

NOTICE REGARDING YOUR HEARING

- Please participate in the hearing by telephone if you can. Please call the court to tell us that you want to participate by phone, and give us your number, and we will call you when the hearing begins. Please provide us with your number 24 hours prior to your hearing.
- DON'T come to court if you are sick or have been near someone who has COVID 19 recently.
- If you do come to court, please don't bring people with you to court except if they are medically necessary supports, unless they will be testifying as witnesses. We may ask witnesses to wait outside the courthouse until they are called to testify.

Filing Documents Before the Hearing (Whether You Call the Court or Participate in Person):

- You must file with the Court and exchange with all parties, including the Office of Child Support if they are a party, any documents you want to have admitted or are required to provide. For any child support establishment and modification hearing, you are required to provide:
 - your completed financial affidavit (Form 813A);
 - your four most recent pay stubs; and
 - your tax returns for the last two years, including all schedules and attachments, and W2s.
- You must make sure documents are received by the Court and the other party, including the Office of Child Support if they are a party, ***at least one week before the hearing***. If you do not, the Court may dismiss your motion or may make a decision without considering your evidence. You must have your copies of all the paperwork with you for the hearing.

**THIS HEARING IS BEING HELD AT THE WINDSOR CIVIL
DIVISION COURT.**