

How to file a Complaint for Support, Custody, and Visitation

Use these instructions if:

- ✓ You are filing a Complaint for Custody, Support, and Visitation
- ✓ You are not married to the other parent of the child
- ✓ The father has signed an Acknowledgment of Parentage and/or the father's name is on the child's birth certificate
- ✓ The child was born after April 12, 1994

Produced by the Suffolk Probate & Family Court Community Outreach Program—Richard Iannella, Register

READ THIS:

Information provided in this packet IS NOT LEGAL ADVICE, It is information. This information is not a substitute for a competent lawyer.

When you sign a legal document or file any papers in court, it can seriously affect you in the future. You should always try to get legal advice before filing documents.

Bar Association lawyer referral services are listed in our brochure "Legal Resources in and around Suffolk County." Also listed are free legal service providers. You may be eligible for help.

INSTRUCTIONS FOR COMPLETING the Complaint For Support-Custody-Visitation

Look at the sample form attached and follow the instructions for each letter or number. Please print (in ink) or type all information.

- A. Write in Suffolk.
 - B. You are the plaintiff. Print your name here.
 - C. The other parent of the child is the defendant. Print their name here.
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- 1. Print your address here. Check the box which applies to you. If you are the mother of the child, check the second box and cross out the word "father."
 - 2. Write in the child's name and address.
 - 3. Write in the address of the other parent.
 - 4. If you and the defendant are married, this is not the correct form for you to complete. Ask for assistance at the Resource Center or the Front Desk.
 - 5. If the mother was married to someone other than the biological father at the time of the child's birth, this is not the correct form. Ask for assistance at the Resource Center or the Front Desk.
 - 6. In order to file this form you must have with you a certified copy of the child's birth certificate which shows the names of both the mother and the father or a certified copy of a "Voluntary Acknowledgment of Paternity" form.
 - 7. Check off the boxes which describe what you would like to court to order. For instance if you wish to obtain child support and health insurance for your child, check the first and the second boxes.
- D. Put in today's date.
 - E. Sign the form, then print your name, address, and telephone number.

FOR ADDITIONAL INFORMATION see the Information Sheet called "Never Married Parents and Their Children-Questions and Answers". It is available in the Resource Center.

Every time a case is filed in court, a *DOCKET NUMBER* is assigned. This is the number the court uses to identify your case and find your case file.

Write this number on *all* papers you file in Court. Have the Docket Number handy when you come to the courthouse or call on the telephone to ask about your case.