

CHANGING A JUDGMENT OR TEMPORARY ORDER BY AGREEMENT

SEE RULE 412 OF THE SUPPLEMENTAL RULES OF THE PROBATE AND FAMILY COURT

CHECKLIST OF REQUIRED FORMS

Form/Document Name	Form Number	Always Required	Required only if...
<input type="checkbox"/> Joint Petition/Motion	CJD 124	✓	
<input type="checkbox"/> Agreement* <i>(*You may, but are not required to, use Agreement form (CJD 311). The Agreement must be notarized if you are changing a final judgment)</i>	CJD 311	✓	
<input type="checkbox"/> Proposed Judgment/Temporary Order	CJD 446	✓	
<input type="checkbox"/> Written Assent of the Department of Revenue <i>(The assent is located on the last page of the Joint Petition/Motion form)</i>			✓ A party or a dependent child is a current recipient of public assistance or owes a past-due child support debt assigned to the Commonwealth, and any term relating to child support or medical insurance is being modified
<input type="checkbox"/> Financial Statements completed and signed by each party, and counsel, if any <i>(The Financial Statement is available in English, Spanish and Portuguese)</i>	CJD301S <i>(use if income is less than \$75,000)</i> CJD301L <i>(use if income is more than \$75,000)</i> <i>Add'l Schedules: (if applicable)</i> CJD301A <i>(required if you receive self employment or business income)</i> CJD301B <i>(required if you receive rent from income producing property.)</i>		✓ Financial issues are being modified attach supporting documentation (W- 2, and 1099 forms for prior year). For additional information, see Rule 401 of the Supplemental Rules of the Probate and Family Court
<input type="checkbox"/> Child Support Guidelines Worksheet	CJD304		✓ Child support or medical, dental or vision insurance is being modified
<input type="checkbox"/> Child Support Findings For Deviation	CJD305		✓ Child support is being modified and the parties deviate from the guidelines amount
<input type="checkbox"/> Affidavit Disclosing Care or Custody Proceeding	OCAJ-1 TCR IV (07/95)		✓ The care, custody or visitation of a child is being modified
<input type="checkbox"/> Affidavit(s)			✓ (Required by Question 3 and 4 on the Joint Petition/Motion form)
<input type="checkbox"/> Any other document required by law or rule			✓ Required by law or court rule.