

## **DOCUMENTS REQUIRED/RECOMMENDED FOR INTERGOVERNMENTAL CASES**

### **FOR ALL TYPES OF CASES:**

- Affidavit in Support of Non Disclosure of Information or Court order, if applicable
- Recommend including proof of verification of address of the party in the responding state

### **ESTABLISHMENT:**

#### **Establish Support Order**

- Documents required
  - ◆ Transmittal #1
  - ◆ Uniform Support Petition – notarized
  - ◆ General Testimony – notarized
- Documents recommended
  - ◆ Birth Certificate (A photo copy is acceptable, but it must be the state-issued birth certificate or birth record, not the one issued by the hospital.)
  - ◆ Supporting financial documents
    - Extraordinary Medical Expenses
    - Day Care Expenses/Receipts
    - 3 most recent pay stubs, unless TANF recipient
  - ◆ Some states require paternity affidavit if parents never married

#### **Establish Paternity and Support**

- Documents required
  - ◆ Transmittal #1
  - ◆ Affidavit in Support of Establishing Paternity for **each** child -- notarized
  - ◆ Uniform Support Petition – notarized
  - ◆ General Testimony – notarized
  - ◆ Birth Certificate (A photo copy is acceptable, but it must be the state-issued birth certificate or birth record, not the one issued by the hospital.)
- Documents recommended
  - ◆ Supporting financial documents
    - Extraordinary Medical Expenses
    - Day Care Expenses/Receipts
    - 3 most recent pay stubs, unless TANF recipient

#### **Establish Medical Support Only**

- Documents required
  - ◆ Transmittal #1
  - ◆ Uniform Support Petition – notarized
  - ◆ General Testimony – notarized

## **REGISTRATION OF FOREIGN ORDER:**

### **Register for Enforcement Only**

- Documents required
  - ◆ Transmittal #1
  - ◆ Registration statement – notarized
  - ◆ Certified copy of court order to be registered
  - ◆ Copies of all previous orders
- Documents recommended
  - ◆ Month-by-month affidavit of arrears
  - ◆ Statement of possession credit (if obligor ever had custody of child)
  - ◆ Affidavit of direct payments

### **Register for Modification and Enforcement**

- Documents required
  - ◆ Transmittal #1
  - ◆ Uniform Support Petition – notarized
  - ◆ Registration statement -- notarized
  - ◆ Certified copy of court order to be registered
  - ◆ Copies of all previous orders
  - ◆ General Testimony – notarized
- Documents recommended
  - ◆ Month-by-month affidavit of arrears
  - ◆ Copy of written request for modification
  - ◆ Supporting financial documents
    - Extraordinary Medical Expenses
    - Day Care Expenses/Receipts
    - 3 most recent pay stubs, unless TANF recipient
  - ◆ Statement of possession credit (if obligor ever had custody of child)
  - ◆ Affidavit of direct payments

### **Register for Enforcement of Medical Support Only**

- Documents required
  - ◆ Transmittal #1
  - ◆ Registration statement – notarized
  - ◆ Certified copy of court order to be registered
  - ◆ Copies of all previous orders

## **ENFORCEMENT OF RESPONDING STATE'S ORDER:**

### **Enforce Responding State's Order**

- Documents required
  - ◆ Transmittal #1
- Documents recommended
  - ◆ Copy of the court order
  - ◆ Affidavit of arrears (if responding case is not actively enforcing)
  - ◆ Affidavit of direct payments

### **Enforce and Modify or Modify Only Responding State's Own Order**

- Documents required
  - ◆ Transmittal #1
  - ◆ Uniform Support Petition – notarized, if modification is requested
  - ◆ General Testimony, notarized, if modification is requested
- Documents recommended
  - ◆ Copy of the court order
  - ◆ Affidavit of arrears
  - ◆ Supporting financial documents, if modification is requested
    - Extraordinary Medical Expenses
    - Day Care Expenses/Receipts
    - 3 most recent pay stubs, unless TANF recipient
  - ◆ Statement of possession credit (if obligor ever had custody of child)
  - ◆ Affidavit of direct payments

## **REGISTRATION OF FOREIGN JUDGMENT:**

### **Register Foreign Judgment for Enforcement Only**

- Documents required
  - ◆ Transmittal #1
  - ◆ Registration Statement -- Notarized
  - ◆ Certified copy of Judgment