

SUPPORT CHECKLIST

Complete attached documents neatly and legibly. Bring all requested items to your appointment.

1. Complete appropriate income document:

Prepare Form FL-150 Income and Expense Declaration IF

- You are self-employed (prepare a Profit & Loss Statement for the last 12 months (sample provided) OR your most recent Schedule C.
- You are asking for spousal support
- You are unemployed
- You are asking the court to lower your arrears payment
- You are asking the court to release you from a health insurance order
- You are asking for a hardship deduction

Prepare Form FL-155 Financial Statement for all other situations

Bring these additional documents to appointment

- Last 2 years tax returns
- Last 3 paystubs or documentation of any other source of income

2. Draft declaration (sample provided)

3. Other Supporting Documentation:

- If you are seeking assistance on a case from a different county, bring a copy of the most order
- If you are asking for a medical expense or child care order (reimbursement or recurring), complete the attached Claim for Reimbursement of Child Care Costs AND/OR Claim for Reimbursement for Health Care Costs
 - For each expense, bring **4 copies** of:
 - Proof of billing (bill showing what the insurance paid)
 - Proof of payment (cancelled check, receipt)
 - If you are asking for arrears forgiveness, bring the following:
 - Proof that your child was residing with you during a time when support accrued (ex. School records, dr. records, letter from neighbors)
 - Proof that you paid support but were not given credit

4. Complete Form FW-001, Fee Waiver Application

- If you qualify for a fee waiver, complete the attached document completely.