

COVER SHEET	Vermont Family Court	County	Docket Number
Your Name		The Other Party's Name	
Street Address		Street Address	
Town/City	State	Zip Code	Town/City State Zip Code
Telephone Numbers: Day:	Evening:	Telephone Numbers: Day:	Evening:
Date of Birth		Date of Birth	

1. Case Type:

- A) New Existing Existing Human Service Board Order (attached)
- B) Divorce Annulment Desertion & Nonsupport Parentage Legal Separation
 Civil Union Dissolution Other:
- C) Minor Children? Yes No (If this is a New Case involving Minor Children, attach a completed Affidavit of Child Custody Form No. 834.)
- D) Are Parental Rights and Responsibilities Contested? Yes No

2.

A) <input type="checkbox"/> I receive <input type="checkbox"/> The other party receives services from the Office of Child Support	B) <input type="checkbox"/> I receive or have <input type="checkbox"/> The Other Party receives or has received public assistance from or through the Department of Social Welfare
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3. Existing Court Orders or Court Proceedings involving you, the other party, or your children:

A) Child Support Order:

Date of the Order and the Date(s) it was Modified

Name and Location of the Court

B) Relief from Abuse, Guardianship, or Adoption:

Docket Number

Name and Location of the Court

4. Action Requested:

<input type="checkbox"/> Grant Divorce <input type="checkbox"/> Establish: <input type="checkbox"/> Child Support <input type="checkbox"/> Maintenance Supplement <input type="checkbox"/> Spousal Maintenance <input type="checkbox"/> Medical Support <input type="checkbox"/> Parental Rights & Responsibilities (Custody) <input type="checkbox"/> Parent-Child Contact	<input type="checkbox"/> Establish Parentage <input type="checkbox"/> Modify: <input type="checkbox"/> Child Support <input type="checkbox"/> Maintenance Supplement <input type="checkbox"/> Spousal Maintenance <input type="checkbox"/> Medical Support <input type="checkbox"/> Parental Rights & Responsibilities (Custody) <input type="checkbox"/> Parent-Child Contact	<input type="checkbox"/> Enforce: <input type="checkbox"/> Child Support <input type="checkbox"/> Medical Support <input type="checkbox"/> Parent-Child Contact <input type="checkbox"/> Maintenance <input type="checkbox"/> Contempt <input type="checkbox"/> Wage Withholding <input type="checkbox"/> Other: _____
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Other: _____

5. Service of Process: (Ask the Clerk of the Court for Information or Assistance on Service Process)

- Service Completed; Return/Acceptance of Service is Attached
- Plaintiff s/Petitioner's Attorney will serve
- No Child Support Issues; Plaintiff/Petitioner will serve
- Child Support Issues; Clerk will:

- Serve by Certified Mail Serve by Personal Service
- Serve by 1st Class Mail with Acknowledgement

\$_____ attached

6. I request assistance from the Office of Child Support.

INSTRUCTIONS FOR PREPARATION OF THE COVER SHEET

1. Case Type:

A. Check "New" if you are filing a Complaint to begin a new case in this court. Make filing fee checks payable to the Vermont Family Court. If you cannot afford the fee, you may apply for a waiver of the fee by filing an application to proceed "in forma pauperis" on the Court's Form No. 228.

Check "Existing" if you are filing a motion or petition to modify or enforce an existing court order in this court. Fill in the docket number of the existing case.

Check "**Existing Human Services Board Order**" if you are filing a motion or petition to modify or enforce an existing order of the Human Services Board. Attach a certified copy of the Human Services Board Order.

If you are filing a motion or petition to modify or enforce an existing order, fill in your name in the "**Name of Petitioner**" box.

B. Check the type of case which your complaint or petition involves.

C. Check "yes" if the action involves children for whom either party is or may be obligated to pay child support. If this is a new case, attach a completed Affidavit of Child Custody (Form No. 135) as required by the Uniform Child Custody Jurisdiction Act and Family Court Rule 4(b).

D. Check "yes" if the parties cannot agree to a **temporary order** on parental rights and responsibilities (custody) for purposes of establishing a temporary order on child support.

2. Check the appropriate box if the Plaintiff or Defendant is a recipient of Public Assistance. If checked, the Court will notify the Office of Child Support Services.

3. A. Check the "**Child Support Order**" if there is an existing temporary or final order requiring one of the parties to pay child support to the other party. Fill in the name of the Court, the date of the Child Support Order and the date(s) of any order(s) modifying the Child Support Order.

B. Check "**Domestic Abuse**", "**Guardianship**" or "**Adoption**" and fill in the name and location of the court where any pending court proceeding or court order relating to any of these cases exists. Fill in the docket number.

4. Check the appropriate relief that you hope the Court will order.

5. If you are filing a new case involving minor children or seeking relief related to the child support, the court clerk is responsible for serving the summons, complaint, or petition and notice of hearing on the other party, at your expense. Check the method of service you want. The clerk can help you choose which method of service is best for you. (If you are proceeding "in forma pauperis", the Court will pay the cost of service.)

If Box I (c) has been checked "No" (child support is not an issue), or if you are seeking relief not related to child support, you must "serve" the other party. Ask the court clerk for information on "service of process."

If you are represented by an attorney, your attorney may choose to serve all paperwork on the other party.

6. The Office of Child Support Services can help people to choose the best method for collecting child support, prepare court forms, prepare financial affidavits, locate absent parents, and assist persons at a child support hearing before a Magistrate. If you would like their assistance and services: check "**Plaintiff**" if this is a new case; check "**Petitioner**" if this is an existing case.