

# DETERMINING CHILD SUPPORT WITH THE GUIDELINES WORKSHEET

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

If so, please follow these instructions.

You will need to find a computer with internet access and a printer.  
If at any time while you are completing this worksheet, you need to go  
back and 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](http://www.nmcourts.gov), click on self help tab, click on the self help guide, scroll to the middle of the page and then click the interactive child support worksheet or just type in [www.nmcourts.gov/cgi/prose\\_lib/csw2008.htm](http://www.nmcourts.gov/cgi/prose_lib/csw2008.htm)

## 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), then 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 first box, then the other parent's monthly gross income in the second box, then hit **NEXT**.

## Step 5

### **INSURANCE & CHILD CARE EXPENSES**

- Enter the number of child(ren) involved and hit **NEXT**.
- Put the amount of health insurance premiums paid on behalf of the child(ren) by the custodial parent in the first box, then the amount of health insurance premiums on behalf of the child(ren) paid by the other parent in the second box, then hit **NEXT**.
- Put the amount of child care payments for the custodial parent in the first box, then the amount of child care payments for the other parent in the second box, then hit **NEXT**.

## Step 6

### **DETERMINE ADDITIONAL EXPENSES**

- Review the additional expenses section & when finished hit **NEXT**.
- Add the additional expenses for the custodial parent in the first box, then put the additional expenses for the other parent in the second box, then hit **NEXT**.

## Step 7

### **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 8

### **REVIEW DOCUMENT & PRINT**

- 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**.
- Print the form, sign and date it, and attach it to your petition or parenting plan that you turn into the court.