

A Checklist of the Things You must Do to Change a Support Order Where the Payor and Recipient Agree

- Step 1
Agree on the amount of support to be paid. If the order to be varied is for child support also agree on the annual income of the payor and recipient.
- Step 2
Obtain a copy of the support order that you want to change.
- Step 3
Obtain copies of the payor's and recipient's most recent income tax return and notice of assessment or reassessment.
- Step 4
Prepare the court documents you need. These include:
 - a) an Application using Form 2
 - b) a Request using Form 18
 - c) a Consent using Form 19
 - d) an Affidavit using Form 17
 - e) a Consent Order using Form 20
- Step 5
Swear the Affidavit
- Step 6
Make four copies of the Documents
- Step 7
If the order being varied is a child support order, give notice of the application to the Family Maintenance Enforcement Program (if the child support order has been filed with that Program)
- Step 8
File the original and 3 copies of the documents you collected and prepared in Steps 3 and 4 at the Family Court Registry where the order being varied was originally made. The registry clerk will return three stamped copies of your documents to you.
- Step 9
If a judge is satisfied that your request is proper, the judge will sign your order. If the judge has some concern, you could be ordered to attend court so that the judge can obtain any explanations needed.
- Step 10
Make four copies of the order. Notify the Family Maintenance Enforcement Program if a child support order has been varied.