

\_\_\_\_\_  
Your name and ID#

\_\_\_\_\_  
Your prison address

\_\_\_\_\_  
City, State, and Zip Code

Date: \_\_\_\_\_

Office of Child Support Enforcement

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**RE:** \_\_\_\_\_  
Plaintiff's Name

**v.** \_\_\_\_\_  
Your Name

**CASE #:** \_\_\_\_\_  
OCSE case number

**SSN:** \_\_\_\_\_  
Your Social Security Number

To Whom It May Concern:

I am writing to inform you that I am currently incarcerated at the \_\_\_\_\_.  
Name of Prison

I have been incarcerated since \_\_\_\_\_ and my mandatory release date is \_\_\_\_\_.

I am writing to request that my child support be modified during the period of my incarceration based on my current income which is \$\_\_\_\_\_ a month or that a review of my child support obligation be scheduled pursuant to Maryland law. I have also filed a pro se Motion to Modify Child Support with the Circuit Court.

I request a response to this correspondence as soon as possible.

Thank you in advance for your assistance.

Sincerely,

\_\_\_\_\_

\_\_\_\_\_  
(Name)

\*

IN THE

\_\_\_\_\_  
(Street address)

\*

CIRCUIT COURT

\_\_\_\_\_  
(City, state, and zip code)

\*

FOR

**Plaintiff**

\*

**v.**

\*

\_\_\_\_\_  
(Your name and ID#)

\*

\_\_\_\_\_  
(county/city)

\_\_\_\_\_  
(Prison address)

\*

\_\_\_\_\_  
(City, state and zip code)

\*

CASE NO. \_\_\_\_\_

**Defendant**

\*

\*\*\*\*\*

**MOTION TO MODIFY CHILD SUPPORT OBLIGATION**

Now Comes \_\_\_\_\_, the Defendant, in proper person, requesting that this Honorable Court grant him a modification of child support retroactive to the date of filing pursuant to Maryland Annotated Code, Family Law Article § 12-104 and for cause, states the following:

1. That the Defendant is the legal and natural father of the minor child(ren), \_\_\_\_\_;  
(List name and birth date of each child mentioned in the Order.)
2. That this Honorable Court ordered the Defendant to pay child support in the amount of \$\_\_\_\_\_ per month;
3. That the Defendant is incarcerated at \_\_\_\_\_, located in \_\_\_\_\_, Maryland;  
(name of institution)  
(city)
4. That the Defendant is serving a \_\_\_\_\_ sentence, dating from \_\_\_\_\_, and his mandatory release date is \_\_\_\_\_;  
(length of sentence)  
(date of incarceration) (date of release)
5. That the reason for the Defendant's incarceration is not child support-related;
6. That the Defendant is indigent and cannot pay child support;

7. The pursuant to Wills v. Jones, 340 Md. 480, 667 A.2d 331 (1995), as long as the incarceration is not child support-related, the Court may modify the child support payments until the inmate is released from incarceration.

WHEREFORE, the Defendant, having shown sufficient cause, prays that this Honorable Court modify his child support obligation retroactive to the date of filing of this motion until such time as he is released from incarceration, and that he be granted such other and further relief as the nature of his cause may require.

Respectfully Submitted,

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Defendant - Pro se

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(inmate number)

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(name of institution)

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(address of institution)

\_\_\_\_\_  
(Name)

\* IN THE

\_\_\_\_\_  
(Street address)

\*  
\* CIRCUIT COURT

\_\_\_\_\_  
(City, state, and zip code)

\*  
\* FOR

**Plaintiff**

**v.**

\*  
\*

\_\_\_\_\_  
(Your name and ID#)

\* \_\_\_\_\_  
\* (county/city)

\_\_\_\_\_  
(Prison address)

\*

\_\_\_\_\_  
(City, state and zip code)

\* CASE NO. \_\_\_\_\_

**Defendant**

\*

\*\*\*\*\*

**CERTIFICATE OF MAILING**

I HEREBY CERTIFY that on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_,  
(day) (month) (year)

a copy of the foregoing Motion to Modify Child Support Obligation was mailed to

\_\_\_\_\_, the Plaintiff, at \_\_\_\_\_.  
(name of Plaintiff) (address of Plaintiff)

\_\_\_\_\_  
Defendant - Pro se

\_\_\_\_\_  
(Name)

\*

IN THE

\_\_\_\_\_  
(Street address)

\*

CIRCUIT COURT

\_\_\_\_\_  
(City, state, and zip code)

\*

FOR

**Plaintiff**

\*

**v.**

\*

\_\_\_\_\_  
(Your name and ID#)

\*

\_\_\_\_\_  
(county/city)

\_\_\_\_\_  
(Prison address)

\*

\_\_\_\_\_  
(City, state and zip code)

\*

CASE NO. \_\_\_\_\_

**Defendant**

\*

\*\*\*\*\*

**DEFENDANT'S REQUEST FOR A HEARING**

To the Clerk of the Court:

I, \_\_\_\_\_, the Defendant, in proper person, having filed the  
(Defendant's Name)

attached Motion to Modify Child Support Obligation, hereby request that a hearing be  
scheduled, if necessary, in this Honorable Court on the aforementioned Motion.

\_\_\_\_\_  
Defendant – Pro se

(Name)

\*

(Street address)

CIRCUIT COURT

\*

(City, state, and zip code)

FOR

\*

**Plaintiff**

\*

**v.**

\*

(Your name and ID#)

(county/city)

\*

(Prison address)

\*

CASE NO. \_\_\_\_\_

\*

(City, state and zip code)

**Defendant**

\*\*\*\*\*

**ORDER**

UPON CONSIDERATION of the Defendant's Motion to Modify Child Support Obligation, it is this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by the Circuit Court for \_\_\_\_\_;

ORDERED: That the Defendant's Child Support Obligation be modified to reflect the current income of the Defendant during his period of incarceration, and his current obligation to pay \$\_\_\_\_\_ a month be modified to \$ \_\_\_\_\_ as of the date of the filing of the Motion, \_\_\_\_\_;

AND IT IS FURTHER ORDERED that this modification will be in effect until \_\_\_\_\_ days after Defendant's release from incarceration;

\_\_\_\_\_  
Judge

(Name) \_\_\_\_\_ \*

(Street address) \_\_\_\_\_ CIRCUIT COURT

(City, state, and zip code) \_\_\_\_\_ \*

**Plaintiff** \*

**v.** \*

(Your name and ID#) \_\_\_\_\_ (county/city) \_\_\_\_\_

(Prison address) \_\_\_\_\_ \*

(City, state and zip code) \_\_\_\_\_ CASE NO. \_\_\_\_\_

**Defendant** \*

\*\*\*\*\*

**FINANCIAL STATEMENT**

I, \_\_\_\_\_, state that:

I am the father of the minor child(ren): \_\_\_\_\_

\_\_\_\_\_

The following is a list of my income and expenses:

- 1. Total monthly income (before taxes) \$ \_\_\_\_\_
- 2. Child support I am paying for my other children  
each month \$ \_\_\_\_\_
- 3. Alimony I am paying each month to  
\_\_\_\_\_ \$ \_\_\_\_\_  
(Name of person)
- 4. Alimony I am receiving each month from  
\_\_\_\_\_ \$ \_\_\_\_\_  
(Name of person)

**Expenses for the child(ren) listed above:**

- 5. Monthly health insurance premium \$ \_\_\_\_\_
- 6. Work related monthly child care expenses \$ \_\_\_\_\_
- 7. Extraordinary monthly medical expenses \$ \_\_\_\_\_
- 8. School and transportation expenses \$ \_\_\_\_\_

I solemnly affirm under penalties of perjury that the contents of the foregoing paper are true to the best of my knowledge, information, and belief.

\_\_\_\_\_ Date \_\_\_\_\_ Signature

(Name)

\_\_\_\_\_  
(Street address)

\_\_\_\_\_  
(City, state, and zip code)

**Plaintiff**

**v.**

\_\_\_\_\_  
(Your name and ID#)

\_\_\_\_\_  
(Prison address)

\_\_\_\_\_  
(City, state and zip code)

**Defendant**

CIRCUIT COURT

FOR

CASE NO. \_\_\_\_\_

\*\*\*\*\*

**MOTION FOR WAIVER OF FILING FEES, SHERIFF'S FEES,  
AND OTHER COURT COSTS**

\_\_\_\_\_, the Defendant, in proper person states:

(Your name)

1. That the Defendant is filing the attached Motion to Modify Child Support Obligation.
2. That the Defendant is the legal and natural father of the minor child(ren),  
\_\_\_\_\_  
(List the names and birth date of each child mentioned in the Order)
3. That the Defendant is currently unable to pay filing fees, sheriff's fees, and other court costs because he is impoverished due to incarceration.
4. That the Defendant is currently incarcerated at the \_\_\_\_\_  
(Name of Prison)

sufficient funds or excess assets which could be used for the payment of filing fees, sheriff's fees, and other court costs.

5. That the answers to the following questions are true:
  - a) Do you have any money? \_\_\_\_ How much? \_\_\_\_ Where? \_\_\_\_\_  
Savings Account (bank's name, account number, and balance) \_\_\_\_\_  
Checking Account (bank's name, account number, and balance) \_\_\_\_\_
  - b) Are you employed? \_\_\_\_ Where? \_\_\_\_\_ Position \_\_\_\_\_  
How much do you make? \$ \_\_\_\_\_
  - c) Are you self-employed? \_\_\_\_ Doing What? \_\_\_\_\_ What is  
your rate of pay? \_\_\_\_\_
  - d) If you are not working, when did you last work? \_\_\_\_\_

- e) Do you own an automobile? \_\_\_\_ Make \_\_\_\_\_ Year \_\_\_\_\_ Is it paid for? \_\_\_\_ How much do you owe? \_\_\_\_\_ To whom? \_\_\_\_\_
- f) Do you owe any money to others? \_\_\_\_ How much? \_\_\_\_ To whom? \_\_\_\_\_
- g) Do you own real estate? \_\_\_\_ Value? \_\_\_\_\_ Is it mortgaged? Total owed? \_\_\_\_\_ Monthly Payment? \_\_\_\_\_
- h) Do you own any other property or any kind? \_\_\_\_ What? \_\_\_\_\_
- i) Does anyone owe you money? \_\_\_\_ If so, state name, address, and amount: \_\_\_\_\_
- j) Do you receive money from social security, supplemental security income (SSI), workers' compensation or other disability benefits, public assistance, food stamps, settlements, judgments, trust funds, retirement, annuity, or pension payments? If so, how much and what is the source? \_\_\_\_\_
- k) What is your inmate number? \_\_\_\_\_
- l) Have you filed any other cases in state or federal court? If yes, then for each case state who you sued, the case number, and the result of the case. \_\_\_\_\_
- m) Do you have a prison job or other assignment? \_\_\_\_ Please list your assignment and wages \_\_\_\_\_
- n) Do you have a prison account? \_\_\_\_ What is your account number? \_\_\_\_\_ How much money is in your prison account? \_\_\_\_\_ (**Attached please find certified copies of my last two (2) inmate account states**).

WHEREFORE, the Defendant requests:

- A. That the Court waive filing fees, Sheriff's fees, and other court costs;
- B. That he be awarded such and other further relief as the nature of his cause may require.

I solemnly swear and affirm under the penalties of perjury that the contents of the foregoing Motion are true to the best of my knowledge, information, and belief.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Defendant - Pro se

Circuit Court for \_\_\_\_\_  
Case No. \_\_\_\_\_

\_\_\_\_\_  
Plaintiff

v.

\_\_\_\_\_  
Defendant

**ORDER**

This Court grants the foregoing Motion for Waiver of Filing Fees, Sheriff's Fees, and Other Court Costs.

\_\_\_\_\_  
JUDGE

COURT COPY