

FILING FOR CUSTODY, PARENTING TIME, & CHILD SUPPORT FOR UNMARRIED PARENTS



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.

Symbols used in this form:



Important Note



STOP! You may not be able to use this form



Caution! You may need a lawyer



Timing requirement



Notice about these instructions and forms

These instructions are not a complete statement of the law. They cover basic procedures for simple cases involving custody, parenting time, and child support. If you have complicated issues or questions about the law, talk to a lawyer.

All of the necessary forms should be online. If you cannot find a form, ask your local court.

Each court has local rules, programs, and procedures that may not be explained in these instructions. Refer to the Supplementary Local Rules for your county. These rules are available online or at your local court or law library. Forms and information about your local court are on the Oregon Judicial Department website.

TABLE OF FORMS

1. Starting your Case *(See the last box of this table for additional forms you may need)*

Guide and File prepared these forms for you:

- Petition for Custody and Parenting Time, and Child Support
- Confidential Information Form (CIF) *(one for each party, including adult children)*
- Notice of CIF Filing

All other forms in this table are included in this Next Steps document or can be found online at <http://courts.oregon.gov>

- Notice of Statutory Restraining Order Preventing Dissipation of Assets
- Summons

Optional:

- Fee Deferral or Waiver Application and Declaration

2. Notifying the Other Party (Respondent)

- Acceptance of Service (if possible)
- Certificate of Service
- Certificate of Mailing to DCS *(if you or the respondent is receiving public assistance)*

3. Temporary Orders

4. Resolving Your Case

By Agreement

- Declaration in Support of Judgment
- General Judgment of Custody and Parenting Time, and Child Support

Or

By Default

- Ex Parte Motion for Order of Default and Declaration in Support
- Order on Motion for Default
- Declaration in Support of Judgment
- General Judgment of Custody and Parenting Time, and Child Support

Or

By Hearing

- General Judgment of Custody and Parenting Time, and Child Support

Additional forms you may need:

You may have completed these forms through *Guide and File*. If you did not, you can find them online at <http://courts.oregon.gov>

- Parenting Plan
- Fee Deferral or Waiver Application and Declaration (*optional*)
- Child Support Worksheets
- Uniform Support Declaration
- Parenting Class Certificate of Completion (*if required for your court*)
- Waiver of Personal Service
- Waiver of Further Appearance and Consent to Entry of Judgment (*for adult children*)
- End-of-case Fee Waiver Application

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Additional Forms:

- Notice of Statutory Restraining Order Preventing the Dissipation of Assets in Domestic Relations Actions
- Summons for Family Law Case
- Acceptance of Service
- Certificate of Service
- Certificate of Mailing or Delivery to Division of Child Support
- Waiver of Further Appearance and Consent to Entry of Judgment
- Default forms (Motion and Declaration, Order, Declaration in Support of Judgment, General Judgment)

STEP 1: STARTING YOUR CASE



General Information



- ❖ Keep the court and all other parties informed of your current address. **You don't have to use your home address.** You may use any contact address where you regularly check in, as long as it is in the same state as your home. The court will assume that you receive all notices and documents 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.**

- ❖ **Statutory Restraining Order** – By filing your *Petition*, you agree to follow the terms of an automatic restraining order. The order is effective once the papers have been served on the respondent (*see below for service information*). If you don't follow the order, you can be held in contempt of court and subject to penalties.
 - You must attach a copy of the restraining order (called “**Notice of Statutory Restraining Order Preventing the Dissipation of Assets in Domestic Relations Actions Between Unmarried Parents**”) to the *Summons* and serve it on the respondent. The statutory restraining order prevents *either party* from making changes to insurance policies without the agreement of the other party if those policies are for the benefit of the children.

STEP 2: FILING AND SERVICE

Make copies

Keep one copy of **all** of the completed forms for your records. See below for additional copies you will need.

File your forms



If you eFiled your forms in Guide and File, skip to “Service”, below

File all of the original forms *except* the *Summons* and *Notice of Statutory Restraining Order* with the court clerk. The clerk will give you a **case number** when you file. Put the case number on all copies and originals. See below for a list of the forms you will need to copy to serve on the respondent.



You have to pay the filing fees when you file your papers. Go to www.courts.oregon.gov 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. However, the judge may reconsider waived and deferred fees at the end of the case.

The clerk may give you some papers. A copy of these papers must be included with the *Petition* that you serve on Respondent (see below regarding service).

Make a copy of the following forms to serve on the respondent:

- *Petition*
- *Summons*
- *Notice of Filing of Confidential Information Form*
- *Notice of Statutory Restraining Order Preventing the Dissipation of Assets in Domestic Relations Actions Between Unmarried Parents*
- *Parenting Plan and Uniform Support Declaration (if you are filing these documents with your Petition)*
- Any other forms your local court requires you to serve on Respondent



TANF
OHP
OYA
Foster

You must also send a copy of the filed *Petition* to the Department of Justice Division of Child Support (DCS) if either you or Respondent receives Temporary Assistance to Needy Families (TANF) or the Oregon Health Plan (OHP), or if your children are in foster care or in custody of the Oregon Youth Authority. Your county branch office's address can be found at www.oregonchildsupport.gov/offices. After you mail the *Petition*, fill out the ***Certificate of Mailing or Delivery to Division of Child Support*** and file it with the court.



SERVICE

You must officially notify Respondent that you have filed a case. This is called "service." Follow the same steps to serve any 18, 19, or 20 year old children.

NOTE: Some courts have extra papers you have to serve with your filing. If you eFile your *Petition*, the court will email you the papers after your filing is accepted. If you do not include these papers with service, your case may be delayed and you may have to pay additional service fees.

Acceptance of Service – If it is safe for you to give the respondent the papers yourself, you can use an *Acceptance of Service* form. If the respondent signs an *Acceptance of Service*, no other kind of service is required. Signing the *Acceptance of Service* does *not* mean the respondent agrees with anything in your *Petition*, only that he or she received the papers. You must file the papers with the court before you give the copies to the respondent.



Formal Service

If the respondent does not want to sign the **Acceptance of Service**, you must use another method. There are four ways you can serve. Service must be done **after** your *Petition* is filed.

****3 CRITICAL POINTS****

1. If you serve before you file, you will have to serve the papers again
2. You **CANNOT** serve the papers yourself
3. If Respondent has a lawyer, you should also send a courtesy copy of the papers to the lawyer

1. **Personal Service:**

- a. **By Process Server:** Take a copy of your papers to the sheriff's office in the county where Respondent is located and have a sheriff's officer serve the papers. The sheriff's office charges a fee for service. You can also hire a private process server of your choice.
- b. **By a Non-Party:** Have a competent* person 18 years or older who is a resident of Oregon **and who is not a party** to the case (Petitioner or Respondent), **nor** the lawyer of a party, serve the papers. The server cannot be an employee of any party. If the respondent is outside of Oregon, the server can be a resident of the state where the respondent is. If you have safety concerns, have the sheriff perform service.

*competent means a person who can understand, remember, and tell others about an event.

A **Certificate of Service** must be filed with the court by whoever serves the respondent. The certificate must include the date of service and the name of the person served.

2. **Substituted Service:** The process server may leave the papers at the respondent's residence (where he or she normally lives) with someone 14 years or older who lives there. The process server must also mail a copy of the papers (with a statement of the date, time, and place that the papers were served) to the respondent by first class mail. Make sure the process server completes a **Certificate of Service**. The date of service is the day the first class mailing is put in the mail.
3. **Office Service:** The process server may leave the papers with someone *in charge* of the respondent's office or normal workplace. The process server must also mail a copy of the papers (with a statement of the date, time, and place that the papers were served) to the respondent by first class mail.

Make sure the process server completes a **Certificate of Service**. The date of service is the day the first class mailing is put in the mail.

4. **By Mail:** First, the process server must send the papers to the respondent's home or business address by first class mail. Second, the server must send a copy by certified mail, return receipt requested. The process server **must** file proof of service with the court, including the signed green card, date of receipt, and item number along with a **Certificate of Service**. If the green card is not returned or if someone other than the respondent signed for it, then service by mail was not effective and you must try another type of service. The date of service is the day the respondent signs the returned green card.

The image shows a green 'Domestic Return Receipt' form. The form is divided into two main sections: 'SENDER: COMPLETE THIS SECTION' and 'COMPLETE THIS SECTION ON DELIVERY'. The 'SENDER' section includes instructions and a field for 'Article Addressed to:'. The 'COMPLETE THIS SECTION ON DELIVERY' section includes fields for 'Received by (Please Print Clearly)', 'Date of Delivery', 'Signature', 'Service Type' (with checkboxes for Certified Mail, Registered, Insured Mail, Express Mail, Return Receipt for Merchandise, and C.O.D.), and 'Restricted Delivery? (Extra Fee)'. A red circle highlights the 'Date of Delivery' field, and a yellow arrow points to it from the right.

Proof of Service

The Certificates are your proof of service. An original *Certificate of Service* or *Acceptance of Service* must be filed with the court for your case to proceed, regardless of the method of service.



If proof of service is not received within **63 days** of filing your *Petition*, the court may send you a notice of dismissal. Your case may be dismissed if you do not provide proof of service within **28 days** of the notice.

If you are not able to have Respondent served by any of the methods listed above, you may ask a judge to allow you to use another service method. The judge might allow you to publish or post the documents. Forms to make this request are available online at <http://courts.oregon.gov>.

STEP 3: TEMPORARY ORDERS



You can ask the court to make temporary orders after you file the *Petition*. Temporary orders are effective as soon as a judge signs the order. They last until a judge changes the terms, signs the *General Judgment*, or dismisses the case. For example, either party may request an order for child support or an order about temporary use of property. To make any of these requests, you must file a “motion” (request) asking the court to do what you want. You may need a lawyer to file these requests.

- **NOTE:** The *General Judgment* may affect earlier temporary orders done by Limited Judgment. Talk to a lawyer if you have questions.

One type of temporary order is called a *Status Quo Order*. This order prevents either parent from changing the children’s normal schedules, interfering with parenting time by the other parent, or changing where the children live. This does *not* decide custody or who can make major decisions for the children. “Normal schedule” means the children’s schedule for the three months before you file a request for a *Status Quo Order*.

Go to <http://courts.oregon.gov> for the forms to request temporary orders. The forms may not cover all temporary orders you need. Talk to a lawyer for more information.

Domestic Violence

All courts have restraining order forms for cases involving domestic violence. A judge will usually hear your request within a day or two of filing. Check with your local court for filing times and procedures.

Refer to <http://courts.oregon.gov/fapa> for Family Abuse Prevention Act (FAPA) forms and information.

Forms for other types of protective order are available at www.courts.oregon.gov/forms

STEP 4: RESOLVING YOUR CASE

There are three ways your case can be resolved: by agreement between the parties, by default if the respondent doesn't respond, or by a judge in a hearing.

Even if you submitted Child Support Worksheets with your *Petition*, you MUST attach worksheets to your *Judgment*, regardless of how you resolve your case. Go to www.oregonchildsupport.gov to complete the worksheets.



By Agreement

It is always better to resolve issues yourselves, since you know what's important to you. Once the case goes to a judge, it is out of your control. If you can't resolve the issues on your own, or if it is not safe for you to talk to Respondent, the court may provide options to help you, including mediation and arbitration. For information about arbitration, see "By Trial" section below.

Mediation: A mediator is a person trained to help people resolve disagreements. Mediation is confidential. You may ask to meet with the mediator alone if you are uncomfortable meeting with the other party for any reason. Check with your local court clerk to see if there is a fee for this service. Mediators are *not* judges – they cannot impose their decisions on you. Their job is to help *you* reach an agreement. This may be your last chance to retain control over the outcome of the case. Agreements incorporated into a *Judgment* are fully enforceable (*see below*).

Some courts may require that you mediate before you have a hearing. Check your court's Supplemental Local Rules for more information. If mediation has not yet been ordered in your case and you would like to request it, you may file a ***Request for Mediation*** form. If your court requires mediation, you may request that the court waive mediation if you have a good reason by filing a ***Motion and Declaration for Waiver of Mediation***. Talk to your court if you have safety concerns.

If you and Respondent have agreed to all of the issues, fill out and file:

- ***Declaration in Support of Judgment***
- ***General Judgment of Custody, Parenting Time, and Child Support***

Note: The *Judgment* must be signed by both parties and all adult children before being submitted to the court



By Default

Respondent has 30 days to respond to your *Petition*. The time starts running from the day *after* the date of service. The response must be in writing and must be filed with the court and mailed to you. If the respondent does not file a response within 30 days, you may request an *Order of Default*.



Forms and instructions for getting an *Order of Default* are included at the end of this document.



By Trial

If Respondent has filed a response and the parties are unable to agree on the terms of a judgment, your case may go to trial

Conferences with the Judge

Many courts will schedule a “status,” “pretrial,” or “settlement” conference before a case goes to trial. These meetings usually take place with a judge with both parties present, along with their lawyers (if any). You must attend any conferences that are scheduled unless you have received permission from the judge not to attend. At the conference, the judge may talk to you about how your case is going to be handled, consider requests for temporary orders, or set future court dates.

Some courts may refer certain cases to arbitration. You will receive information from the court if that happens.

Informal Domestic Relations Trials (IDRTs) are available in all courts if both parties agree. See UTCR 8.120 for more information. Each court handles IDRTs differently. Contact your court for more information.

- Many courts require that you mediate before you can get a trial. See the BY AGREEMENT section above.



NOTE: You must give the other party an opportunity to review the judgment before you submit it to the court. See UTCRC 5.100 for information.

You can represent yourself at trial. Some courts provide information about representing yourself on their websites. Go to www.courts.oregon.gov to find your court’s website.

The State Family Law Advisory Committee has written a guide that may help you prepare for trial. This guide is NOT a substitute for legal advice! The rules of court can be technical and complex. You may damage your case if you are not properly informed. If your case goes to trial, you are strongly advised to talk to a lawyer. To read the guide, go to:

<http://www.courts.oregon.gov/help/Documents/famlawtrialbrochure.pdf>

THE JUDGMENT



Regardless of how you resolve your case, a ***General Judgment of Custody and Parenting Time and Child Support*** must be signed by a judge. One of you may be ordered to fill out the judgment form and give it to the court to be signed. **NOTE:** you must include Child Support Worksheets with your Judgment if child support is awarded.

The judgment finalizes your case and contains all of the issues decided in the mediation, trial, or by agreement.

- **NOTE:** The *General Judgment* may affect earlier temporary orders done by Limited Judgment. Talk to a lawyer if you have questions.

If the respondent DID NOT file a response, the information you fill out in the judgment should be *exactly* the same as what you requested in the *Petition*.

If the respondent DID file a response, the information should be the *exactly* the same as what was decided in mediation, arbitration, hearing, trial, or through your agreement. All parties must review the *Judgment* before you submit it to the court. You must send the *Judgment* document along with the *Notice of Proposed Judgment or Order* to the respondent and any adult children who have not filed a *Waiver of Further Appearance* in the case.

Other parties can object to the *Judgment*. If that happens, you have to discuss the objections and attempt to resolve them before you submit the *Judgment* to the court. If you are not able to resolve the objections, the objecting parties can either send you a written statement explaining their objections, or they can submit their objections directly to the court. You must complete the *Certificate of Readiness* section of the *Judgment* to tell the judge whether there are outstanding objections. See [UTCR 5.100\(1\)](#) for more information about notice and objections.¹

If the respondent is responsible for preparing the judgment, the respondent must send the proposed judgment to you before submitting it to the court. Then you can review it and object to it within 7 days of the date it was sent to you. If you and the respondent are not able to resolve your objections after reasonable efforts, you can either send a written explanation of your objections to the respondent or directly to the court. You must notify the respondent of your intentions so that they can advise the judge that there are outstanding issues. The judge may make a decision after reviewing the documents, or the court may contact you with further information.

If you are responsible for preparing the final judgment, make a copy for yourself and one for Respondent (unless you got an *Order of Default*). File the original with the court.

¹ www.courts.oregon.gov/utcr

Your case is finished and effective the date the *Judgment* is signed by the judge. NOTE: the terms of your judgment are not enforceable until the court enters the judgment. You will receive a *Notice of Entry of Judgment*.

NOTE: Every document you file must have a mailing address where you will receive documents related to this case. You do NOT need to use your home address. You can use any contact address in the same state as your home. You are responsible for checking your contact address. Notify the court and the other party in writing if your contact address changes.

Support for a Child Attending School

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 may be entitled to child support until he or she turns 21. "Child Attending School" is defined at ORS 107.108 and does not include children who are married.



IMPORTANT! After an order is made for support of a child attending school, the child *must* remain enrolled at least half-time AND make sufficient academic progress according to the school to qualify as a child attending school and continue to receive support.

NOTE: you can ask the court to extend child support for minor children to cover them when they qualify as Children Attending School. If a child does not immediately enter higher education after high school or drops out of high school, child support will end.

If you have an order that says support continues *if* the child becomes a Child Attending School, the child must notify the payor *before* the child turns 18 that he or she will be attending school, which school, and when the child expects to graduate or stop taking classes. Support generally continues during summers if the child has properly notified the other parent that the child intends to return to school.

The child must also provide consent to the school to release certain information to any parent paying child support. The requirements are at ORS107.108.

Paying Support for a Child Attending School

Support for an adult child is normally paid directly to the child, whether by the payor directly or by DCS. If you have good cause why the child should *not* receive payment, you must explain that in your *Petition*.

There is NO parenting plan or parenting time credit for a Child Attending School who has graduated from high school.

For more information, go to:

http://oregonchildsupport.gov/services/pages/child_attending_school.aspx

[Attach to Summons per ORS 109.103(5)]

**NOTICE OF STATUTORY RESTRAINING ORDER
PREVENTING THE DISSIPATION OF ASSETS
IN DOMESTIC RELATIONS ACTIONS BETWEEN UNMARRIED PARENTS**

REVIEW THIS NOTICE CAREFULLY.
**BOTH PARTIES MUST OBEY EACH PROVISION OF THIS ORDER
TO AVOID VIOLATING THE LAW.**
SEE INFORMATION ON YOUR RIGHT TO A HEARING BELOW

TO THE PETITIONER AND RESPONDENT:

Under ORS 109.103(5) and UTCR 8.080, neither Petitioner nor Respondent may:

Insurance Policies

(1) Cancel, modify, terminate, or allow to lapse for nonpayment of premiums, any policy of health insurance that one party maintains to provide coverage for the other party or a minor child of the parties, or any life insurance policy that names either of the parties or a minor child of the parties as a beneficiary.

Insurance Beneficiaries

(2) Change beneficiaries or covered parties under any policy of health insurance that one party maintains to provide coverage for a minor child of the parties, or any life insurance policy.

EFFECTIVE DATE:

The above provisions are in effect immediately upon service of the *Petition* and *Summons* on the respondent. They remain in effect until a final judgment is issued, until the petition is dismissed, or until further order of the court.

RIGHT TO REQUEST A HEARING

Either Petitioner or Respondent may request a hearing to modify or revoke one or more terms of this restraining order by filing with the court the *Request for Hearing re: Statutory Restraining Order* form specified in Form 8.080.3 in the UTCR Appendix of Forms.

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

Case No: _____

Petitioner
and

Respondent

**SUMMONS FOR FAMILY LAW
CASE**

- Marriage
 Registered Domestic
Partnership (RDP)
 Unmarried & Unregistered

To (name): _____

Address:

Your child's parent has filed a *Petition* asking for custody, parenting time, or child support.

NOTICE TO RESPONDENT: READ THESE PAPERS CAREFULLY!

You must "appear" in this case or the other side will win automatically. To "appear," you must file a legal paper called a "*Response*" or a motion. *Response* forms are available through the court at the address above or online at www.courts.oregon.gov. Talk to a lawyer for information about appearing by motion.

Your *Response* must be filed with the court clerk at the court listed above **within 30 days of the day you received this *Summons***, along with the required filing fee (go to www.courts.oregon.gov for fee information). It must be in proper form and you must show that the Petitioner's lawyer (or the Petitioner if he or she does not have a lawyer) was formally served with a copy of the *Response* according to the service rules. Service rules are included in *Instructions for Respondents*, available at www.courts.oregon.gov.

If you have questions, see a lawyer immediately. If you need help finding a lawyer, you can call the Oregon State Bar's Lawyer Referral Service at 503.684.3763 or toll free in Oregon at 800.452.7636, or go to www.oregonstatebar.org.

Date

Petitioner Signature

Name (printed)

Contact Address

City, State, ZIP

Contact Phone

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

Case No: _____

Petitioner
and

Respondent

**ACCEPTANCE OF
SERVICE**

I am the Respondent in this case

On (date) _____ I received a true copy of (check all that apply):

- Petition
 - Summons
 - Information on mediation
 - Notice of Statutory Restraining Order Preventing Dissipation of Assets in Domestic Relations Actions between Unmarried Parents
 - Notice of CIF (*Confidential Information Form*) Filing
 - Uniform Support Declaration
 - Other forms: _____
- _____

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

Date

Signature

Print Name

Address

City/State/Zip

Telephone

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

Case No: _____

and

Petitioner
Respondent

CERTIFICATE OF SERVICE
(ORCP 7D(2))

- (a) Personal Service
- (b) Substitute Service
- (c) Office Service
- (d) Service by Mail

I, *(name)* _____, declare that I am a resident of the state of _____ . I am a competent person 18 years of age or older. I am not a party to or lawyer in this case, and not the employee of a party. I certify that the person served is the person named below. I served true copies of the original *(check all that apply)*:

- Petition and Summons
- Information about mediation
- Notice of Confidential Information Form (CIF) Filing
- Notice of Statutory Restraining Order Preventing Dissipation of Assets in Domestic Relations Actions between Unmarried Parents
- Uniform Support Declaration
- Other *(name all forms or documents served)* _____

by *(check a, b, c, or d and complete all information)*:

(a) **Personal Service** on *(date)* _____, at _____ a.m./p.m., to { Petitioner Respondent} *(name)* _____ in person at the following address _____ in the County of _____, State of _____.

(b) **Substitute Service** on *(date)* _____, at _____ a.m./p.m., by delivering them to the following address _____ in the County of _____, State of _____. Delivered to *(name)* _____, who is a person age 14 or older and who lives there.

(Complete the section below only if the server also did the follow-up mailing required by ORCP 7D(2)(b). If a person other than the server did the follow-up mailing, that person must complete a separate Certificate of Service Mailing.)

On *(date)* _____, I personally deposited a true copy of the same documents served with the U.S. Postal Service, via first class mail, in a sealed envelope, postage paid, addressed to the party to be served: Petitioner Respondent *(name)* _____, at the party's home address listed above, together with a statement of the date, time and place that the documents were hand-delivered to the party's dwelling (residence).

(c) **Office Service** on *(date)* _____, at _____ a.m./p.m., by delivering them to the office of the party to be served, located at: *(address)* _____

_____, during normal working hours for that office, where I left the documents with (name) _____, who is a person apparently in charge, to give the documents to the party to be served.
(Complete the section below only if the server also did the follow-up mailing required by ORCP 7D(2)(c). If a person other than the server did the follow-up mailing, that person must complete a separate Certificate of Service Mailing.)

On (date) _____, I personally deposited a true copy of the same documents served with the U.S. Postal Service, via first class mail, in a sealed envelope, postage paid, addressed to the party to be served: Petitioner Respondent (name) _____, at the party's: home address at: _____, **OR** business address above, together with a statement of the date, time and place that the documents were hand-delivered to the party's office.

(d) **Service by Mail, Return Receipt Requested** on (date) _____, I personally deposited **two** true copies with the U.S. Postal Service. **One** by first class mail, and the **other** by certified or registered mail, Return Receipt Requested, or by express mail, postage paid, addressed to the party to be served: Petitioner Respondent _____ (name), at the party's home address located at: _____ (address). (NOTE: If mailed Return Receipt Requested, the return receipt must be attached to this Certificate of Service.)

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 of Server

Print Name

If person serving is NOT a sheriff or sheriff's deputy, address and phone number of server:

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

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 *Petition* in the above domestic relations case to the local branch office of the Department of Justice, Division of Child Support at *(list address)*: _____

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

Print Name

Contact Address

City / State / ZIP

Contact Phone

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

Case No: _____

Petitioner
and

Respondent

**WAIVER OF FURTHER
APPEARANCE AND CONSENT
TO ENTRY OF JUDGMENT**

I am the respondent in this case. I waive (give up) my right to further appearance and consent (agree) to entry of judgment according to the terms of the *Petition*.

I hereby declare that the above statements are true and complete 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

Print Name

Contact Address

City, State, Zip

Contact Phone

If Respondent Does Not Respond:

The respondent has 30 days to respond to your *Petition*. The time starts running from the day *after* the date of service. The response must be in writing and must be filed with the court and mailed to you. If the respondent does not file a response within 30 days of the date of service, you can request an *Order of Default*.

Default

Default means that you are asking the judge to award you what you asked for in your *Petition* because the respondent did not file a response. Look at [Oregon Rules of Civil Procedure](#) (ORCP) rule 69 for more detailed information.

- NOTE: If the respondent has given you written notice that he or she intends to appear, you have to give written notice that you intend to apply for a default order at least 10 days before you file your motion. See [Uniform Trial Court Rule 2.010](#) for the form your notice must be in. File your notice of intent with the court and serve it on the respondent. See [Oregon Rules of Civil Procedure Rule 9](#) for information about how to serve documents after the *Petition*.

The judge may not grant a default if the respondent is incapacitated, a minor, a financially incapable person, a protected person, or a respondent in a fiduciary protective proceeding, as defined by [ORS 125.005](#).



You must also show that the respondent is not in active military service before the court can enter an order of default. This is part of the ***Ex Parte Motion for Order of Default & Declaration in Support***. If the respondent is in active military service, you cannot get an order of default unless the servicemember waives protection under the Servicemembers Civil Relief Act (SCRA). This federal law starts at 50 U.S.C. 3901. Your local law librarian can help you find it, or go to www.law.cornell.edu* (under *Get the Law* click *U.S.Code*, then click *Title 50* and go to *Chapter 50*). This law has strict rules about what “active military service” means. This protection does not apply to all servicemembers at all times.



If the respondent is in the military, you should see a lawyer before trying to get an order of default. If a default is not done properly, the respondent can re-open the case after returning from service. **Be aware** that if you knowingly make false statements about the respondent’s status, you may face both federal and state penalties.

If you know the respondent is *not* in the military, you must state *facts* that explain how you know.

If you have the respondent’s Social Security Number or date of birth, go to the Department of Defense website (<https://scra.dmdc.osd.mil/>) to find out if the respondent is in active service. This site can give you a free statement of service status that you can print out (called a “certificate of service” on the website). Attach this statement or a printout of the screen

* This is an outside site maintained by Cornell University. The Oregon Judicial Department is not responsible for any information on this site. Links may have moved.

to your motion. You can also call 571.372.1100 for military verification. Put the date and the name of the person you spoke with on your motion. If you don't have the Social Security Number or date of birth, commercial sites may be able to provide information.

If you don't know whether the respondent is in the military and have checked the website, or don't have the necessary information, mark "I am unable to determine whether this person is in military service" and add any facts that you *do* know. The judge will decide whether to grant the default.

➤ **If Respondent is in the military**

If the respondent is in active military service of the United States and has not responded to the *Petition*, the court won't go ahead with your case until one of the following things happens:

- (1) Respondent is no longer in active military service,
- (2) Respondent waives, in writing, the right to avoid default, or
- (3) the judge holds a special hearing in your case.

Talk to a lawyer if the respondent will not sign the waiver and you do not want to wait for military service to end. The SCRA rules are technical and complex. Contact the Oregon State Bar for help (contact information is on Page 1). The court does not provide blank waivers for this purpose.

* * * * *

Requesting a Default - fill out the following forms (*included below*):

- *Ex Parte Motion for Order of Default and Declaration in Support*
- *Order on Motion for Default*
- *Declaration in Support of Judgment*
- *General Judgment of Dissolution of Marriage/RDP*

Read your *Petition* CAREFULLY! The ***Declaration in Support of Judgment*** allows you to note any information that has changed since you filed the *Petition*. Read **each** section of the *Petition* you filed and note any changes in the spaces provided. You must complete the rest of the *Declaration* in all cases. Guide & File has completed some information for you, but you need to check all of the information to make sure it is complete and nothing has changed.

The Judgment

Guide & File has pre-completed most of the *General Judgment* form. **It is VERY important that you check ALL of the information!** Some information cannot be completed by the system. If you leave required fields blank or do not correct inaccurate or changed entries, your judgment may be delayed or returned to you.

After you make yourself a copy of the completed forms, file the originals with the court any time *after* 30 days from the date of service. You must file the *Motion for Order of Default* by the **91st day** after you filed the *Petition* (NOT the proof of service!). If not, your case may be dismissed.

The court will send you notice when your judgment has been entered.

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

Case No: _____

Petitioner
and

Respondent

**EX PARTE MOTION FOR
ORDER OF DEFAULT and
DECLARATION IN SUPPORT**

Motion

Based on the attached *Declaration*, Petitioner requests that this court grant an *Order* entering the default of Respondent and directing entry of judgment.

Statement of Points and Authorities

ORCP 69 requires the court or clerk to enter an order of default on a showing by affidavit or declaration that a party against whom a judgment is sought has been served with Summons or is otherwise subject to the jurisdiction of the Court and has failed to plead or otherwise defend within the time set by law.

Declaration

Respondent was served with the *Summons, Petition* and other documents required by law in _____ County, State of _____, on (date) _____ and has not made an appearance within the time required by law.

Respondent has not provided me with written notice of intent to appear.

or

Respondent provided me with written notice of intent to appear **and** I filed and served written notice of intent to apply for default at least 10 days before filing this motion, or fewer days as permitted by the court.

Respondent is not now, and was not at the time of the service of the *Petition* and *Summons*, incapacitated, a minor, a financially incapable person, a protected person, or a Respondent in a fiduciary protective proceeding, as defined by ORS 125.005,

and (check one of the following):

The Respondent **is not** now, and was not at the time of service of the *Petition* and *Summons*, in active military service of the United States. *Provide facts supporting this statement:* _____

The Respondent **is** now, or was at the time of service of the *Petition* and *Summons*, in active military service of the United States. Respondent has waived his or her rights under the Servicemembers' Civil Relief Act, as shown by the attached waiver, labeled Exhibit _____ .

I am unable to determine whether or not Respondent is now, or was at the time of the service of the *Petition* and *Summons*, in active military service of the United States.

Provide any facts you do know: _____

I request the relief specified in the attached *Judgment*.

Costs and fees are allowable under ORS 107.105(1)(j) or 107.490(4).

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

Date

Signature

Name (printed)

Contact Address

City, State, ZIP

Contact Phone

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

Case No: _____

Petitioner

and

**ORDER ON MOTION
FOR DEFAULT**

Respondent

Based on the motion and declaration of the Petitioner in this case,

- The court **DENIES** the *Ex Parte Motion for Order of Default* because:
- the respondent was not properly served with the *Petition* and *Summons* or other necessary documents, or no proof of service has been filed with the court.
 - the respondent has filed an appearance.
 - the respondent is now or was, at the time of service of the *Petition* and *Summons*, in active military service of the United States and has not waived protection under the Servicemembers Civil Relief Act.
 - the respondent is now, or was, at the time of service of the *Petition* and *Summons*, incapacitated, a minor, a financially incapable person, a protected person, or a Respondent in a fiduciary protective proceeding, as defined by ORS 125.005.
 - Other:

The court **GRANTS** the *Ex Parte Motion for Order of Default* and directs entry of judgment because the court finds that:

- 1) The respondent was properly served with the *Petition* and other necessary documents and has not filed an appearance,
- 2) The respondent is not now and was not, at the time of service of the *Petition* and *Summons*, incapacitated, a minor, a financially incapable person, a protected person, or a Respondent in a fiduciary protective proceeding, as defined by ORS 125.005, **and**
- 3) The respondent:
 - is not now and was not, at the time of service of the *Petition* and *Summons*, in active military service of the United States, *or*
 - is in active military service of the United States and has waived protection against default judgments under the Servicemembers Civil Relief Act.

Judge Signature:

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

Case No: _____

Petitioner

and

**DECLARATION SUPPORTING
GENERAL JUDGMENT OF
CUSTODY, PARENTING TIME,
AND CHILD SUPPORT**

Respondent

and

Unmarried children 18, 19, or 20 years old (*full names*)

The *Petition* was filed in the county where Petitioner Respondent Child resided at the time of filing

The statements made in the Petition remain true and accurate *except*:

Section Number	Explain

Additional page attached

Minor Children

List all minor children of both parties (under age 18) (do not list children that one party has with another person)

Name of Child	Age	Currently lives with (Name, Address or Contact Address)	For how long

Additional children listed on page attached

Child support has been requested. I have attached to the proposed judgment a *Child Support Worksheet* labeled Exhibit _____. The information included in that worksheet is true and accurate to the best of my knowledge.

The parent who should pay child support (“payor”) does **not** live in Oregon **but** (*check all that apply*)

- Was personally served with the *Petition* in Oregon
- Filed a response in this case
- Lived in Oregon with at least one of the children

- Lived in Oregon and paid for prenatal or other costs for at least one of the children
- At least one child lives in Oregon as a result of an act or instruction by the payor
- At least one child may have been conceived in Oregon
- Claimed parenthood on a Voluntary Acknowledgment of Paternity
- Both parties lived in Oregon for at least 6 months and the non-resident party moved out of Oregon less than one year before the *Petition* was filed in this case
- There is another basis for jurisdiction (*explain*): _____

I ask the court to enter judgment without a hearing under ORS 107.095(4) *because*:

- Respondent has not appeared and an *Order of Default* has been entered
- Respondent has stipulated (agreed) to the terms of the *Judgment*

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

Submitted by Petitioner Respondent

Date

Signature

Name (printed)

Contact Address

City, State, Zip

Contact Telephone

NOTICE OF PROPOSED JUDGMENT OR ORDER

To be sent to all other parties before submitting proposed Judgment or Order to the court for signature. Send the Judgment or Order to the other party with this Notice at least 7 days before submitting it to the court. This does not apply to judgments submitted with a Motion for Order of Default or after an Order of Default has been granted.

This notice is to inform you that you can object to the attached proposed *Judgment or Order*.

Uniform Trial Court Rule (UTCRC) 5.100¹ allows you to object to the proposed judgment or order. If you have no objections, you can sign the last page and return it to me.

If you do object to any of the terms of the judgment or order, you may:

1) Contact me within 7 days of the date of this notice. If you contact me and we are not able to resolve your objections after reasonable efforts, I will include your objections with the proposed judgment or order when I submit it to the court.

or

2) Submit your objections directly to the court. If you intend to submit your objections directly to the court, notify me within 7 days of the date of this notice so that I can inform the court of your intentions when I submit the proposed judgment or order. If you do object to the proposed order or judgment, you must contact me within 7 days of the date of this notice.

Date

Signature

Name (printed)

Address

City/State/Zip

Phone

¹ www.courts.oregon.gov/utcr

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

Case No: _____

_____ Petitioner

and

_____ Respondent

and

**GENERAL JUDGMENT OF
CUSTODY AND PARENTING
TIME
AND CHILD SUPPORT**

_____ Unmarried Children 18, 19, or 20 years old (*full names*)

This document was presented to the court:

- On the motion and declaration of Petitioner, the default of Respondent having been found
 - and Respondent being represented by a guardian ad litem or other person described in Oregon Rules of Civil Procedure, Rule 27
- On the stipulation of the parties, as shown by the signatures at the end of this *Judgment*
- After a hearing held _____ (*date*), at which the following persons were present:
 - Petitioner Petitioner's attorney _____
 - Respondent Respondent's attorney _____
 - Other _____

Children 18, 19, or 20 Years of Age

- Waived further appearance in these proceedings: (*names*) _____
- Fully participated in the proceedings and are bound by the terms of this judgment: (*names*) _____
- Signed and stipulated to the terms of this judgment as shown by the signature below

FINDINGS:

The court considered the: Declaration Stipulations Evidence presented and finds that:

A. The parties were not married to each other at the time the *Petition* was filed

B. Children of the Parties (*list only children legally recognized as children of both parties together; do not list children either party has with another person*)

Name	Year of Birth	Age

Additional page attached

C. Child Custody Jurisdiction

Oregon has jurisdiction under the Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA) to decide custody and parenting time matters because:

- Oregon is the children's home state (all of the children have lived here continuously for the six month period immediately before this case was filed)
- Other:

Oregon does not have jurisdiction under the UCCJEA because:

D. Parentage has been established for the children listed in Section B

The court grants judgment as follows:

The terms of this judgment are effective upon entry in the court register

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 may result in fines, imprisonment, or other penalties.

Help may be 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.

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 your local court for information.

1. Custody and Parenting Time

Custody of the children is awarded as follows:

- Petitioner and Respondent have **joint** custody of the following children:
- Petitioner is awarded **sole** custody of the following children (*names*):
- Respondent is awarded **sole** custody of the following children (*names*):

Parenting time is awarded

- as described in the attached **Parenting Plan**, labeled Exhibit _____ **or**
- to Petitioner Respondent as follows

- Parenting time will be supervised by _____
 Any cost of supervision must be paid by Petitioner Respondent
 Other: _____

Petitioner Respondent must not have parenting time because this would endanger the health and safety of the children

2. Relocation

Neither parent may move more than 60 miles further distant from the other parent without giving the other parent reasonable notice of the change of residence and providing a copy of such notice to the court

or

The requirement of ORS 107.159 regarding notice of relocation is suspended for good cause

3. Contact Information

- Parents must both provide contact addresses and contact telephone numbers to each other and notify each other of any emergencies or substantial changes in the children's health
 Good cause exists to suspend the obligation of the parties to provide contact information to each other

4. Parental Authority under ORS 107.154

The non-custodial parent's authority under ORS 107.154 is suspended for good cause

5. Child and Medical Support and Life Insurance for Children

A. Child Support

Existing Child Support Obligation

(list court/agency, case number, and date of prior child support orders and judgments:

- No action is taken by this judgment regarding any prior child support order or judgment
- This judgment **does not** replace any existing child support order or judgment. Payment amount and schedule remain as ordered on *(date of order or judgment)*: _____
 any arrears accumulated under the continued order or judgment remain due
- This judgment **replaces** the existing child support obligation because the existing orders and judgments were issued by an Oregon court or agency, one of the parents or children receiving support still resides in Oregon, and circumstances have changed since the orders were entered. Support is due as detailed in the "Support Order" section below.
 any arrears accumulated under the continued order or judgment remain due
- Other:

Presumed Inability To Pay Under ORS 25.245

- The parent who would pay support is presumed to be unable to pay because that parent:
 - receives cash payments from a **public assistance** program including TANF or SSI
 - is (or is expected to be) **incarcerated** (in jail or prison for at least 6 months) and has income less than \$200 per month
- The presumption **has not been rebutted** and **no** child support (including cash medical support) is ordered
- The presumption **has been rebutted**, and support **is ordered** as detailed in the "Support Order" section below for the following reasons:

Support Order

- No support** is ordered for reasons other than the presumption of inability to pay or continuation of an existing order or judgment
(explain):
- or*
- Support must be paid:**
 - By** Petitioner Respondent
 - To** Petitioner Respondent
 - Adult Child Attending School *(name):* _____
 - On** the first day of each month
 - Starting** the month following entry of this judgment *or*
 - the date of service of this *Petition*

The total 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 of \$ _____ because the presumed amount is unjust or inappropriate *(explain)*

B. Medical Support

- Medical support has already been ordered in another case as listed in Section 5A, above *or* from _____ county. The court case # is _____ and the Child Support Program CSP# is _____
- The existing order is not changed
- The existing order is terminated. Medical support is ordered as follows.

i. Health Insurance Coverage

- Petitioner Respondent is { Both parents are } ordered to keep insurance throughout the period of the child support obligation

ii. Cash Medical Support

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

The paying parent is ordered to provide Cash Medical Support only when not providing private health insurance for the children

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, so cash medical support should not be ordered

The children’s medical needs will be met by the *Uninsured Medical Expenses* provision below

Other (*explain*): _____

CHANGES TO HEALTH INSURANCE AVAILABILITY

Both the payor and the recipient of 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.

iii. Uninsured Medical Expenses

Uninsured medical expenses are not awarded

Or

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

C. Payment

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.

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*)

Adult Child Attending School

The Division of Child Support will pay support for an adult child attending school 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

D. Length of child support

Support ends when the last child becomes self-supporting, emancipated, or married,

or (*check one*):

- reaches age 18, or if the child qualifies as a child attending school under ORS 107.108, age 21
- reaches age 18

E. Tax Dependents

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

As between the parties, 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 judgment in each tax year and must not file contradictory tax returns.

List names:

or

Other (*specify*):

F. Life Insurance Coverage for Children

The party paying support must carry life insurance for the benefit of the parties' children throughout the period of the support obligation if he or she is insurable. The coverage must be at least _____ . The party paying support must provide to the party receiving support a true copy of the policy. The party paying

support must also provide to the party receiving support written notice of any action that will reduce the benefits or change the designation of the beneficiaries under the policy.

(or)

Neither party is ordered to carry life insurance for the benefit of the parties' children

Additional Provisions

NOTICE ABOUT PERIODIC REVIEWS

If you are receiving child support services through the Department of Justice, either parent may request that the Department of Justice/Division of Child Support review the amount of support ordered after 3 years from the date the order took effect or at any time upon a substantial change of circumstances.

7. Court Costs and Fees Whether Paid Or Deferred

- Each party is responsible for paying his or her own court costs and service fees
 Petitioner Respondent will reimburse the other party \$_____ for costs and fees
 Judgment is awarded to the State of Oregon for deferred costs or fees of \$_____
 Other: _____

8. Information Required by ORS 25.020

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 that is identified as confidential by UTCR 2.130.

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 may not disclose the information in the CIF to the other party.

Money Award Child Support Obligation included not included

	PETITIONER	RESPONDENT
Full Name		
Contact Address		
Year of Birth		

Social Security # (last 4 digits)		
Driver License # (last 4 digits) and State		
Lawyer Name, Address, Phone #		

NOTE: a party RECEIVING a money award is the JUDGMENT CREDITOR; a party PAYING a money award is the JUDGMENT DEBTOR.

➤ 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 (full name and contact address) _____ _____ 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
Child Support	WHO PAYS <input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent	_____ per month for cash medical support and _____ per month for child support	Beginning the first day of the month following entry of this judgment or <input type="checkbox"/> the date of service of the <i>Petition</i> (date) _____ or <input type="checkbox"/> Other _____ and due on the first day of each month thereafter

Type of Judgment		Amount	Beginning / Ending
	WHO RECEIVES <input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent <input type="checkbox"/> Adult Child		Ending when the last child turns <input type="checkbox"/> 18 or <input type="checkbox"/> 21 (if the child remains a Child Attending School)
<input type="checkbox"/> Prejudgment Interest	WHO RECEIVES <input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent	\$ _____	
Post-judgment 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 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	

Judge Signature:

Certificate of Readiness

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

Service is not required under UTCR 5.100. The other party has been found in **default** or an order of default is being requested with this proposed judgment; 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.

I have **served** a copy of this judgment and written notice of the 7-day objection period set out in UTCR 5.100 on all parties entitled to service *(complete service information below)*. **And:**

No objection has been served on me within that time frame.

I received objections that I could not resolve with the other party despite reasonable efforts

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