



CAO Online Form Review Checklist

PETITION TO MODIFY AN ORDER, JUDGMENT OR DECREE

Filing Fee \$154

USE TO MODIFY AN ORDER FOR:

1. Custody and/or
2. Visitation and/or
3. Child Support

1 Complete ALL of these forms:

- Family Case Information Sheet
- Summons
- Petition to Modify an Order,
Judgment or Decree

ATTACH TO PETITION:

- *Parenting Plan
(*This form **MUST BE REVIEWED** by
Lacy Parker, Family Court Services Manager,
BEFORE you have a form review.)
- Child Support Calculations Worksheet

NOTICE! YOU ARE REQUIRED TO ATTEND the Family Law Workshop on Wednesday morning before requesting a form review. After attending the Workshop, your *Parenting Plan **MUST BE REVIEWED** by **Lacy Parker, Family Court Services Manager, 208-236-7416**, before the remainder of your forms can be reviewed.

2 Complete ONE of these forms:

- Acknowledgment of Service
OR
- Affidavit of Service



As the forms for each step are complete you must **REQUEST AN ONLINE FORM REVIEW.**
(A total of three online form reviews are needed)

Please **SCAN** and **EMAIL** the forms for each of the three steps as you complete them to:

cao@bannockcounty.us

If you require assistance to scan your documents, please visit **Court Records, Bannock County Courthouse, Rm. 108.**

3 Complete ALL of these forms:

- Judgment of Modification**Answer every question identically to the answers given on the Petition.

ATTACH FROM PETITION:

- Copy of Parenting Plan – *Exhibit A*
- Copy of Continued Support Worksheet (last page) from Child Support Report – *Exhibit B (ONLY if more than one child)*
- Motion and Affidavit for Default
- Default
- Child Support Order Form
- 3 Large Manila Envelopes with 4 stamps each
(These are used to mail a copy of the Judgment to each party **AND** Child Support after being signed by the Judge.)

All CAO forms are available online for FREE at:

<https://courtselphelp.idaho.gov>

OR you may request them FREE by email at:

cao@bannockcounty.us

OR you may purchase them pre-printed at the courthouse for a fee of \$20-\$30.

The Court Assistance Officer assigned to your form review is:

Rebekah F. Gruel

208-236-7067

cao@bannockcounty.us