

Instructions for Completion and Submission of: Stipulation and Order to Change

(There is No Cost for filing)

Procedure Checklist

- Complete** FA-604A Stipulation to change and FA-604B Order to Change
 - **Complete** the form by following the instructions on the left side of the form. Be sure to include your Eau Claire County case number
- Make 2 copies** of the document and attachments, if any. A courtesy copier is available in the Law Enforcement Center on the first floor of the Courthouse for 25¢ per page.
- Bring** the Original and two copies along with 2 self-addressed-stamped-envelopes (one for each party) to the **Child Support Agency** for approval.

What happens next?

- The Child Support Agency will review and route all copies to the appropriate Court Official for review and approval/denial.
- The Court Official will route to the Clerk of Courts who will then authenticated and return copies to the parties in the envelopes that you provided.

Court staff may not provide legal advice or recommend a specific course of action for an individual. (Supreme Court Rule 70.41)

All numbered forms referenced can be found at www.wicourts.gov under forms → circuit court → family → view all family forms

See the Clerk of Courts website for further information at: <http://www.co.eau-claire.wi.us/departments/departments-a-k/clerk-of-courts>