

**EXPEDITED CHILD SUPPORT PROCESS  
INSTRUCTIONS FOR RESPONSE TO REQUEST TO REMOVE  
CHILD SUPPORT MAGISTRATE FOR CAUSE**

**Who May Use This Form?**

A party who is responding to a request to remove a child support magistrate assigned to hear a child support matter scheduled in the expedited child support process may use this form. The request to remove a child support magistrate must be based on a showing of prejudice. There is no automatic right to remove a child support magistrate.

**How Do I Respond to A Request To Remove?**

Fill out the “Response to Request to Remove Child Support Magistrate” form completely. Type your answers or print neatly using dark ink. Court personnel, the county attorney's office, and the child support office cannot help you fill out this form.

The information to fill in the boxes and blanks at the top of the form can be found at the top of your current child support order or your divorce or paternity decree, including the county name, the court file number, and the names of all the parties.

If you are the Petitioner/Plaintiff in the current order or decree you will be the Petitioner/Plaintiff in this request. If you are the Respondent/Defendant in the current order or decree you will be the Respondent/Defendant in this request.

Fill in the name and address of the parties that will receive a copy of your response.

You must explain to the court how the child support magistrate assigned to your case is prejudiced or is not prejudiced against you or one of the other parties to the case.

Print your name and address on the form.

**Service**

You must arrange for the other party and the county attorney's office to receive a copy of the completed “Response to Request to Remove” form. This is called “service of process”. A copy of the response must be served on all parties, either personally or by mail. Personal service means the documents are hand delivered to the other party personally or leaving the document at that party's place of residence with some person who is of suitable age or discretion who also lives at the same residence. If the other party is represented by an attorney, the document must be served on the attorney instead of the party.

**YOU CANNOT HAND DELIVER OR MAIL THE DOCUMENT YOURSELF. YOU MUST HAVE SOMEONE ELSE OVER THE AGE OF 18 WHO IS NOT A PARTY TO THE CASE HAND DELIVER OR MAIL THE DOCUMENT FOR YOU.**

The person who hand delivers or mails the document must complete and sign the “Affidavit of Service”. You will need to make additional copies of the blank “Affidavit of Service” form. **The person who hand delivers or mails the document must sign the “Affidavit of Service” in front of a Notary Public or the court clerk. Make sure the person brings picture identification to show the Notary Public or clerk.**

Helpful materials may be found at your public county law library. For a directory, see <http://www.lawlibrary.state.mn.us/cllppubdir.rtf> . For more information, contact your court administrator or call the Minnesota State Law Library at 651-296-2775.

**File the Forms**

After the parties have been served, you must file the original response along with the “Affidavit of Service” with court administration.

**Decision**

After the child support magistrate or judge reviews your response, an order will issue either granting or denying the request. If you want to contest the child support magistrate’s decision, you may file a written request for review by the chief judge. The chief judge will review your request to see if any prejudice does exist that will allow the removal of the child support magistrate.