

SELF-SERVICE CENTER

**PROCEDURES: WHAT TO DO AFTER YOU HAVE COMPLETED
THE “PETITION TO MODIFY PARENTING TIME and CHILD
SUPPORT”**

1. Complete all the paperwork:

- **“Petition to Modify Parenting Time and Child Support”**
- **“Order to Appear.”** Fill the name of Petitioner and Respondent, the Case Number and ATLAS number (if any). Leave the rest of the form blank for the Judge to fill in.
- **“Affidavit Regarding Minor Children.”** Only required **when the minor children have resided outside the state of Arizona** at some time since the date of the last custody order.
- **“Child Support Worksheet”** (also known as “Parents Worksheet for Child Support”) (You may use the free online child support calculator to produce this form.)
- **“Current Employer Information Sheet”**

2. Make copies and file the papers with the Clerk of the Court: Make **three (3) copies** of the paperwork you completed: one for you, one for the other party, and one for the Judge. **If the State of Arizona (DES/DCSE) is a party, make a 4th copy to serve on the Attorney General’s Office.** See **Step 3 and 4** on next page for more information on serving notice on the State.

Separate your documents into 4 sets (5, if DES or DCSE is involved)

<p>Set 1: Originals for the Clerk of the Court: Petition to Modify Affidavit Regarding Minor Children (if applicable) Child Support Worksheet Current Employer Information Sheet</p>	<p>Set 3: Copies for you: Petition to Modify Affidavit Regarding Minor Children (if applicable) Child Support Worksheet</p>
<p>Set 2: Copies for the Judge: (with 1 <i>original</i> Order to Appear as noted below) Petition to Modify Affidavit Regarding Minor Children (if applicable) Child Support Worksheet Order to Appear (Original <u>and</u> 2 copies) 1 Self-Addressed, Stamped Envelope (to be mailed back to you by the Judge’s staff)</p>	<p>Set 4: Copies for Other Party: Petition to Modify Order to Appear Affidavit Regarding Minor Children (if applicable) Child Support Worksheet</p>

*** Set 5 for the Attorney General’s Office (only if required – see Step 3 and 4 on next page)**
Petition to Modify
Order to Appear
Child Support Worksheet
Affidavit Regarding Minor Children (if applicable)
Acceptance of Service (original) and 1 self-addressed stamped envelope (addressed back to you)

3. **GO TO THE CLERK OF COURT FILING COUNTER TO FILE YOUR PAPERS.** You may file your papers from 8 a.m. to 5 p.m., Monday through Friday, at the following Superior Court locations:

Central Court Building
201 West Jefferson, 1st floor
Phoenix, Arizona 85003

Southeast Court Complex
222 East Javelina Avenue, 1st floor
Mesa, Arizona 85210

Northwest Court Complex
14264 West Tierra Buena Lane
Surprise, Arizona 85374

Northeast Court Complex
18380 North 40th Street
Phoenix, Arizona 85032

Hand the originals and all sets of copies (**except the "Order to Appear"**) to the Clerk at the filing counter **and pay the filing fee**. The Clerk will keep the originals, stamp the extra copies to show that these are copies of papers you have filed with the Court, and return the stamped copies to you. The stamped sets of copies are now called "conformed" copies.

FEES: A list of current fees is available from the Self Service Center and from the Clerk of Court's website.

If you cannot afford the filing fee and/or the fee for having the papers served by the Sheriff or by publication, you may request a deferral (payment plan) when you file your papers with the Clerk of the Court. Deferral Applications are available at no charge from the Self-Service Center.

After you have filed your documents the Clerk will then direct you to one of the following administrative offices or to the in-box of the Judicial Officer who will hear your case to deliver "the Judge's Set" of papers which includes the Order to Appear.

Central Court Building
201 West Jefferson, 3rd floor
Phoenix, Arizona 85003
(To Family Court Administration)

Southeast Court Complex
222 East Javelina Avenue, 1st floor
Mesa, Arizona 85210
(To Court Administration)

Northwest Court Complex
14264 West Tierra Buena Lane
Surprise, Arizona 85374
(To Judge's in-box)

Northeast Court Complex
18380 North 40th Street
Phoenix, Arizona 85032
(To Judge's in-box)

- **Make sure you include a self-addressed envelope with enough postage** so the **Order to Appear** may be mailed to you.
 - **If the Judge decides to hear your case**, the original and 2 copies of the **Order to Appear** listing the date, time, and location of your hearing will be mailed to you using the envelope you provided.
 - **Wait two weeks to hear back.** If you have not by then received the completed **Order to Appear** or other document from the Judge, contact Family Court Administration at **(602) 506-1561** to inquire.
4. **Serve the papers on the other party (ies). If the Judge decided to set a hearing, you must arrange for service (delivery by a court-approved method) of the following papers on the other party:**
- A copy of the **"Petition to Modify Parenting Time and Child Support."**
 - A copy of the **"Order to Appear"** (signed by the Judge).
 - A copy of your **"Child Support Worksheet."**
 - A copy of the **"Affidavit Regarding Minor Children"** (if required, as explained in #1, above)

IS THE STATE OF ARIZONA A PARTY TO YOUR CASE? The State of Arizona may be involved if any party received public assistance for the children or used the services of the State in establishing or collecting child support. If either party already has a case with the State (DCSE or DES) involving the same children as in this case, notice of this action **must also** be given to the Attorney General's Office (the "AG").

SERVING PAPERS ON THE STATE: *(if required)*. The Attorney General will accept service by signing an "Acceptance of Service" form and returning the form *for you to file with the Court*. **There are no court fees for serving the State with an Acceptance of Service, as described below:**

(a) You may mail or personally deliver to the Office of the "AG" assigned to your case:

- a copy of the "**Petition to Modify Child Support**",
- a copy of the "**Parents Worksheet for Child Support**", along with an
- "**Acceptance of Service**" form, AND
- a self-addressed, stamped envelope (*addressed back to you*).

A list of addresses for the regional AG's offices is available from the Self-Service Center or from the Internet.

(b) There may also be a "drop-box" in the Clerk of Court's filing counter area at which you may leave the above listed documents and the envelope for the AG. Ask the clerk at the filing counter, or

(c) You may mail all listed documents *and the envelope* to:

Office of the Attorney General
Child Support Enforcement Section
P.O. Box 6123 – Site Code 775C
Phoenix, AZ 85005

Note: The State is not considered served until the AG's signed Acceptance of Service is filed with the Court!

5. Go to the court hearing and bring the Court Order papers.

- Write down the date, time and location.
- Attend • Be On Time • Dress Neatly • Do NOT Bring Children to Court.