

WORKSHEET FOR CHILD SUPPORT REDUCTION

Pg. #1: Summons

Fill in the Heading (Plaintiff/Defendant).

Sign, date, and fill in your address on the bottom of the page.

Pg. #2: Complaint (Modification of Support Reduction)

Fill in the Heading (Plaintiff/Defendant)

- Make sure to fill in every blank
- In the spaces provided, please explain why you feel you need the reduction.

Sign your name and fill in address information

Pg. #3: Financial Declaration

Fill in the Heading (Plaintiff/Defendant)

Make sure you fill out all information

- **DO NOT SIGN UNTIL YOU RETURN TO THIS OFFICE OR SIGN IN FRONT OF A NOTARY PUBLIC.**

Pg. #7: Fact Sheet

- Fill out your information on the top portion of this page
- Fill out the Defendant's information on the bottom portion of this page
(WE HAVE TO HAVE A PHYSICAL ADDRESS – NO P.O. BOX CAN BE ACCEPTED)

STATE OF SOUTH CAROLINA

COUNTY OF SUMTER

IN THE FAMILY COURT

SUMMONS

PLAINTIFF

FILE NO. _____

VS.

DEFENDANTS

TO: THE DEFENDANT(S) ABOVE-NAMED:

YOU ARE HEREBY SUMMONED and required to answer the complaint herein, a copy of which is herewith served upon you, and to serve a copy of your answer to this complaint upon the subscriber, at the address shown below, within thirty (30) days after service hereof, exclusive of the day of such service, and if you fail to answer the complaint, judgment by default will be rendered against you for the relief demanded in the complaint.

Sumter, South Carolina

Plaintiff

Dated: _____

Address: _____

Telephone: _____

STATE OF SOUTH CAROLINA

IN THE FAMILY COURT

COUNTY OF SUMTER

THIRD JUDICIAL CIRCUIT

COMPLAINT

(Modification of Support Reduction)

PLAINTIFF

VS.

FILE NO: _____

DEFENDANT

_____ would respectfully show unto this court that he/she was placed under court order of this court on ____ day of _____, _____ to pay child support for _____ children;

That since the issuance of this order, _____

WHEREFORE, I ask the Court for an Order reducing my child support obligation.

_____, South Carolina

SIGNATURE

ADDRESS: _____

INSTRUCTIONS: Party requesting a reduction must attend to proper service of summons and complaint and notice of hearing upon other party.

STATE OF SOUTH CAROLINA)
 COUNTY OF)

IN THE FAMILY COURT OF THE)
 _____ JUDICIAL CIRCUIT)

FINANCIAL DECLARATION)
 OF)

 Plaintiff,)

 Defendant.)

Case No: ____ - DR - ____ - ____

HUSBAND/FATHER:

Address:

Age:

Occupation:

Employer:

Employer Address:

WIFE/MOTHER:

Address:

Age:

Occupation:

Employer:

Employer Address:

Gross Monthly Income	Husband/Father	Wife/Mother
Principal Earnings from Employment ¹		
Overtime, Tips, Commission, Bonuses ²		
Pensions, Retirement, and Annuities income		
Additional Employment income		
Social Security Benefits (SSA) and VA Benefits		
Disability and Worker's Compensation Benefits		
Unemployment and AFDC		
Spousal or Child Support (from other marriage/relationship)		
Dividends, Interest, Trust Income, and Capital Gains		
Rental Income and Business Profits		
Other (Specify):		
TOTAL GROSS MONTHLY INCOME		

Payroll Deductions from Monthly Income	Husband/Father	Wife/Mother
Federal Income Tax ³		
State Income Tax		
Social Security and Medicare Tax (FICA)		
Self-Employment Tax		
Health and Dental Insurance (Adult)		
Health and Dental Insurance (Child)		
Union Dues		
Voluntary Retirement Contribution (401(k), 457, IRA)		
Mandatory Retirement Contribution		
Savings Plan		
Other (Specify):		
TOTAL MONTHLY DEDUCTIONS		
NET MONTHLY INCOME ⁴		

Estimate monthly expenses: (Specify which party is the custodial parent and list name and relationship of all members of household)

Other Debts and Obligations *not* payable in monthly installments

Creditor	For	Date Payable	Balance	Owed by ¹⁶

Are you currently in Bankruptcy? YES NO

Are any obligations listed above, including mortgage and note payments, in arrears? YES NO

If yes, please list the obligations in arrears.

All Marital Property Known to Parties

Assets	Husband/Father	Wife/Mother	Joint
Cash and Money in Checking Account(s) ¹⁷			
Money in Savings Account(s), Credit Union, Money Mkt, or Cert. of Dep.			
Value of Voluntary Retirement Account(s)			
Value of Pension Account			
Value of Publicly Held Stocks, Bonds, Securities, Mutual Funds ¹⁸			
Value of Privately Held Stocks and Other Business			
Value of Real Estate – Net of Mortgage Balances ¹⁹			
Value of All Other Property ¹⁷			
TOTAL ASSETS			

Any Non Marital Property Known to Parties

Description of Asset	Title Owner	Date of Acquisition	Source of Funds to Acquirer	Estimate Present market Value

If total assets are less than \$300,000.00, sign and have notarized.

If total assets are greater than \$300,000.00, itemize assets by completing additional sections below and sign and have notarized.

Financial Accounts Section ¹⁸

Owner	Name of Institution	Type of Account	Balance

Voluntary Retirement Accounts and Pension Accounts Section

Type of Account	Value

Publicly Held Stocks, Bonds, Securities, Mutual Funds Section (Non-Retirement)¹⁹

Name of Company	Number of Shares/Type of Account	Value

Real Estate Section²⁰

Owner	Address	Value	Mortgage Balance	Mortgage Equity

Signature

Sworn to before me this _____ of _____, 2008.

(SEAL)

Notary Public for South Carolina

My commission expires: _____

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1. A recent paystub should be attached to the Financial Declaration. To compute Principal Earnings from Employment, first determine whether you are paid semi-monthly, biweekly, or weekly. If you are paid semi-monthly, multiply the gross amount of your pay check by two. If you are paid biweekly, multiply the gross amount of your pay check by 26 and then divide by 12. If you are paid weekly, multiply the amount of your paycheck by 52 and divide by twelve. Round to the nearest whole dollar.
 2. To compute Overtime, Tips, Commission, and/or Bonuses, take an average of your monthly earnings from overtime, tips, commission, bonuses, etc. from the past three years or the length of employment if employed less than three years (including this year).
 3. To compute State, Local, and Social Security Tax deductions, use the same formula used to compute principal earnings in endnote 1 above, or consult or have your attorney consult an accountant.
 4. Net monthly Income is equal to Total Gross Monthly Income minus Total Monthly Deductions.
 5. Do not include any expense in the Monthly Expenses section that has already been included in the Deductions from Gross Monthly Income on page one of the Declaration.
 6. Food Expense is to include the cost of groceries, toiletries, cleaning supplies, and casual eating out.
 7. Auto Expenses are to include gasoline, oil changes, tune-ups, tire replacement, maintenance, and related items.
 8. Maintenance for Household is to include appliance and household repairs, landscaping, house cleaning, pest control, pool service, alarm service, and other related items.
 9. Clothing Expense is to include shoes and clothing purchases, clothing repair and alterations, and related items.
 10. Laundry Expense is to include the cost of laundry service, dry cleaning, and related items.
 11. Children's Incidental Expenses are to include allowance, summer camp, nursery school, baby sitters, lessons, activities, participatory sports, and related items.
 12. School Expense is to include tuition, supplies, field trips, dues, tutors, locker rentals, school lunches, and other related items.
 13. Entertainment is to include movies, theater, vacations, sporting events, compact discs, digital video discs, and related items.
 14. Adult Incidental Expenses are to include cosmetics, hair and nail care, books, magazines, newspapers, business dues, memberships, pets, charity, religious dues or tithes, gifts, bank charges, hobbies, and related items.
 15. All Installment Loan Payments is the total amount itemized in Installment Loan Payments Section, which should include all loan payments not already listed as a monthly expense. Examples: home equity loan, credit cards, etc.
 16. Indicate which spouse legally owes the payment (husband, wife, or joint).
 17. Other property is to include automobiles (minus loan balance), boats (minus loan balance), furniture, furnishings, china, silver, jewelry, collectibles, and other personal property.
 18. Itemize Financial Accounts such as checking, savings, credit union, money market, or certificate of deposit accounts in the Financial Accounts Section.
 19. Itemize Publicly Held Stocks, Bonds, Securities, Stock Options and Mutual Funds (excluding retirement accounts) in the Publicly Held Stocks, Bonds, Securities, Mutual Funds Section.
 20. Itemize each parcel of Real Estate in the Real Estate Section.

DOCKET NUMBER # _____ SOCIAL SECURITY #: _____

PLAINTIFF:

NAME: _____

ADDRESS: _____

EMPLOYER: _____

EMPLOYMENT ADDRESS: _____

HOME PHONE: _____ BUSINESS PHONE: _____

DEFENDANT:

SOCIAL SECURITY #: _____

NAME: _____

ADDRESS: _____

EMPLOYER: _____

EMPLOYMENT ADDRESS: _____

WORK HOURS: _____

HOME PHONE: _____ BUSINESS PHONE: _____

RACE: _____ SEX: _____ AGE: _____ D.O.B.: _____

NOTE!!!!!!!!!! If the address of the defendant is a RURAL BOX NUMBER give the name of the road/street and draw a small map showing how to get there.