

# The State of New Hampshire

## INSTRUCTIONS FOR COMPLETION OF UNIFORM SUPPORT ORDER

When to use the Uniform Support Order (USO):

This form must be used in all cases involving child support, including divorces, modifications of divorce, enforcement of previously ordered support, and paternity actions. It need not be used in cases where there is alimony but there is no child support.

Whenever child support is recalculated, a new USO, current financial affidavits from both parties, and a new child support guideline worksheet must be filed with the Court for approval by a Judge.

This form is not intended to cover all issues that may be relevant or important. For example, see the topics covered in the standard final domestic order paragraphs, a copy of which is available from the Court.

Users may use the USO form provided by the Court, or use their own forms provided they do not exceed two pages and the content and format are identical to the Court version.

### **General Instructions:**

If the parties agree to the terms of the order, the parties (and counsel, if applicable) shall file a completed and signed USO. This form must also be signed by an attorney for the Division of Child Support Services (DCSS) in all cases initiated by the DCSS, or when one of the parties or children is a TANF or Medicaid recipient, or in a UIFSA case.

If the parties do not agree to all terms, the obligee shall file a USO with the top portion of page one completed.

In either case, both parties must also file completed financial affidavits, and at least one party must file a completed child support guideline worksheet.

If the names and other information of all children does not fit in the space provided, write "see paragraph 18" and put the additional information there.

The standing orders set forth in form USO-SO-FEB2001 are automatically part of the USO FEB2001 unless they are specifically changed in paragraph 18 of the USO FEB2001. Be sure to read that document carefully.

**Be sure that no provisions of the USO FEB2001 contradict any other document, such as the stipulations.**

(continued)

**Specific Instructions (numbers refer to the corresponding numbers in the USO FEB2001):**

2. Even though an order is called a "final" order, it may still be subject to future modification under certain circumstances.

5. If support is payable through the DCSS, the obligee must complete an application for child support services and submit it directly to DCSS in order for the DCSS to commence the collection of support.

6. Child support may vary from the guidelines if it would be unjust or inappropriate, for the following reasons:

- A. Ongoing extraordinary medical, dental or education expenses, including expenses related to the special needs of a child, incurred on behalf of the involved children.
- B. Significantly high or low income of the obligee or obligor.
- C. Economic consequences of the presence of stepparents, stepchildren or natural or adopted children.
- D. Reasonable expenses incurred by the obligor parent in exercising visitation or physical custodial rights, or expenses incurred by such parent in extended visitation or physical custodial rights, provided that the reasonable expenses incurred by the obligee parent for the minor children can be met regardless of such adjustment.
- E. The economic consequences to either party of the disposition of a marital home is made for the benefit of the children.
- F. There is an opportunity to optimize both parties' after-tax income by taking into account federal tax consequences of an order of support.
- G. State tax obligations.
- H. Split or shared custody arrangements.
- I. The economic consequences to either party of providing for the voluntary or court-ordered postsecondary educational expenses of a natural or adopted child.
- J. Other special circumstances found by the Court to avoid an unreasonably low or confiscatory support order, taking all relevant circumstances into consideration.

10. Either or both parties may be ordered to provide health insurance for the children.

11. Either or both parties may be ordered to provide health insurance for the children when it becomes available at a reasonable cost.

13. If public assistance is being paid on account of the children, or has been paid within the last six years, contact your local office of DCSS and ask for the office of child support enforcement.

14. Paragraphs 14 and 15, need to be filled out only if paternity is at issue.

17. Paragraphs 16 and 17 need to be filled out only if public assistance has been provided to either party or the children within the past six years.

18. Use the space available in paragraph 18 to modify one of the standing orders (see form USO-SO-FEB2001), or for additional orders of agreements. Remember that each of the standing orders is part of the USO FEB2001 unless it is specifically changed in this paragraph.