. That is done by providing the information in a separate form. After you file your papers, the court keeps the form separate from the part of the court file that may be viewed by the public. The form is UTCRC Form 2.130.1, known as the Confidential Information Form, or CIF.

What information does a CIF make confidential?

The information protected by the CIF is social security numbers, birth dates, driver license numbers, and former legal names. Also protected are the name, address, and telephone number of a party's employer.

The CIF should only be used to protect the information described above. There may be other information in your court papers that you do not want the public to be able to see, such as bank account or credit card numbers. The separate process for protecting that information is described in UTCRC 2.100, which can be read at:

<http://courts.oregon.gov/OJD/programs/utcr/utcrrules.page?>

How do I know when I need to put information in the CIF?

When a document filed with the court requires you to include information protected by a CIF, that information must **only** be provided to the court in a CIF and must not be listed in any other document to be filed. Where you would otherwise provide the information in the document to be filed you must make a note that the information has been provided in the CIF. For example, if a document requires a party's full social security number to be listed, you must not list the social security number, but must instead make a note on the document that the information has been filed under UTCRC 2.130. **The online court forms already have that note on the form.**

Do I need to file more than one CIF?

In most cases, yes. You must fill out a CIF for yourself, and if the documents you are filing with the court require confidential personal information about the other party, you must also fill out a separate CIF with the other party's information. If your case involves children, you should include their information in *your* CIF. You do not need a separate CIF for your children.

If there is CIF information you do not know when you file your papers, or if the information changes during your case, you must file an amended CIF that provides the new or updated information.

The CIF rule requires you to redact – black out or erase – confidential personal information from any attachments to documents you file with the court and to make a note on the attachment that the information has been provided in the CIF. The only exception is when you are required to attach a court-certified document. Documents that are required to be court certified should not be altered in any way.

Does the other party get copies of a CIF I file?

You are not required to serve the CIFs on the other party, though you may share a CIF with the other party if you chose to do so. You *are* required to serve the other party with UTCR Form 2.130.2, which is a notice that a CIF has been filed. You must also file a certificate with the court showing that you served the other party with the notice that a CIF was filed.

There are steps the other party and other people can go through to ask the court to allow them access to a CIF that you have filed. UTCR 2.130 explains that process in detail, and also describes the circumstances under which the court must deny a request by someone else to view a CIF you have filed.

The CIF rule (UTCR 2.130) can be read at:

<http://courts.oregon.gov/OJD/OSCA/cpsd/courtimprovement/familylaw/familylawforms.page?>

and you can find additional information about the rule at:

<http://courts.oregon.gov/OJD/OSCA/cpsd/courtimprovement/familylaw/familylawforms.page?>

IN THE CIRCUIT COURT OF THE STATE OF OREGON
FOR THE COUNTY OF _____

Case No: _____

_____ Petitioner

and

_____ Respondent

**CONFIDENTIAL
INFORMATION FORM**

Amended CIF

UTCRC 2.130

Unmarried children age 18, 19, or 20 years old (per ORS 107.108)

Submitted by: Petitioner Respondent other: _____

Information about (name): _____
(first, middle, last) Petitioner Respondent other: _____

Date of Birth:	Social Security Number:
Driver License (Number and State):	
Former Legal Names:	
Employer's Name, Address, and Phone:	

Minor children of the parties:¹

Name:	Date of Birth:	Social Security Number:

Additional page attached

¹ The names of parties and children, and children's ages are not confidential. This form can only be viewed by the party who files it unless the court orders otherwise.

IN THE CIRCUIT COURT OF THE STATE OF OREGON
FOR THE COUNTY OF _____

Case No: _____

_____ Petitioner

and

_____ Respondent

**CONFIDENTIAL
INFORMATION FORM**

Amended CIF

UTCRC 2.130

Unmarried children age 18, 19, or 20 years old (per ORS 107.108)

Submitted by: Petitioner Respondent other: _____

Information about (name): _____
(first, middle, last) Petitioner Respondent other: _____

Date of Birth:	Social Security Number:
Driver License (Number and State):	
Former Legal Names:	
Employer's Name, Address, and Phone:	

Minor children of the parties:¹

Name:	Date of Birth:	Social Security Number:

Additional page attached

¹ The names of parties and children, and children's ages are not confidential. This form can only be viewed by the party who files it unless the court orders otherwise.

IN THE CIRCUIT COURT OF THE STATE OF OREGON
FOR THE COUNTY OF _____

Case No: _____

Petitioner

and

Respondent

**NOTICE OF FILING OF
CONFIDENTIAL
INFORMATION
FORM (CIF)**

Amended CIF

and

Unmarried children 18, 19, or 20 years old (per ORS 107.108) (full names)

I filed Confidential Information Forms with the court about the following parties to this case as required by Uniform Trial Court Rule (UTCRC) 2.130 (Use first, middle, last names below):

1) My Name: _____

Petitioner Respondent Other: _____

Containing (check all that apply):

Social Security Number (SSN) Date of Birth (DOB) children's SSN children's DOB
 employer's name, address, and phone number driver license number
 former legal names

2) Name: _____

Petitioner Respondent Other: _____

Containing (check all that apply):

SSN DOB children's SSN children's DOB employer's name, address, and phone number
 driver license number former legal names

3) Name: _____

Petitioner Respondent Other: _____

Containing (check all that apply):

SSN DOB children's SSN children's DOB employer's name, address, and phone number
 driver license number former legal names

4) Name: _____

Petitioner Respondent Other: _____

Containing (check all that apply):

SSN DOB children's SSN children's DOB employer's name, address, and phone number
 driver license number former legal names

Date

Signature

Name (printed)

Contact Address

City, State, ZIP

Contact Phone

IN THE CIRCUIT COURT OF THE STATE OF OREGON
FOR THE COUNTY OF LANE

Case No. _____

Petitioner

and

Respondent

**CERTIFICATE OF MAILING OR
DELIVERY TO DIVISION OF
CHILD SUPPORT**

I certify that on *(date)* _____, I hand-delivered **or** mailed by first-class mail a true copy of the *Proposed Stipulated Supplemental Judgment* in the above domestic relations case to the local branch office of the Department of Justice, Division of Child Support at *(list address)*: _____
165 E. 7th Avenue, Suite 300
Eugene, OR 97401

I hereby declare that the above statements are true to the best of my knowledge and belief. I understand they are made for use as evidence in court and I am subject to penalty for perjury.

Date

Signature { Petitioner Respondent }

Name (printed)

Contact Address

City / State / ZIP

Contact Phone