

### **CAO GCSPi INSTRUCTION 4-3** *When to use form CAO GCS 4-3*

There are a number of reasons why new or additional parties can be joined (added) in a court proceeding. Typically, it is because without that party, you would not be able to obtain the relief you want from the court. In cases brought by the Department of Health and Welfare to establish child support, sometimes only one parent is sued. If you are trying to modify a child support order or want to file a claim for custody against the other parent in the Health and Welfare case and the other parent was never a party in the case, you can use the Motion for Joinder of Party (form CAO GCS 4-3) to get permission to join the other parent as a party so you can file your claim.

First, fill in your full legal name, address, phone number, and email address if you have one at the top left corner of form CAO GCS 4-3 *Motion for Joinder of Party*.

In the left side of the caption where the names of the Co-Respondents are listed, insert your full legal name and the full legal name of the other parent.

Insert your full name in the introductory sentence of the first paragraph.

Fill in the name(s) and date(s) of birth of the child(ren) covered by the current order in the case.

In paragraph number 2, check the box indicating you are the mother or the father of those children.

In the paragraph number 3, check the box or boxes which indicate what you are asking the judge to order.

Insert the other parent's name in paragraph 4.

Indicate whether you are asking for a hearing, or requesting a ruling by the judge without a hearing.

Sign and date the Motion for Joinder of Party.

Fill in your name, address, phone number, email address (if you have one) and the caption of the Joinder Order. Check the appropriate boxes and insert the other parent's name as directed.

The judge will insert the date when s/he signs the order.

If you are requesting a hearing, obtain a hearing date from the clerk of the court. Insert that information into the Notice of Hearing on Motion for Joinder of Party (form CAO GCSPi 4-5).

Serve a copy of the Motion for Joinder and Notice of Hearing on the Deputy Attorney General who represents the Department in your area, or upon the attorney who represented the Department in the former case.

Complete the Certificates of Service on the Motion and the Notice showing when and how you served those documents. Bring the Joinder Order with you to the hearing for the judge to sign, or submit it to the clerk when you file the Motion if you are not requesting a hearing.

Find the form packet for the claim you want to file against the other parent, and proceed as directed by the instructions for those forms.