

DETERMINING CHILD SUPPORT WITH THE GUIDELINES WORKSHEET

Do you need to determine the amount of child support due for your case?

If so, then you need these instructions.

Instructions- 2 pages

You will need to find a computer with internet access & a printer

If at any time while you are completing this worksheet

You need to go back & change your answers then hit the back button.

The Judge will not issue any final orders unless this has been completed.

STEP 1

CHILD SUPPORT DETERMINATION

- The easiest way to determine child support is to do it online.
- Go to www.nmcourts.gov, click family law forms, then interactive child support worksheet or just type in www.nmcourts.gov/cgi/prose_lib/index.htm
- Hit the childsupport worksheet link.

STEP 2

ONCE YOU HAVE FOUND THE PAGE A DISCLAIMER WILL APPEAR

- This disclaimer states that this page is for informational purposes only, once you have read the screen hit **NEXT**.

STEP 3

BASIC INFORMATION

- If you have a case number, type it in and hit **NEXT**.
- Pick either Lincoln or Otero County and hit **NEXT**.
- Type the mother's first, middle & last name and hit **NEXT**.
- Select if mother is the Petitioner (the one who filed the paperwork) or the Respondent (the one who has to answer) & hit **NEXT**.
- Type the father's first, middle & last name and hit **NEXT**.

STEP 4

DETERMINE CUSTODIAL PARENT & INCOME

- Choose which parent is the custodial parent (the one who has the child for more than 50% of the time) & hit **NEXT**.
- The screen will show what Gross income is, it is the monthly average of all income received over last 12 months, hit **NEXT**.
- Whichever parent is the custodial parent, put their monthly gross income in the 1st box and then the other parent's monthly gross income in the 2nd box & hit **NEXT**.

STEP 5

INSURANCE & CHILD CARE EXPENSES

- Enter the number of child(ren) involved & hit **NEXT**.
- Put the amount of health insurance premiums paid on behalf of the child(ren) by the custodial parent in the 1st box and then the amount of health insurance premiums on behalf of the child(ren) paid by the other parent in the 2nd box and hit **NEXT**.
- Put the amount of child care payments for the custodial parent in the 1st box and then the amount of child care payment for the other parent in the 2nd box & hit **NEXT**.

STEP 7

DETERMINE ADDITIONAL EXPENSES

- Review the additional expenses section & when finished hit **NEXT**.
- Add the additional expenses for the custodial parent in the 1st box and then put the additional expenses for the other parent in the 2nd box & hit **NEXT**.

STEP 8

DETERMINE NUMBER OF DAYS SPENT WITH EACH PARENT

- Choose the number of 24 hour days out of 365 that the child(ren) spend with the mother in the 1st box and then choose the number of 24 hour days out of 365 that the child(ren) spend with the father & hit **NEXT**.

STEP 9

REVIEW DOCUMENT & PRINT OUT

- You then have a chance to go back and change answers or review anything you may be unsure about, hit **BACK** if you would like to do that.
- Otherwise hit **CREATE DOCUMENT**.
- Then print out the form and sign and date it & attach it to your petition or parenting plan that you turn into the court.