



Syndicate Subscription Legal Plans

MODIFICATION OF FAMILY LAW ORDERS **CLIENT INTAKE QUESTIONNAIRE:**

DEADLINES MATTER: Motions for a new trial, reconsideration, or to vacate a judgment may be due within days of notice of the ruling, and appeals within weeks. Support changes generally apply only back to the date a request is filed. Keep following the current orders until the court changes them.

CONFIDENTIAL. This questionnaire is for changing existing family law orders for child custody, visitation, child support, or spousal support, and for challenging a final judgment through post-judgment motions. Orders may be changed by agreement, by showing a change in circumstances, or in some cases because of legal or procedural error, fraud, or mistake. If a question does not apply, write "N/A." If unknown, write "Unknown."

NAME OF THE CLIENT:

☐ Full Legal Name: _____

Address: _____

City: _____ County: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Syndicate Plan Member ID: _____ Plan Start Date: _____

Preferred method of contact:

☐ Phone

☐ Text

☐ Email

Is it safe to contact you at the phone and email listed?

☐ Yes ☐ No

PART 1 — WHICH ORDER(S) DO YOU WANT TO CHANGE?

1.1 Check all that apply:

☐ Child custody

☐ Visitation / parenting time

☐ Child support

☐ Spousal support

☐ Move-away / relocation

☐ Property division (judgment)

☐ Restraining order terms

☐ Other

1.2 Type of order:

☐ Temporary order

☐ Final order / judgment

☐ Not sure

1.3 How was the order made?

☐ By agreement (stipulation)

☐ After a hearing or trial

☐ By default (other party did not respond)

☐ Not sure

PART 2 — THE CASE

2.1 Court / County / State: _____ Case Number: _____

2.2 Judge / Department: _____ Date order was made: _____

2.3 Date you received notice of the order / judgment: _____

2.4 Other party's name: _____ Relationship: _____

Other party's address / phone: _____



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2.5 Does the other party have a lawyer? ☐ Yes ☐ No

2.6 Are there any hearings scheduled now? ☐ Yes ☐ No

If yes, explain: _____

PART 3 — BASIS FOR THE CHANGE

3.1 Check all that apply:

- ☐ We have agreed to new terms
- ☐ Circumstances have significantly changed
- ☐ The court made a legal or procedural error
- ☐ Fraud, perjury, duress, or mistake
- ☐ The other party hid assets or income
- ☐ Not sure

If you and the other party agree, a written stipulation signed by the judge becomes an enforceable order, usually without a court hearing.

3.2 In your own words, what has changed or what went wrong? _____

3.3 Date the change occurred or was discovered: _____

PART 4 — CURRENT ORDERS

4.1 Current custody / visitation schedule: _____

4.2 Current child support: \$ _____ per month, paid by: _____

4.3 Current spousal support: \$ _____ per month, paid by: _____

Child's Name	Age	Lives Primarily With	Special Needs?

PART 5 — CUSTODY & VISITATION CHANGES

To change a final custody order, you generally must show a significant change in circumstances and that the new order is in the child's best interest. Courts value stability for children.

5.1 Reasons (check all that apply):

- ☐ A parent is moving
- ☐ Child's needs or school changed



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- | | |
|---|--|
| ☐ Current schedule is not being followed | ☐ Safety concerns |
| ☐ Child (14+) wants a change | ☐ Work schedule changed |
| ☐ Substance / mental health concerns | ☐ Other |

5.2 Proposed new schedule or custody arrangement: _____

5.3 How is the current arrangement working for the child? _____

PART 6 — SUPPORT CHANGES

6.1 What changed?

- | | |
|---|---|
| ☐ My income decreased | ☐ My income increased |
| ☐ Other party's income increased | ☐ Other party's income decreased |
| ☐ Job loss / disability | ☐ Change in parenting time |
| ☐ New child to support | ☐ Child turned 18 / finished high school |
| ☐ Spouse remarried / cohabiting | ☐ Spouse now self-supporting |
| ☐ Health / medical costs changed | ☐ Other |

6.2 Your current gross monthly income: \$ _____ Other party's (est.): \$ _____

6.3 Your income when the order was made: \$ _____ Other party's: \$ _____

A support change generally applies only back to the date a request to modify is filed, so please file promptly.

PART 7 — POST-JUDGMENT MOTIONS

7.1 Relief you may need:

- ☐ New trial / reconsideration (legal or procedural error)
- ☐ Set aside (duress, mistake, fraud, perjury)
- ☐ Vacate (ruling conflicts with reasons)
- ☐ Set aside for failure to disclose assets / income
- ☐ Set aside a default judgment
- ☐ Appeal
- ☐ Not sure

7.2 Date judgment entered: _____ Date notice of entry served: _____

7.3 Describe the error, fraud, or concealed information and when you discovered it: _____



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Strict time limits apply, some as short as 10–15 days from notice of the ruling, and set-aside requests based on fraud or nondisclosure generally must be filed within a limited time after discovery.

PART 8 — COMPLIANCE & SAFETY

8.1 Are you currently complying with all existing orders? ☐ Yes ☐ No

If yes, explain: _____

8.2 Is the other party complying? ☐ Yes ☐ No

If yes, explain: _____

8.3 Is any support past due (by you or owed to you)? ☐ Yes ☐ No

Amount past due: \$ _____

8.4 Has there been domestic violence, or is there a restraining order? ☐ Yes ☐ No

PART 9 — GOALS & DOCUMENTS

9.1 What outcome do you want?

☐ New custody / visitation schedule

☐ Increase support

☐ Decrease support

☐ End support

☐ Set aside the judgment

☐ Written agreement with other party

☐ Mediation

Please provide copies of the following, if available. Check each item you are including.

☐ Current orders / judgment

☐ Notice of entry of judgment

☐ Income & expense declarations

☐ Recent pay stubs & tax returns

☐ Evidence of changed circumstances

☐ Communications with other party

☐ Child's school / medical records

☐ Proposed agreement (if any)

Certification:

I declare that the information provided in this questionnaire is true, correct, and complete to the best of my knowledge. I understand this information is provided to Syndicate Subscription Legal Plans in confidence for the purpose of evaluating my request to modify court orders.

Signed and dated this ____ day of _____, 20__

Signature: _____

Print Name: _____

Please Print and Email to STEVE@STEVEMUELLERLEGAL.COM, or
save this document as a PDF and email to STEVE@STEVEMUELLERLEGAL.COM,
Your information will be reviewed within one hour.