

STIPULATION AND ORDER TERMINATING OR REDUCING CHILD SUPPORT
(18 AND GRADUATED) FORM INSTRUCTIONS

Purpose: Form should be completed to reduce the current child support order because a child, for which there is a current support order, has turned 18 years of age *and* graduated from high school or completed an equivalent course of study.

General Information

- Both the petitioner and respondent must sign this form after the appropriate information has been entered on the form.
- **If the custodial parent has ever been on public assistance or applied for the enforcement services of the Child Support Agency, this form must be submitted to the Child Support Agency for approval before the Court Commissioner reviews it.**
 - NOTE: The Child Support Agency will reject any forms which change the current support order to a percentage of gross income. The current support order must be expressed as a fixed-dollar amount.
- Attach evidence of the child's graduation from high school, or equivalent program, to the order.
- If this is the only remaining child for which there is a current support order, select the second box under the Order portion of the form to terminate the current support order. The date of termination must be completed. The termination date will be the date of the child's 18th birthday, unless the child is still in school. If the child attended school beyond the age of 18, then the termination date is the date of graduation.
 - If a previous order that addressed the reduction in child support for successive children was filed with the court, record the filing date and terms of the previous order in the Findings portion of the form.
- If other unemancipated children remain in the home, select the first box in the Order portion of the form to reduce the current support order. Indicate the new order amount and the date the order is to take effect. The order effective date is usually the 18th birthday (if the child graduated prior to turning 18) or graduation date (if the child attend school beyond age 18) of the child who is no longer subject to the current support order. Record the names of the children who will remain subject to the reduced order.
 - If a previous order that addressed the reduction in child support for successive children was filed with the court, record the filing date and terms of the previous order in the Findings portion of the form.

Repayment of Arrears

- If there are arrears owed to the custodial parent and both parties can agree on a repayment amount, select the third box in the Order section of the form. Enter the amount and frequency that the payer will pay towards the arrears balance. Also indicate the date that the arrears payments are to begin.
 - If the court entered a previous order for arrears repayment, the previous repayment order will continue unless a new amount is entered on this order.
- If there are arrears owed to the State of Wisconsin, the payer must contact the Child Support Agency caseworker to negotiate an arrears repayment order.

Income Withholding

- The name and address of the payer's employer must be entered on the form. An updated income withholding notice will be submitted to the payer's employer after the order is filed by the court. The income withholding notice shall only be adjusted to reflect a reduction in the current child support amount or a change in the arrears repayment amount. If the current support order is terminated, income withholding shall continue at the previous amount until all debts are paid in full.

Submission of Completed Forms

- If the custodial parent has ever been on public assistance or applied for the enforcement services of the Child Support Agency, submit the completed form to the following address:

**Child Support Agency
8600 Sheridan Road, Suite 301
Kenosha, WI 53143**

- If the custodial parent has never received public assistance nor applied for the enforcement services of the Child Support Agency, submit the completed form to the following address:

**Family Division
912 – 56th Street, Room 109
Kenosha, WI 53140-3747**

- The Court Commissioner will review the completed form. Copies of the ruling will be sent to both parties and the Child Support Fiscal Unit.

PETITIONER
ADDRESS: _____

**STIPULATION AND ORDER
TERMINATING OR REDUCING
CHILD SUPPORT**

AND

RESPONDENT
ADDRESS: _____

FILE NO. _____

IVD NO. _____

FINDING:

IT IS HEREBY STIPULATED BY AND BETWEEN THE PARTIES THAT:

- The child _____, date of birth _____, is 18 years of age and is no longer enrolled in a program towards obtaining a high school diploma.
- The custodial parent has never received public assistance nor applied for the services of the Child Support Agency to enforce the order.
- The custodial parent has received public assistance or applied for the enforcement services of the Child Support Agency and, therefore, the approval of the Child Support Agency appears below.
- The child support order filed _____ states that when the above named child turns 18 and is no longer in school, the order paid by _____ shall be:
 - reduced to \$ _____ as of _____, 200__.
 - terminated as of _____, 200__.

ORDER:

IT IS HEREBY THE ORDER OF THE COURT THAT:

- Current child support paid by _____ shall be reduced to \$ _____ per week month effective _____, 200__ for the remaining unemancipated children, namely: _____
- Current child support paid by _____ shall terminate effective _____, 200__ because the only remaining child for which there is a current child support order in this case is now 18 years of age and no longer enrolled in a program towards obtaining a high school diploma.
- The payer, _____, shall pay \$ _____ per week month to repay arrearages due the custodial parent State of Wisconsin in the amount of record commencing _____, 200__.

INCOME WITHHOLDING

Name and address of payer's employer: _____

All support orders shall be allocated equally between the beneficiaries of the Order.

PETITIONER
DATE: _____

RESPONDENT
DATE: _____

CHILD SUPPORT AGENCY
DATE: _____

SO ORDERED.

COURT COMMISSIONER
DATE: _____