

NYS Child Support Processing Center  
PO Box 15364  
Albany NY 12212-5364

Noncustodial Parent Name:  
New York Case Identifier:  
Custodial Parent Name:  
Local District:  
Date:

## Notice of Your Right to Ask for a Modification of Your Child Support Order

We recently learned that a party on your child support case will be incarcerated for more than 180 days.

Under New York law, you have a right to ask the court to modify your child support order. This notice has also been sent to the other party to your child support order. (NYS Family Court Act §§ 413 and 451; NYS Domestic Relations Law § 240, and NYS Social Services Law § 111-i)

A modification request can be made by **completing four (4) New York State (NYS) Family Court forms:**

- **Form 4-11** (Petition for Modification of Order of Another Court / Family Court)
- **Form 4-5/5-1-d** (Personal Information Form)
- **Form 4-17a** (Financial Disclosure Affidavit (Short Form))
- **Form 4-24** (Electronic Testimony Application)

After getting a request to modify, the court will schedule a hearing and can make a decision to decrease, increase, or keep your order the same. Unless the court changes the child support order, the amount owed may continue to grow.

**Questions? Call the Child Support Helpline at 888-208-4485.**

Incarcerated parents at a NYS Department of Corrections and Community Supervision facility may dial **888#**.

### Three steps to request a change to your child support order

**Step 1:** Find the necessary forms, listed on the left, in the Law Library of the correctional facility or online at [www.nycourts.gov/forms/](http://www.nycourts.gov/forms/)

**Step 2:** File the forms with the Family Court that issued your child support order. A list of New York Family Courts is available using the “Court Locator” tool at [www.nycourts.gov/courts/](http://www.nycourts.gov/courts/)

**Step 3:** Attend your hearing—either in person or, if incarcerated, by phone or video. If you do not attend the hearing, your petition may be dismissed.