

**CAO GCSPi INSTRUCTION 4-1**  
*When to use form CAO GCS 4-1 Motion for Intervention*

If there is prior case filed by the Department of Health and Welfare which established paternity and set child support for your children and you want to change that order or you need a custody order and you were not a party to the prior case, you can use form CAO GCS 4-1 *Motion for Intervention* to request that you be allowed to intervene (participate) in the case. This form can be used for the same purpose to allow you to participate in a pending Health and Welfare case if you were not made a party to that proceeding.

Completing form CAO GCS 4-1 *Motion for Intervention*:

First, fill in you full legal name, address and phone number at the top left corner of form CAO GCS 4-31 *Motion for Intervention*.

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.

1. Fill in the name(s) and date(s) of birth of the child(ren) covered in the prior order, or who are the subjects of the pending case.

2. Check the box indicating you are the mother or the father of those children.

3. Check the box or boxes which indicate what you want to ask the judge to order.

4. No information required.

5. No Information required.

6. Check the box if you want to have a hearing on the motion. If you do not check the box, you are requesting a decision by the judge without a hearing.

Sign and date the Motion for Intervention before a notary public

Completing form CAO GCS 4-2 *Order for Intervention*:

Fill in your name, address and phone number and the caption of the Order Allowing Intervention just as you did for the Motion.

Check the appropriate boxes in the first sentence 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 Intervention (form CAO GCSPi 4-6).

Serve a copy of the Motion for Intervention and Notice of Hearing on the Deputy Attorney General who represents the Department of Health and Welfare in your area, or upon the attorney who is currently representing the Department. Also serve the other parent.

Complete the Certificates of Service on the Motion and the Notice showing when and how you served those documents.

Bring the 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.

Once the order has been signed, find the form packet for the type of claim you want to file against the other parent, and proceed as directed by the instructions for those forms.