

IF you have a child support order or a medical order and:

- ✓ **Have lost your job, or**
- ✓ **Are working less hours than before,**
- ✓ **Are, or will be, collecting unemployment**

THEN you must file a Motion for Relief (a simple-one page document) IN PERSON at the

**Rhode Island Family Court,
One Dorrance Plaza
Second floor
Providence, RI**

PLEASE NOTE:

IF YOU DO NOT FILE A MOTION FOR RELIEF YOUR ORDER WILL KEEP ON RUNNING AND ACCUMULATING AND ALL ENFORCEMENT PROCEDURES WILL CONTINUE!!!

MODIFYING AN ORDER

Either parent may request that the Rhode Island Family Court *modify the child support order*. According to the law, the party asking for the modification must show a substantial change in circumstances. Some examples of a significant change in circumstances include:

- Loss of employment or Lay off
- Disability or Worker's Comp.
- Incarceration
- A decrease in income earned
- An increase in income earned
- Emancipation of the youngest child
- Increase in the needs of the child
- Birth of a new child
- Change of custody
- Death of either party

The Office of Child Support Services can assist either party in filing a *motion to modify*. Also there is a *pro-se* packet available if you would like to file the motion on your own. You may also file the Motion for Relief at RIFC. The Rhode Island Family Court will apply the guideline chart in effect to determine the new child support order.



HOW TO FILE A MOTION TO MODIFY

- All motions must be file in person at the RI Family Court
- **Motions are retroactive to the date of filing and not to the date when YOU LOST YOUR JOB!**
- Copies of the motion must be sent to all parties and OCSS
- Copy of the motion filed must be sent **certified mail** to the Custodial Parent
- You can obtain assistance in filing the Motion at OCSS
- Pro-Se packet is available for incarcerated parents

**DO NOT DELAY IN FILING
YOUR MOTION FOR
RELIEF!**



**MOTIONS ARE
RETROACTIVE ONLY
TO THE DATE YOU GO TO
THE COURT AND
FILE THE MOTION
AND NOT
TO THE DATE YOU BECAME
UNEMPLOYED!!!**

**Department of
Human Services
OFFICE OF CHILD
SUPPORT SERVICES
77 Dorrance Street
Providence, RI 02903
401-458-4400
www.cse.ri.gov**

**WHAT YOU NEED TO DO
IF YOU ARE
UNEMPLOYED
AND HAVE A CHILD
SUPPORT ORDER...**



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