

# CONSENT DECREE

## FOR DIVORCE or LEGAL SEPARATION

### for a NON-COVENANT MARRIAGE

# 3

To get the Decree  
when both parties agree

Forms and Instructions



**NOTICE:** This process requires calculation of child support. To calculate child support, you may use the online calculator through ezcourtforms, the packet titled "Calculate Child Support", or you may make an appointment with the Clerk of Court to calculate support for you for a fee.

## SELF-SERVICE CENTER

# CONSENT DECREE FOR DIVORCE OR LEGAL SEPARATION IN A NON-COVENANT MARRIAGE WITH OR WITHOUT MINOR CHILDREN

## CHECKLIST

*You may use these forms if . . .*

- ✓ You or your spouse filed a “**Petition for Divorce or for Legal Separation in a Non-Covenant Marriage With or Without Minor Children**”, AND
- ✓ You and your spouse agree to the divorce or legal separation **and** you agree **on all** terms of the divorce or legal separation, including:
  1. Division of property and debt,
  2. Spousal maintenance (alimony) (if any, how much)
  3. Custody, parenting time, and support of any minor children
- ✓ You and your spouse will provide your notarized signatures on the “*Consent Decree*” to indicate your agreement on all terms; **AND**
- ✓ You and your spouse have attended, or will attend, the Parent Information Program before you file a Consent Decree;
- ✓ You understand that **IF both parties are in complete agreement** on **all** terms of the divorce or legal separation as stated in the “*Petition*”:
  1. **It is not necessary either:**
    - a) for the Respondent to file a “**Response**”, or
    - b) for the parties to file a “**Consent Decree**”.
  2. If **no** response has been filed, the Petitioner may apply for a **default** decree *at no extra cost*.
  3. If a response **has** been filed and the parties later come to agreement on all issues, a Consent Decree may be filed *at no extra charge*.

### ✗ **DO NOT USE THESE FORMS IF:**

- ✗ You disagree on **any** terms of the divorce or legal separation.

**READ ME:** Consulting a lawyer before filing documents with the court may help prevent unexpected results. A list of lawyers you may hire to advise you on handling your own case or to perform specific tasks, as well as a list of court-approved mediators can be found on the Self-Service Center website.

**SELF-SERVICE CENTER**

**CONSENT DECREE FOR DIVORCE or LEGAL SEPARATION  
FOR A NON-COVENANT MARRIAGE**

This packet contains court forms and instructions to file a consent decree for divorce or legal separation for a non-covenant marriage. Items in **BOLD** are forms that you will need to file with the Court. Non-bold items are instructions or procedures. Do not copy or file those pages!

Order	File Number	Title	# Pages
1	DR7k	Checklist: <i>You may use these forms if . . .</i>	1
2	DR7t	Table of Contents (this page)	1
3	DRSDS10f	<b>Sensitive Data Sheet</b> (for the Respondent if he or she has not already filed this document) * <b>DO NOT COPY or FILE</b>	1
4	DR71i	Instructions: How to fill out the <b>“Consent Decree”</b>	1
5	DR71f	<b>“Consent Decree”</b> (including “Exhibit A” on property & debt)	14
6	DR71p	Procedures: Completing Your Papers And What To Do Next	2
<b>▪ IF your case involves CHILDREN you will need items 7, 8, 9, 10, and 11.</b>			
7	DRCVG12h	Joint Legal Decision Making (Joint Custody) Information	2
8	DRCVG11f	<b>“Parenting Plan”</b>	9
<p><b>You will need to use the FREE Online Child Support Calculator to produce the <i>Parents Worksheet for Child Support</i> that <u>must</u> accompany this <i>Agreement</i>.*</b></p> <p>Click on <b>“Child Support Calculator and Worksheet”</b>, on right side of the page on the Superior Court Web page.</p> <p>* For more information, refer to the “Instructions” document in the packet.</p>			
9	DRS10h-b	Schedule of Basic Child Support Obligations	8
10	DRS12h	Helpful Information on How to Complete a Parents Worksheet	1
11	DRS12i	Instructions to Complete Parent’s Worksheet	8

The documents you have received are copyrighted by the Superior Court of Arizona in Maricopa County. You have permission to use them for any lawful purpose. These forms shall not be used to engage in the unauthorized practice of law. The Court assumes no responsibility and accepts no liability for actions taken by users of these documents, including reliance on their contents. The documents are under continual revision and are current only for the day they were received. It is strongly recommended that you verify on a regular basis that you have the most current documents.

Person Filing: \_\_\_\_\_  
 Address (if not protected): \_\_\_\_\_  
 City, State, Zip Code: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 ATLAS Number: \_\_\_\_\_  
 Lawyer's Bar Number: \_\_\_\_\_

For Clerk's Use Only

Representing  Self, without a Lawyer or  Attorney for  Petitioner OR  Respondent

## SUPERIOR COURT OF ARIZONA IN MARICOPA COUNTY

Petitioner	Case No. _____
Respondent	ATLAS No. _____

**FAMILY COURT / SENSITIVE DATA  
COVERSHEET WITH CHILDREN  
(CONFIDENTIAL RECORD)**

Fill out. File with Clerk of Court. Social Security Numbers should appear on this form only and should be omitted from other court forms. Access Confidential pursuant to ARFLP 43(G)(1).

A. Personal Information:	Petitioner	Respondent
Name	_____	_____
Gender	<input type="checkbox"/> Male or <input type="checkbox"/> Female	<input type="checkbox"/> Male or <input type="checkbox"/> Female
Date of Birth (Month/Day/Year)	_____	_____
Social Security Number	_____	_____

**WARNING: DO NOT INCLUDE MAILING ADDRESS ON THIS FORM  
IF REQUESTING ADDRESS PROTECTION**

Mailing Address	_____	_____
City, State, Zip Code	_____	_____
Contact Phone	_____	_____
Email Address	_____	_____
Current Employer Name	_____	_____
Employer Address	_____	_____
Employer City, State, Zip Code	_____	_____
Employer Telephone Number	_____	_____
Employer Fax Number	_____	_____

B. Child(ren) Information:			
Child Name	Gender	Child Social Security Number	Child Date of Birth
_____	_____	_____	_____
_____	_____	_____	_____

<b>C. Type of Case being filed - Check only one category.</b>		<b>Interpreter Needed:</b>
<i>*Check only if no other category applies</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Dissolution (Divorce)	<input type="checkbox"/> Paternity	_____
<input type="checkbox"/> Legal Separation	<input type="checkbox"/> *Legal Decision Maker (Custody)/Visitation	_____
<input type="checkbox"/> Annulment	<input type="checkbox"/> *Child Support	<input type="checkbox"/> Register Foreign Order
<input type="checkbox"/> Order of Protection	<input type="checkbox"/> Other	_____

**DO NOT COPY THIS DOCUMENT. DO NOT SERVE THIS DOCUMENT TO THE OTHER PARTY.**

## SELF-SERVICE CENTER

# HOW TO FILL OUT THE CONSENT DECREE FOR DIVORCE OR LEGAL SEPARATION IN A NON-COVENANT MARRIAGE

You may use these instructions **ONLY** if you and the other party:

- do not have a “covenant” marriage;
- have agreed on all terms of the divorce; AND
- have agreed to file and sign a Consent Decree.

## INSTRUCTIONS FOR FILLING OUT THE CONSENT DECREE:

- Fill in the information requested at top left for the Petitioner and the Respondent. The spaces marked “representing” and “state bar number” are used **only** if an attorney is preparing this form.
- Fill in the names of the persons shown as the “Petitioner” and the “Respondent” and the case number as on the “*Petition for Dissolution (Divorce) of a Non-Covenant Marriage*”.
- Write the ATLAS number *if* one has been assigned to your case.

**FILL OUT THE REST OF THIS FORM ACCORDING TO THE AGREEMENT AND UNDERSTANDING OF BOTH PARTIES.**

**IF YOUR DIVORCE CASE IS *WITHOUT CHILDREN*, CHECK THE APPROPRIATE BOXES TO INDICATE THAT THE SECTIONS CONCERNING CHILDREN DO NOT APPLY.**

**DO NOT SIGN UNTIL YOU ARE IN THE PRESENCE OF A CLERK OF COURT OR A NOTARY PUBLIC. BE PREPARED TO SHOW PHOTO IDENTIFICATION.**

**SIGNING THIS FORM IS A STATEMENT TO THE COURT THAT YOU HAVE READ, UNDERSTAND, AND AGREE WITH THE CONTENTS OF THIS DOCUMENT.**

**SIGNING THIS FORM IS A REQUEST TO THE COURT TO MAKE THIS DOCUMENT THE COURT ORDER THAT GOVERNS YOUR DIVORCE OR LEGAL SEPARATION.**

**READ CAREFULLY BEFORE YOU SIGN. DO NOT SIGN IF YOU DO NOT UNDERSTAND OR DO NOT AGREE TO ALL TERMS OF THIS CONSENT DECREE.**

**LAWYER SIGNATURES:** If either party is represented by an attorney, the attorney(s) must also sign.

**TIME FRAME:** Do not submit the Consent Decree to the court until at least 60 days have passed since the date the Respondent was served with or signed an “Acceptance of Service” for the divorce or legal separation papers. The Judge cannot sign your decree until 60 days after service. (A.R.S. § 25-329)

Person Filing: \_\_\_\_\_  
Address (if not protected): \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
ATLAS Number: \_\_\_\_\_  
Lawyer's Bar Number: \_\_\_\_\_

FOR CLERK'S USE ONLY

Representing  Self, without a Lawyer or  Attorney for  Petitioner OR  Respondent

Respondent's Name or Lawyer's Name: \_\_\_\_\_  
Address (if not protected): \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
ATLAS Number: \_\_\_\_\_  
Lawyer's Bar Number: \_\_\_\_\_

Representing  Self, without a Lawyer or  Attorney for  Petitioner OR  Respondent

## SUPERIOR COURT OF ARIZONA IN MARICOPA COUNTY

\_\_\_\_\_  
Petitioner is  Husband  Wife

Case No. \_\_\_\_\_

ATLAS No. \_\_\_\_\_

\_\_\_\_\_  
Respondent is  Husband  Wife

**CONSENT DECREE OF**  
 **DISSOLUTION OF MARRIAGE**  
**(DIVORCE)**

**LEGAL SEPARATION**

with minor children  without minor children  
in a **Non-Covenant Marriage**

### THE COURT FINDS:

1. This case has come before this court for a final Decree of Dissolution of Marriage or Legal Separation. The court has taken all testimony needed to enter a Decree, or the court has determined testimony is not needed to enter the Decree.
2. This court has jurisdiction over the parties under the law.
3. Where it has the legal power and where it is applicable to the facts of this case, this court has considered, approved, and made orders relating to issues of spousal maintenance (alimony), the division of property and/or debts, legal decision making (custody), parenting time, and support of any minor children.
4. The provisions of this Decree are fair and reasonable under the circumstances and in the best interests of the minor children, if any, and the division of property and debt is fair and equitable.
5. **Arizona Residency.** The requirements of A.R.S. §25-312 for dissolution of marriage, or A.R.S. § 25-313 for legal separation have been met: At the time this action was filed, the Husband or the Wife was domiciled in Arizona or was stationed in Arizona while a member of the United States Armed Forces. If this is an action for dissolution of marriage (divorce), the Petitioner or the Respondent was domiciled or stationed in Arizona for more than 90 days.

6. **Conciliation Court.** The provisions relating to the Conciliation Court either do not apply or have been met.
7. **Irretrievably Broken or Separate and Apart.** The marriage is irretrievably broken or the parties desire to live separate and apart.
8. **Covenant Marriage.** This is a non-covenant marriage.
9. **Protective Orders.** Following is the effect, if any, of this Consent Decree on any existing protective orders: \_\_\_\_\_
10. **Community Property and Debt.** (Select one.)
- The parties did not acquire any community property or debt during the marriage,
- OR**
- The parties have agreed to a division of community property and/or debt as evidenced by their signatures on "**Exhibit A**" attached to and incorporated into this Decree.
11. **Pregnancy.** (Select one.)
- Wife is not pregnant,
- OR**
- Wife is pregnant, and the husband  IS **OR**  IS **NOT** the father of the child.
12. **Spousal Maintenance/Support.** (Select one.)
- A party is entitled to an award of Spousal Maintenance/Support for the reason that**  
 Husband, **OR**  Wife lacks enough property, including property given to him or her as part of this divorce or legal separation, to provide for his or her reasonable needs, and is unable to support himself or herself through an appropriate job, or he or she is providing the primary care to child(ren) of young age or is of a condition that they should not be required to look for work outside the home, or lacks earning ability necessary to support himself or herself, or contributed significantly to the educational opportunities of the other spouse, or had a marriage that lasted a long time and is of an age that may severely limit the possibility of getting a job to support himself or herself,
- OR**
- Neither party is entitled to an award of Spousal Maintenance/Support;**
- OR**
- If spousal maintenance is to be awarded, the parties further agree:** (Select one.)
- Spousal maintenance award shall be modifiable in accordance with Arizona law,
- OR**
- That the circumstances of their futures are unknown, but each desires that the spousal maintenance awarded by their agreement, **not be modifiable in the future for any reason.**

**If there are no minor children,** check this box and skip to "The Court Orders" section on page 4.

13.  **THERE ARE NO MINOR CHILDREN IN THIS MARRIAGE, therefore statements numbered 13, 14, and 15 below do not apply.**

14. **Parent Information Program.**

A. Father  **has** attended the Parent Information Program class as evidenced by the Certificate of Completion in the court file.

**OR**

Father  **has not** attended the Parent Information Program class and shall be denied any requested relief to enforce or modify this decree until Father has completed the class.

B. Mother  **has** attended the Parent Information Program class as evidenced by the Certificate of Completion in the court file.

**OR**

Mother  **has not** attended the Parent Information Program class and shall be denied any requested relief to enforce or modify this decree until Mother has completed the class.

15. **Child Support.** (Select any that apply.)

a. Child support has been determined in accordance with the Arizona Child Support Guidelines.

**OR**

b. Application of the Arizona Child Support Guidelines in this case is inappropriate or unjust. The Court has considered the best interests of the minor child(ren) in determining that a deviation is appropriate and makes the following findings:

Application of the guidelines is unjust.

The parties have signed a written agreement with knowledge of the amount of support that would have been ordered by the guidelines but for the agreement.

**The court makes the following finding regarding the deviation:**

The child support order would have been \$ \_\_\_\_\_

The child support order after deviation is \$ \_\_\_\_\_

All parties have signed the agreement free of duress and coercion.

c. **Physical Custody Adjustment**, Court Approved Discretionary Parenting Time Adjustment or other Adjustments. (The court must make written findings if any of these adjustments are made) :

\_\_\_\_\_  
\_\_\_\_\_

d. **Ability to Pay.** The Court finds that the person responsible for paying child support has the ability to pay child support:

In the amount entered on Line **34** of the Worksheet of \$ \_\_\_\_\_

**OR**

In an adjusted amount calculated using the self-support reserve on the Parent's Worksheet for Child Support Amount of \$ \_\_\_\_\_.

16. Domestic Violence.

**IF there has been domestic violence between the parties AND legal decision making (custody) is to be shared with or awarded to a parent who has committed domestic violence, check appropriate box and explain. (A.R.S. § 25-403.03)**

A. Domestic Violence has not occurred between the parties;

OR

B. Domestic Violence has occurred between the parties, *but*:

1.  it was mutual (committed by both parties), (see A.R.S. § 25-403.03 (D))

OR

2.  it is otherwise still in the best interests of the minor child(ren) to grant joint or sole legal decision making (joint or sole custody) to a parent who has committed domestic violence *because*: (EXPLAIN)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

17. Supervised Or No Parenting Time:

(Check and complete *only if* supervised or no parenting time is ordered.)

NO Parenting Time or  Supervised Parenting Time with the  Father  Mother, is in the best interests of the minor child(ren), for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

18. Drug Or Alcohol Conviction Within Last Twelve Months: (Check box if applicable).

Father and/or  Mother has been convicted of driving under the influence of alcohol or drugs, or was convicted of any drug offense within 12 months of filing the request for legal decision making (custody), **however** the legal decision making (custody) and/or parenting time arrangement ordered by this Court appropriately protects the minor child(ren).

**THE COURT ORDERS:**

1. LEGAL SEPARATION OR DISSOLUTION OF MARRIAGE (“Divorce”).

THE PARTIES ARE LEGALLY SEPARATED.

MARRIAGE IS DISSOLVED: The marriage of the parties is dissolved and the parties are restored to the legal status of single persons.

**2. NAMES:** (In a divorce case **IF** one or both parties changed their last names as a result of the marriage, either spouse may (optionally) have his/her name legally restored to a pre-marital last name.)

Wife's name is restored to \_\_\_\_\_. (Put only the last name here.)

Husband's name is restored to \_\_\_\_\_. (Put only the last name here.)

**3. ENFORCEMENT OF TEMPORARY ORDERS:**

All obligations ordered to be paid by the parties in Temporary Orders dated (fill in dates of ALL temporary orders here) \_\_\_\_\_ are satisfied in full.

**OR**

Judgment is awarded against the party with the obligation up to the amount due and owing as of the date of this Decree, with the highest legal interest allowed by law, for the total amount of \$ \_\_\_\_\_.

**4. LEGAL DECISION MAKING (CUSTODY), PARENTING TIME, AND CHILD SUPPORT:**

**DOES NOT APPLY. THERE ARE NO MINOR CHILDREN IN THIS MARRIAGE and THE WIFE IS NOT PREGNANT.** (Skip to number "6" on page 7), **OR**

**A. PREGNANCY:**

A child who is common to the parties is expected to be born \_\_\_\_\_(Date).

All orders below as to legal decision making (custody), parenting time, support, and medical insurance/expenses include this child and all other children named below.

**OR**

The orders below as to legal decision making (custody), parenting time, support, and medical insurance/expenses do **not** include this child; the court reserves jurisdiction to address these issues regarding this child when the child is born.

**B. CHILDREN:** This Decree includes all minor children common to the parties as follows:

**NAME(S) OF CHILD(REN)**

**Date of Birth** (Month/Day/Yr)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**5. PRIMARY RESIDENCE, PARENTING TIME, and LEGAL DECISION MAKING (Custody)**

**A. PRIMARY RESIDENTIAL PARENT:**

**Mother's home as primary residence for following named child(ren):**

\_\_\_\_\_

**Father's home as primary residence for following named child(ren):**

\_\_\_\_\_

**B. SUBJECT TO PARENTING TIME AS FOLLOWS:**

Reasonable parenting time rights to the non-primary residential parent as described in the Parenting Plan attached as Exhibit B and made a part of this decree,

OR

NO PARENTING TIME RIGHTS to  Mother OR  Father,

OR

SUPERVISED PARENTING TIME to  Mother OR  Father according to the terms of the Parenting Plan attached as Exhibit B and made part of this Decree. Parenting time may only take place in the presence of another person, named below or otherwise approved by the court.

(IF supervised) Name of person to supervise (Optional):

\_\_\_\_\_

The cost of supervised parenting time shall be paid by the:

the Mother,  the Father, OR  Shared equally by the parties

Parenting time shall be restricted as follows: (if applicable):

\_\_\_\_\_

\_\_\_\_\_

**C. LEGAL DECISION MAKING (Custody):**

Award legal decision making concerning the child(ren) (custody) as follows:

SOLE LEGAL DECISION-MAKING (sole custody) to:  Mother  Father

OR

JOINT LEGAL DECISION MAKING (joint custody) to BOTH PARENTS.

**Mother and Father** will agree to act as joint legal decision makers (joint legal custodians) of the minor children, as set forth in the **Joint Legal Decision Making Agreement** contained in the **Parenting Plan**, to be agreed upon and signed by both parties if the Court adopts the terms of the **Agreement**. There have been no significant acts of domestic violence, as defined by Arizona law, A.R.S. § 13-3601, by either parent or it is in the best interests of the minor child(ren) to award joint custody despite any violence that occurred.

The court adopts the terms of the Joint Legal Decision Making Agreement/Parenting Plan describing the legal decision making and parenting time agreement between the parties. By attaching the Joint Legal Decision Making Agreement/Parenting Plan to the Decree, the Agreement becomes part of the Decree and carries the same legal weight as the Decree.

**D. CHILD SUPPORT:**  Father OR  Mother shall pay child support to the other party in the amount of \$ \_\_\_\_\_ per month, beginning THE FIRST DAY OF THE MONTH following the date this Decree is signed by the judge until further order of the court. Child Support is based on the information in the Parent's Worksheet for Child Support Amount attached to and made part of this decree by reference. All child support payments shall be made by Income Withholding Order (if applicable) through the Support Payment Clearinghouse, and must include the statutory fee by the Income Withholding Order signed this date. Payments will be in equal installments made on the 1<sup>st</sup> and 15<sup>th</sup> of each month.

**E. MEDICAL, DENTAL, VISION CARE FOR MINOR CHILDREN****(1) INSURANCE.**

- Father** is responsible for providing:  medical  dental  vision care insurance.  
 **Mother** is responsible for providing:  medical  dental  vision care insurance.

Medical, dental, and vision care insurance, payments and expenses are based on the information in the Parent's Worksheet for Child Support attached and made part of this decree by reference. The party ordered to pay must keep the other party informed of the insurance company name, address and telephone number, and must give the other party the documents necessary to submit insurance claims.

**(2) NON-COVERED EXPENSES.**

**Father** is ordered to pay \_\_\_\_\_ %, AND **Mother** is ordered to pay \_\_\_\_\_ % of all reasonable uncovered and/or uninsured medical, dental, vision care, prescription and other health care charges for the minor child(ren), including co-payments.

**6. SPOUSAL MAINTENANCE/SUPPORT:**

- A.  **Neither party shall pay** spousal maintenance/support (alimony) to the other party,

OR

- B.  **Husband** OR  **Wife** is ordered to pay to the other party the sum of \$ \_\_\_\_\_ per month in spousal maintenance/support BEGINNING THE FIRST DAY OF THE MONTH after this Decree is signed. Each payment shall be made by the first day of each month after that and shall **continue until**  the receiving party is remarried or deceased OR  until \_\_\_\_\_ (date)

All payments shall be made through the Support Payment Clearinghouse by Income Withholding Order, until all required payments have been made under this Decree.

Payments made shall be included in receiving spouse's taxable income and is tax deductible from the paying spouse's income as required by law. Spousal maintenance/support payments end when the receiving party is remarried or deceased unless specified otherwise above.

- C. In accordance with the parties' agreements,  
 The spousal maintenance award **shall be modifiable** in accordance with Arizona law,  
OR  
 The spousal maintenance award shall **NOT** be modifiable for any reason.

**7. PROPERTY and DEBTS: (Select any that apply.)**

- A.  Husband is ordered to pay all debts unknown to Wife, **AND**  
 Wife is ordered to pay all debts unknown to Husband, **AND**  
 Each party is ordered to pay his or her debts from the following date: \_\_\_\_\_.
- B.  Each party is assigned his or her separate property and Husband must pay his separate debt, and Wife must pay her separate debt.

- C.  This Decree can be used as a transfer of title and can be recorded. Parties shall sign all documents necessary to complete all transfer of title ordered in this Decree, such as motor vehicles, houses, and financial institution accounts. The parties shall transfer all real and personal property as described in Exhibit A to the other party on or before \_\_\_\_\_ by 5:00 p.m.

If the party required to transfer the property has not transferred the property to the party entitled to receive the property on or before the date and time listed above, the party entitled to receive the property is entitled upon application to a Writ of Assistance or Writ of Execution to be issued by the Clerk of the Court commanding the sheriff to put him or her in possession of the property.

Other orders and relief relating to property or debt, if any, are contained in "Exhibit A", which is attached and incorporated into this Decree.

**8. TAX RETURNS**

- Each party shall give the other party all necessary documentation to file all tax returns.

**For previous calendar years, pursuant to IRS rules and regulations, the parties will file:**

- Joint federal and state income tax returns and hold each other harmless from half of all additional income taxes if any and other costs, and each will share equally in any refunds, **OR**
- Separate federal and state income tax returns, **AND**
- This calendar year and continuing thereafter, each party will file separate federal and state income tax returns.

- 9. FINANCIAL INFORMATION EXCHANGES:** In cases in which child support or spousal maintenance are ordered, then until such time as those would end under the orders in this Consent Decree, the parties shall exchange financial information (tax returns, spousal affidavits, earning statements and/or other related financial statements) every 24 months or as follows:

\_\_\_\_\_

\_\_\_\_\_

**10. TAX EXEMPTION:**

- DOES NOT APPLY. THERE ARE NO MINOR CHILDREN IN THIS MARRIAGE; OR**

The parties shall claim as income tax dependency exemptions on federal and state tax returns as follows. A party required to pay child support is only entitled to claim (a) minor child(ren) as an income tax dependency exemption if that parent has paid all of the child support due and owing for the year that party is entitled to the exemption:

Parent entitled to claim	Name of child	Tax year
<input type="checkbox"/> Father <input type="checkbox"/> Mother	_____	_____
<input type="checkbox"/> Father <input type="checkbox"/> Mother	_____	_____
<input type="checkbox"/> Father <input type="checkbox"/> Mother	_____	_____
<input type="checkbox"/> Father <input type="checkbox"/> Mother	_____	_____

**11. CHILDREN TO WHOM THIS DECREE DOES NOT APPLY:** It is ordered that  Father, **OR**  Mother has no legal obligation or right to the minor child(ren) born during the marriage but not common to the marriage. These minor children include: (Use additional paper if necessary)

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Child expected to be born this date: \_\_\_\_\_

**12. QUALIFIED DOMESTIC RELATIONS ORDER (QDRO).**

- A QDRO is not necessary;
- A QDRO is submitted herewith, OR
- A QDRO will be submitted to the court as soon as practicable or not later than \_\_\_\_\_ (DATE).

The court shall retain jurisdiction over the subject matter of the QDRO.

**13. OTHER ORDERS.** (List any other orders.)

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**14. FINAL APPEALABLE ORDER.** Pursuant to Rule 81, Arizona Rules of Family Law Procedure, this final judgment/decree is settled, approved and signed by the court and shall be entered by the clerk.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Judicial Officer

**SIGNATURES OF BOTH PARTIES UNDER OATH OR AFFIRMATION**

By signing below, in the presence of a Deputy Clerk of Court or Notary Public, I swear or affirm that everything in this document is true and correct to the best of my knowledge, information and belief, including the following:

1. **NON-COVENANT MARRIAGE.** We do not have a covenant marriage.
2. **RIGHT TO TRIAL IS WAIVED.** I understand that by signing this Consent Decree, I am waiving my right to a trial before a judge.
3. **NO DURESS OR COERCION. COMPLETE AGREEMENT.** I am not under any force, threats, duress, coercion, or undue influence from anyone, including the other party, to sign this Consent Decree. This Decree with any attachments that I have signed is our full agreement. I have not agreed to something different from what is stated in writing in the Decree.
4. **LEGAL ADVICE.** I understand that even if I am representing myself without an attorney, I have the right to be represented by an attorney. I have the right to call an attorney and get legal advice before I sign this Consent Decree.

- 5. **IRRETRIEVABLY BROKEN MARRIAGE.** I agree that our marriage is irretrievably broken. There is no reasonable prospect of reconciliation *[or we desire to live separate and apart if this is a Legal Separation case]*.
- 6. **DIVISION OF PROPERTY.** The agreement about division of property and debt attached as “**Exhibit A**”, signed by both parties and made part of this document by reference, is fair and equitable.

**SIGNATURES**

\_\_\_\_\_  
Petitioner’s Signature

\_\_\_\_\_  
Respondent’s Signature

STATE OF \_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Subscribed and sworn to or affirmed before me this:

Subscribed and sworn to or affirmed before me this:

\_\_\_\_\_(date)

\_\_\_\_\_(date)

By \_\_\_\_\_.

By \_\_\_\_\_.

\_\_\_\_\_  
Deputy Clerk or Notary Public

\_\_\_\_\_  
Deputy Clerk or Notary Public

(notary seal)

(notary seal)

**If either party is represented by an attorney or if the Attorney General’s Division of Child Support Enforcement (DCSE) is involved in this case, the attorney(s) and a representative of DCSE must also sign below.**

**ATTORNEY SIGNATURES** (if applicable)

**If either party is represented by an attorney, the attorney must sign:**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by Petitioner’s Attorney

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by Respondent’s Attorney

**If the Attorney General’s Office (the “AG”), Division of Child Support Enforcement (DCSE) is involved in this case, a representative of that agency must approve the child support amount and sign below:**

**The approval of the AG’s office as to child support provisions contained in this document is indicated by my signature below:**

\_\_\_\_\_  
Signature of Attorney General / DCSE Representative

\_\_\_\_\_  
Date

**EXHIBIT A: PROPERTY AND DEBTS** (Refer to section “E” in instructions)

**1. DIVISION OF COMMUNITY PROPERTY** (property acquired during the marriage)

- Award each party the personal property in his/her possession.
- Community property is awarded to each party as follows:

**2. LIST OF COMMUNITY PROPERTY** (Be very specific in your description of the property.)

		<b>AWARD TO</b>	
<b>Household Furniture and Appliances</b>	(Be specific)	<b>Husband</b>	<b>Wife</b>
_____		<input type="checkbox"/>	<input type="checkbox"/>
_____		<input type="checkbox"/>	<input type="checkbox"/>
_____		<input type="checkbox"/>	<input type="checkbox"/>
_____		<input type="checkbox"/>	<input type="checkbox"/>
_____		<input type="checkbox"/>	<input type="checkbox"/>
_____		<input type="checkbox"/>	<input type="checkbox"/>
_____		<input type="checkbox"/>	<input type="checkbox"/>
<b>Video: TV / DVD / DVR / VCR, etc.</b>	(Be specific)		
_____		<input type="checkbox"/>	<input type="checkbox"/>
_____		<input type="checkbox"/>	<input type="checkbox"/>
_____		<input type="checkbox"/>	<input type="checkbox"/>
_____		<input type="checkbox"/>	<input type="checkbox"/>
<b>Audio: Stereo/ Radio</b> (Household or Portable)	(Be specific)		
_____		<input type="checkbox"/>	<input type="checkbox"/>
_____		<input type="checkbox"/>	<input type="checkbox"/>
_____		<input type="checkbox"/>	<input type="checkbox"/>
<b>Computers and Related Equipment</b>	(Be specific)		
_____		<input type="checkbox"/>	<input type="checkbox"/>
_____		<input type="checkbox"/>	<input type="checkbox"/>
_____		<input type="checkbox"/>	<input type="checkbox"/>
<b>Motor Vehicles</b>	(Be specific)		
1. Year, Make, Model: _____		<input type="checkbox"/>	<input type="checkbox"/>
Last 4 digits of VIN # _____			
2. Year, Make, Model: _____		<input type="checkbox"/>	<input type="checkbox"/>
Last 4 digits of VIN # _____			
3. Year, Make, Model: _____		<input type="checkbox"/>	<input type="checkbox"/>
Last 4 digits of VIN # _____			

COMMUNITY PROPERTY - continued	(Be specific)	AWARD TO	
		Husband	Wife
Cash, bonds of \$ _____		<input type="checkbox"/>	<input type="checkbox"/>
Other: _____		<input type="checkbox"/>	<input type="checkbox"/>
Other: _____		<input type="checkbox"/>	<input type="checkbox"/>
Other: _____		<input type="checkbox"/>	<input type="checkbox"/>
Other: _____		<input type="checkbox"/>	<input type="checkbox"/>
Other: _____		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Continues on attached page(s).			

**3. DIVISION OF RETIREMENT, PENSION, DEFERRED COMPENSATION**

**WARNING. You should see a lawyer about your retirement, pension, deferred compensation, 401k plans and/or benefits. If you do not see a lawyer regarding these assets, you risk losing any interest you have in these plans and/or benefits. There are certain documents the plan administrator must have. Only a lawyer can help you prepare these documents.**

Neither party has a retirement, pension, deferred compensation, 401K Plan and/or benefits.

**OR**

Award each party his/her interest in any and all retirement benefits, pension plans, or other deferred compensation described as:

\_\_\_\_\_

**OR**

Each party **WAIVES AND GIVES UP** his/her interest in any and all retirement benefits, pension plans, or other deferred compensation of the other party:

**4. DIVISION OF REAL PROPERTY** (Land and Buildings) Section A is for one piece of property. Section B is for another, separate property.

**A.** Real property located at (address)\_\_\_\_\_. The **legal description** of this property, **as quoted from the DEED to the property\* is:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\* If you do not provide a correct legal description, you may have to come back to court to amend the Decree to include the correct legal description.

The real property ("A") described above is awarded as the sole and separate property of:

Husband or  Wife

**OR**

Shall be sold and the proceeds divided as follows:

\_\_\_\_\_ % or \$ \_\_\_\_\_ to Husband

\_\_\_\_\_ % or \$ \_\_\_\_\_ to Wife

**B. Real property located at** (address)\_\_\_\_\_  
 The **legal description** of this property, **as quoted from the DEED to the property\* is:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\* If you do not provide a correct legal description, you may have to come back to court to amend the Decree to include the correct legal description.

The real property ("B") described above is awarded as the sole and separate property **of:**

Husband or  Wife

**OR**

Shall be sold and the proceeds divided as follows:

\_\_\_\_\_ % or \$\_\_\_\_\_ to Husband

\_\_\_\_\_ % or \$\_\_\_\_\_ to Wife

Continues on attached page(s).

**5. DIVISION OF COMMUNITY DEBT** (Debts incurred during the marriage) (You should see a lawyer about how to divide secured and unsecured debts.)

**Community debts shall be divided as follows:**

	Creditor Name	Amount Owed	Amount to be paid by Husband	Amount to be paid by Wife
a.	_____	\$ _____	\$ _____	\$ _____
b.	_____	\$ _____	\$ _____	\$ _____
c.	_____	\$ _____	\$ _____	\$ _____
d.	_____	\$ _____	\$ _____	\$ _____
e.	_____	\$ _____	\$ _____	\$ _____
f.	_____	\$ _____	\$ _____	\$ _____
g.	_____	\$ _____	\$ _____	\$ _____
h.	_____	\$ _____	\$ _____	\$ _____
i.	_____	\$ _____	\$ _____	\$ _____

Continues on attached page.

**6.**  Any debts or obligations incurred by either party before the date of separation, that are not identified in the list above or attached, shall be paid by the party who incurred the debt or obligation and that party shall indemnify and hold the other party harmless from such debts.

**7. SEPARATE PROPERTY.** (Property acquired before the marriage or by gift or bequest to one party.)

Property recognized as the separate property of the Petitioner or Respondent, is assigned below:

Description	Value	To Husband	To Wife
	\$	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>

**8. SEPARATE DEBT:** (Debt acquired before the marriage.)

Debt recognized as the separate debt of the Husband or Wife, is assigned below:

Creditor Name	Debt Amount	Husband Pays	Wife Pays
	\$	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>

Continued on attached page.

**SIGNATURE OF BOTH PARTIES (for Consent Decree)**

This "Exhibit A" represents the agreement of the parties as to the division of property and debt. The terms of the agreement are fair and equitable and have been reached free of coercion, duress, or threat of force.

By signing below, each of us states to the court under penalty of perjury that we have read and understand this document, and that the information contained in the document is true and correct to the best of our individual knowledge and belief.

\_\_\_\_\_  
**Petitioner's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Respondent's Signature**

\_\_\_\_\_  
**Date**

**If either party is represented by an attorney, the attorney(s) must sign:**

\_\_\_\_\_  
 Petitioner's Attorney

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Respondent's Attorney

\_\_\_\_\_  
 Date

## SELF-SERVICE CENTER

### PROCEDURES: COMPLETING YOUR PAPERS AND WHAT TO DO NEXT

(For Divorce or Legal Separation Decree by Consent, for a Non-Covenant Marriage)

#### REQUIREMENTS

- ✓ **PAPERWORK and SIGNATURES:** Both spouses must sign the "**Consent Decree**" before a Clerk of Court or a Notary Public to show that both spouses have read, approved and agreed to the items in the Decree. If either party is represented by a lawyer, the lawyer(s) must also sign the "Decree". Both spouses and their lawyers, if any, must **also sign** the last page of the "**Exhibit A**" attached to the decree to separately indicate agreement with the terms of division of property and debt as contained in that document. You must also file all other required paperwork.
- ✓ **PARENT INFORMATION PROGRAM:** If you filed for a divorce or legal separation *with minor children*, both spouses must attend the Parent Information Program (PIP) and file a "**Certificate of Completion**" with the Clerk of the Court.
- ✓ **FEES: Both parties must pay the court fees.** Currently, that includes the filing fee paid by the Petitioner at the beginning of the case, and the Respondent's "Response" or "Answer" fee, in order for the Consent Decree to be accepted. Both parties must attach a receipt to prove payment **or** attach a copy of the Order for initial **deferral** of 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 fees, you may request a fee deferral (payment plan) of the filing fees at the time you file your papers with the Clerk of the Court. The Self-Service Center and the Clerk's Filing Counter have the deferral forms.

- ✓ **TIME FRAME:** If you filed for divorce or legal separation, the parties must wait at least **60** days after the date the Respondent was personally served with the documents before the parties can file the Consent Decree.

#### PROCEDURES: READ AND COMPLETE ALL PAPERWORK. Deliver the original documents and/or number of copies as indicated below:

- The **original and two copies** of the signed "**Consent Decree**".
- **A copy** of each receipt for payment of the filing fees by *both* the Petitioner *and* the Respondent, **OR** a copy of the initial "**Order Deferring Fees and Costs**" for a Petitioner or Respondent who has not paid the filing fee.
- **Two self-addressed, stamped, 9" x 12" envelopes.** Address one envelope to the Petitioner or his or her attorney. Address the other envelope to the Respondent or his or her attorney. Provide the current addresses on both envelopes, including zip code. **Make sure you put enough postage on the envelopes.**
- **Additional papers included in this packet will be required if:**
  - ◆ The divorce or legal separation involves minor children.
  - ◆ Either party is paying spousal maintenance (alimony) or child support;

**If the divorce or legal separation involves minor children, also include:**

- The **original** and **2 copies** of the completed **“Parenting Plan”** signed by both parties. **If** the parties are also asking for joint legal decision making (*Joint Custody*), complete section 4 of the Parenting Plan, titled **“Joint Legal Decision Making (Joint Custody) Agreement”**, also signed by both, **AND**
- The **original** and **2 copies** of the completed **“Parent’s Child Support Worksheet,”**

**If the full agreement about division of property and debt is not in the Consent Decree, also include the original and 2 copies of a signed “Property Settlement Agreement.”**

**NOTE: If the Decree must deal with the division of retirement funds, pensions or annuities, etc., you may also need a complex document called a “QDRO,” which will require the services of a specialized legal professional. The Self-Service Center does not have a “Property Settlement Agreement” or a “QDRO”. See a lawyer if you need these documents.**

**Hand-deliver or mail your documents** as indicated below. Court hours are Monday through Friday, 8:00 a.m. to 5:00 p.m.

**Central Court Building**  
201 West Jefferson, 3<sup>rd</sup> floor  
Phoenix, Arizona 85003  
(To *Family* Court Administration)

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

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

**Northeast Court Complex**  
18380 North 40<sup>th</sup> Street  
Phoenix, Arizona 85032  
(To Judge’s in-box)

**WHAT HAPPENS NEXT?** It is within the Judge’s/Commissioner’s discretion whether to accept or reject the Decree, or to schedule a court hearing.

**IF YOUR CONSENT DECREE IS ACCEPTED:** the Judge/Commissioner will sign the original Decree and have it filed with the Clerk of the Court. The Court will send a copy of the signed Decree to each party using the envelopes you provided. This is your notification that your divorce is now final. You are not divorced until the Judge/Commissioner signs the Decree.

**IF YOUR CONSENT DECREE IS REJECTED:** the Court will send you a **“Correction Notice”** informing you of the mistakes with the documents. Follow the instructions on the **“Correction Notice”**. **If the mistakes cannot be corrected, see a lawyer for help.**

**IF THE JUDGE/COMMISSIONER SCHEDULES A HEARING:** the Court will send notice of a scheduled date, time and location for a hearing which both parties must attend to answer any questions the Judge/Commissioner may have.

\* All forms referenced in these instructions may be purchased from the Self-Service Center or obtained for free via Internet.

## SELF-SERVICE CENTER

### PARENTING PLAN INFORMATION

#### **A.R.S. § 25-401 defines legal decision-making and parenting time as follows:**

1. **"Legal Decision-Making"** means the legal right and responsibility to make all nonemergency legal decisions for a child including those regarding education, health care, religious training and personal care decisions.
2. **"Joint Legal Decision-Making"** means both parents share decision-making and neither parent's rights or responsibilities are superior except with respect to specified decisions as set forth by the court or the parents in the final judgment or order.

**PARENTS PLEASE NOTE:** Per A.R.S. § 25-403.09, an award of joint legal decision-making or a substantially equal parenting time plan does not diminish the responsibility of either parent to provide for the support of the child. Also note that joint legal decision-making does not necessarily mean equal parenting time. A.R.S. § 25-403.02(E)

3. **"Sole Legal Decision-Making"** means one parent has the legal right and responsibility to make major decisions for a child.
4. **"Parenting Time"** means the schedule of time during which each parent has access to a child at specified times. Each parent during their scheduled parenting time is responsible for providing the child with food, clothing and shelter and may make routine decisions concerning the child's care.

You may view the "Parenting Time Guidelines" online at the Arizona Supreme Court's website.

#### **Drafting a Parenting Plan:**

The written parenting plan pays attention to how the parents will make decisions pertaining to the child(ren)'s education, health care, religious training, and personal care; it is a blend of specific information with generalized plans of action. It should reflect what the parents are currently doing or what they actually plan to do. It should reflect a commitment to the minor child(ren)'s needs as predominant.

If the parents cannot agree on a plan for legal decision-making or parenting time, each parent must submit a proposed parenting plan. A.R.S. § 25-403.02(A)

**In order for the court to approve a parenting plan, A.R.S. § 25-403.02 requires the court to make the following findings:**

- a. The best interests of the minor child(ren) are served;
- b. The plan designates legal decision-making as joint or sole;
- c. The plan sets forth each parent's rights and responsibilities for the personal care of the minor child(ren) and for decisions in areas such as education, health care, and religious training;
- d. The plan provides a practical schedule of parenting time for the child, including holidays and school vacations;
- e. The plan includes a procedure for exchanges of the child, including location and responsibility for transportation;

- f. The plan includes a procedure by which proposed changes, disputes and alleged breaches may be mediated or resolved, which may include the use of Conciliation Services or private counseling;
- g. The plan includes a procedure for periodic review (e.g., parents agree to review the terms of the agreement every 12 months.);
- h. The plan includes a procedure for communicating with each other about the child, including methods and frequency;
- i. The plan includes a statement that each party has read, understands, and will abide by the notification requirements of A.R.S. § 25-403.05(B). (A parent must immediately notify the other parent if the parent knows that a convicted/registered sex offender or a person who has been convicted of a dangerous crime against children may have access to the child. Notice must be provided (i) by first class mail, return receipt requested, (ii) by electronic means to an e-mail address the recipient provided to the parent for notification purposes, or (iii) by other communication accepted by the court.)

The following questions may be used as a starting place when drafting a parenting plan:

1. **The geographical location of the parents:** Where do parents live relative to one another? What are their addresses? Permanent or temporary?
2. **Arrangements regarding the residential requirements of the minor child(ren):** How much time will the minor child(ren) spend with each parent? Be as specific as possible, including days and times.
3. **Arrangements for holidays and vacations:** What are your plans for summer vacation and school breaks? List specific details including dates and times.
4. **Arrangements for education:** How will decisions be made for educational matters? For example, if preschool age, what school will the minor child(ren) attend? If private school, who pays what?
5. **Additional transportation arrangements:** Will any additional transportation arrangements be needed? If so, what will be the responsibilities of each parent?
6. **Determinations regarding minor child(ren)'s health care:** For example, how will medical decisions be made? Who will provide insurance? How are non-insured expenses paid? Who decides on seeking non-emergency treatment? Is there a dental plan? If not, who will pay what?
7. **Arrangements regarding extraordinary expenses:** For example, what financial arrangements are made for the minor child(ren) (such as each sharing extraordinary expenditures and the parent with whom the minor child(ren) resides bearing the ordinary ones during the minor child(ren)'s residency)? A fixed amount per month?
8. **Arrangements for minor child(ren)'s religious training, if any:** For example, how will decisions be made for religious training? What, if any, are the plans for religious training?
9. **Any other factors:** What other arrangements (such as music lessons, sports/activity fees, camp or Scouts) are needed?

Person Filing: \_\_\_\_\_  
Address (if not protected): \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
ATLAS Number: \_\_\_\_\_  
Lawyer's Bar Number: \_\_\_\_\_

For Clerk's Use Only

Representing  Self, without a Lawyer or  Attorney for  Petitioner OR  Respondent

## SUPERIOR COURT OF ARIZONA IN MARICOPA COUNTY

\_\_\_\_\_  
Name of Petitioner

Case Number: \_\_\_\_\_

AND

### PARENTING PLAN FOR:

JOINT LEGAL DECISION MAKING  
(CUSTODY) WITH JOINT LEGAL  
DECISION MAKING (CUSTODY)  
AGREEMENT

**or**

SOLE LEGAL DECISION-MAKING  
(CUSTODY)

\_\_\_\_\_  
Name of Respondent

to Mother

to Father

## INSTRUCTIONS

**This document has 4 parts:** PART 1) General Information; PART 2) Legal Decision Making (Custody) and Parenting Time; PART 3) Danger to Children Notification Statement; and PART 4) Joint Legal Decision Making (Custody) Agreement. Where this form refers to "children" it refers to any and all minor children common to the parties whether one or more.

**One or both parents must complete and sign the Plan as follows:**

- a. If only *one* parent is submitting the Plan: that parent must sign at the end of PART 2 and 3.
- b. If both parents agree to legal decision making (custody) and parenting time arrangements *but not to joint legal decision making (custody)*: Both parents must sign the Plan at the end of PART 2 and 3.
- c. If both parents agree to joint legal decision making (custody) and parenting time arrangements as presented in the Plan: Both parents must sign the Plan at the end of PART 2, 3, and 4.

**PART 1: GENERAL INFORMATION:**

**A. MINOR CHILDREN.** This Plan concerns the following minor children:  
(Use additional paper if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**B. THE FOLLOWING LEGAL DECISION-MAKING (CUSTODY) ARRANGEMENT IS REQUESTED:**

(Choose ONE of 1, 2, 3, 4.) (If you chose "sole legal decision-making authority" [1 or 2], you have the option of also requesting restrictions on the parenting time of the other party.

**1. SOLE LEGAL DECISION-MAKING (CUSTODY) BY AGREEMENT.** The parents agree that sole legal decision-making authority (custody) and primary physical custody should be granted to the  Mother  Father.

The parents agree that since each has a unique contribution to offer to the growth and development of their minor children, each of them will continue to have a full and active role in providing a sound moral, social, economic, and educational environment for the benefit of the minor children, as described in the following pages,

**OR**

**2. SOLE LEGAL DECISION-MAKING (CUSTODY) REQUESTED BY THE PARENT SUBMITTING THIS PLAN.** The parents cannot agree to the terms of legal decision making (custody) and parenting time. The parent submitting this Plan asks the court to order sole legal decision-making authority and parenting time according to this Plan.

(Optional, if you marked 1 or 2 above)

**RESTRICTED, SUPERVISED, OR NO PARENTING TIME.**

The parent submitting this Plan asks the court for an order restricting parenting time. The facts and information related to this request are described in the Petition.

**OR**

**3. JOINT LEGAL DECISION-MAKING (CUSTODY) BY AGREEMENT.** The parents agree to joint legal decision-making (custody) and request the court to approve the joint legal decision-making (custody) arrangement as described in this Plan. Primary physical custody will be with the  Mother  Father,

**OR**

- 4. JOINT LEGAL DECISION-MAKING AUTHORITY (CUSTODY) REQUESTED BY THE PARENT SUBMITTING THIS PLAN.** The parents cannot agree to the terms of legal decision making and parenting time or are unable to submit this plan together at this time. My request for joint legal decision-making authority is deferred for the court's determination.

**PART 2: PHYSICAL CUSTODY AND PARENTING TIME.** Complete each section below. Be specific about what you want the judge to approve in the court order.

**A. (School Year) WEEKDAY AND WEEKEND TIME-SHARING SCHEDULE:**

- The minor children will be in the care of Father as follows: (Explain).

---

- The minor children will be in the care of Mother as follows: (Explain).

---

- Other physical custody arrangements are as follows: (Explain).

---

- Transportation will be provided as follows:

- Mother** or  **Father** will pick the minor children up at \_\_\_\_\_ o'clock.

- Mother** or  **Father** will drop the minor children off at \_\_\_\_\_ o'clock.

Parents may change their time-share arrangements by mutual agreement with at least \_\_\_\_ days notice in advance to the other parent.

**B. SUMMER MONTHS OR SCHOOL BREAK LONGER THAN 4 DAYS:** The weekday and weekend schedule described above will apply for all 12 calendar months **EXCEPT:**

- During summer months or school breaks that last longer than 4 days, no changes shall be made. **OR,**

- During summer months or school breaks that last longer than 4 days, the minor children will be in the care of Father: (Explain)

---

- During summer months or school breaks that last longer than 4 days, the minor children will be in the care of Mother: (Explain)

---

- Each parent is entitled to a \_\_\_\_\_ week period of vacation time with the minor children. The parents will work out the details of the vacation at least \_\_\_\_\_ days in advance.

**C. TRAVEL**

- Should either parent travel out of the area with the minor children, each parent will keep the other parent informed of travel plans, address(es), and telephone number(s) at which that parent and the minor children can be reached.**
  
- Neither parent shall travel with the minor children outside Arizona for longer than \_\_\_\_ days without the prior written consent of the other parent or order of the court.**

**D. HOLIDAY SCHEDULE:** The holiday schedule takes priority over the regular time-sharing schedule as described above. Check the box(es) that apply and indicate the years of the holiday access/Parenting time schedule.

Holiday	Even Years				Odd Years				
<input type="checkbox"/> New Year's Eve	<input type="checkbox"/>	Mother	<input type="checkbox"/>	Father	<input type="checkbox"/>	Mother	<input type="checkbox"/>	Father	
<input type="checkbox"/> New Year's Day	<input type="checkbox"/>	Mother	<input type="checkbox"/>	Father	<input type="checkbox"/>	Mother	<input type="checkbox"/>	Father	
<input type="checkbox"/> Spring Vacation	<input type="checkbox"/>	Mother	<input type="checkbox"/>	Father	<input type="checkbox"/>	Mother	<input type="checkbox"/>	Father	
<input type="checkbox"/> Easter	<input type="checkbox"/>	Mother	<input type="checkbox"/>	Father	<input type="checkbox"/>	Mother	<input type="checkbox"/>	Father	
<input type="checkbox"/> 4th of July	<input type="checkbox"/>	Mother	<input type="checkbox"/>	Father	<input type="checkbox"/>	Mother	<input type="checkbox"/>	Father	
<input type="checkbox"/> Halloween	<input type="checkbox"/>	Mother	<input type="checkbox"/>	Father	<input type="checkbox"/>	Mother	<input type="checkbox"/>	Father	
<input type="checkbox"/> Veteran's Day	<input type="checkbox"/>	Mother	<input type="checkbox"/>	Father	<input type="checkbox"/>	Mother	<input type="checkbox"/>	Father	
<input type="checkbox"/> Thanksgiving	<input type="checkbox"/>	Mother	<input type="checkbox"/>	Father	<input type="checkbox"/>	Mother	<input type="checkbox"/>	Father	
<input type="checkbox"/> Hanukkah	<input type="checkbox"/>	Mother	<input type="checkbox"/>	Father	<input type="checkbox"/>	Mother	<input type="checkbox"/>	Father	
<input type="checkbox"/> Christmas Eve	<input type="checkbox"/>	Mother	<input type="checkbox"/>	Father	<input type="checkbox"/>	Mother	<input type="checkbox"/>	Father	
<input type="checkbox"/> Christmas Day	<input type="checkbox"/>	Mother	<input type="checkbox"/>	Father	<input type="checkbox"/>	Mother	<input type="checkbox"/>	Father	
<input type="checkbox"/> Winter Break	<input type="checkbox"/>	Mother	<input type="checkbox"/>	Father	<input type="checkbox"/>	Mother	<input type="checkbox"/>	Father	
<input type="checkbox"/> Child's Birthday	<input type="checkbox"/>	Mother	<input type="checkbox"/>	Father	<input type="checkbox"/>	Mother	<input type="checkbox"/>	Father	
<input type="checkbox"/>	<b>Mother's Day</b> will be celebrated with the Mother every year.								
<input type="checkbox"/>	<b>Father's Day</b> will be celebrated with the Father every year.								
<input type="checkbox"/>	<b>Each parent may have the children on his or her birthday.</b>								
<input type="checkbox"/>	<b>Three-day weekends</b> which include Martin Luther King Day, Presidents' Day, Memorial Day, Labor Day, Columbus Day, the children will remain in the care of the parent who has the minor children for the weekend.								
<input type="checkbox"/>	<b>Other Holidays</b> (Describe the other holidays and the arrangement) :								

**Telephone Contact:** Each parent may have telephone contact with the minor children during the children's normal waking hours, **OR:** (Explain) \_\_\_\_\_

**Other** (Explain) : \_\_\_\_\_

**E. PARENTAL ACCESS TO RECORDS AND INFORMATION:** Under Arizona law (A.R.S. §25-403.06), unless otherwise provided by court order or law, on reasonable request, both parents are entitled to have equal access to documents and other information concerning the minor children's education and physical, mental, moral and emotional health including medical, school, police, court and other records. A person who does not comply with a reasonable request for these records shall reimburse the requesting parent for court costs and attorney fees incurred by that parent to make the other parent obey this request. A parent who attempts to restrict the release of documents or information by the custodian of the records without a prior court order is subject to legal sanctions.

**F. EDUCATIONAL ARRANGEMENTS:**

- Both parents have the right to participate in school conferences, events and activities, and the right to consult with teachers and other school personnel.
- Both parents will make major educational decisions together. (optional)  If the parents do not reach agreement, then:

**OR**

- Major educational decisions will be made by  Mother  Father after consulting other parent.

**G. MEDICAL AND DENTAL ARRANGEMENTS:**

- Both parents have the right to authorize emergency medical treatment, if needed, and the right to consult with physicians and other medical practitioners. Both parents agree to advise the other parent immediately of any emergency medical/dental care sought for the minor children, to cooperate on health matters concerning the children and to keep one another reasonably informed. Both parents agree to keep each other informed as to names, addresses and telephone numbers of all medical/dental care providers.
- Both parents will make major medical decisions together, except for emergency situations as noted above. (optional)  If the parents do not reach an agreement, then: \_\_\_\_\_

**OR**

- Major medical/dental decisions will be made by  Mother  Father after consulting other parent.

**H. RELIGIOUS EDUCATION ARRANGEMENTS: (Choose ONE)**

- Each parent may take the minor children to a church or place of worship of his or her choice during the time that the minor children is/are in his or her care.
- Both parents agree that the minor children may be instructed in the \_\_\_\_\_ faith.
- Both parents agree that religious arrangements are not applicable to this plan.

**I. ADDITIONAL ARRANGEMENTS AND COMMENTS:**

- NOTIFY OTHER PARENT OF ADDRESS CHANGE.** Each parent will inform the other parent of any change of address and/or phone number in advance **OR** within \_\_\_\_\_ days of the change.
- NOTIFY OTHER PARENT OF EMERGENCY.** Both parents agree that each parent will promptly inform the other parent of any emergency or other important event that involves the minor children

- TALK TO OTHER PARENT ABOUT EXTRA ACTIVITIES.** Each parent will consult and agree with the other parent regarding any extra activity that affects the minor children's access to the other parent.
  
- ASK OTHER PARENT IF HE/SHE WANTS TO TAKE CARE OF CHILDREN.** Each parent agrees to consider the other parent as care-provider for the minor children before making other arrangements.
  
- RELOCATION.** If either parent intends to relocate outside the state or more than 100 miles within the state with the minor child(ren), they will provide at least 45 days advance written notice to the other parent and adhere to the provisions set forth in A.R.S. §25-408(B), including the requirement that all parties continue to comply with current court orders, regardless of distance moved or notice required, unless otherwise ordered by the Court.
  
- COMMUNICATE.** Each parent agrees that all communications regarding the minor children will be between the parents and that they will **not** use the minor children to convey information or to set up parenting time changes.
  
- METHOD OF COMMUNICATION.** Each parent agrees to use the following means of communication:  
\_\_\_\_\_.
  
- FREQUENCY OF COMMUNICATION.** Each parent agrees to communicate regarding the child(ren) on a regular basis. That communication schedule will be:  
\_\_\_\_\_  
and will be by the following methods:  Phone  Email  Other
  
- PRAISE OTHER PARENT.** Each parent agrees to encourage love and respect between the minor children and the other parent, and neither parent shall do anything that may hurt the other parent's relationship with the minor children
  
- COOPERATE AND WORK TOGETHER.** Both parents agree to exert their best efforts to work cooperatively in future plans consistent with the best interests of the minor children and to amicably resolve such disputes as may arise.
  
- NOTIFY OTHER PARENT OF PROBLEMS WITH TIME-SHARING AHEAD OF TIME.** If either parent is unable to follow through with the time-sharing arrangements involving the minor child(ren), that parent will notify the other parent as soon as possible.

- PARENTING PLAN.** Both parents agree that if either parent moves out of the area and returns later, they will use the most recent **"Parenting Plan/Access Agreement"** in place before the move.
- MEDIATION.** If the parents are unable to reach a mutual agreement regarding a legal change to their parenting orders, including a proposed relocation of a child, they shall participate in mediation through the court or a private mediator of their choice.

**NOTICE: DO NOT DEVIATE FROM PLAN UNTIL DISPUTE IS RESOLVED.**

**Both parents are advised that while a dispute is being resolved, neither parent shall deviate from this Parenting Plan, or act in such a way that is inconsistent with the terms of this agreement.**

**Once this Plan has been made an order of the Court, if either parent disobeys the court order related to parenting time with the children, the other parent may submit court papers to request enforcement. See the Self-Service Center packets "To Make Someone Obey a Court Order" for help.**

**J. PART 2 SIGNATURE OF ONE OR BOTH PARENTS** (as instructed on page 1)

Signature of Mother: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Father: \_\_\_\_\_ Date: \_\_\_\_\_

**PART 3: STATEMENT REGARDING CONTACT WITH SEX OFFENDERS AND PERSONS CONVICTED OF DANGEROUS CRIMES AGAINST CHILDREN.**

**According to A.R.S. §25-403.05, a child's parent or custodian must immediately notify the other parent or custodian if the person knows that a convicted or registered sex offender or someone who has been convicted of a dangerous crime against children may have access to the child.**

**The parent or custodian must provide notice by first class mail, return receipt requested, by electronic means to an electronic mail address that the recipient provided to the parent or custodian for notification purposes or by another form of communication accepted by the court.**

According to A.R.S. § 13-705 (P) (1), "Dangerous crime against children" means any of the following that is committed against a minor who is under fifteen years of age:

- (a) Second degree murder.
- (b) Aggravated assault resulting in serious physical injury or involving the discharge, use or threatening exhibition of a deadly weapon or dangerous instrument.
- (c) Sexual assault.
- (d) Molestation of a child.
- (e) Sexual conduct with a minor.
- (f) Commercial sexual exploitation of a minor.
- (g) Sexual exploitation of a minor.
- (h) Child abuse as prescribed in section 13-3623, subsection A, paragraph 1.
- (i) Kidnapping.
- (j) Sexual abuse.
- (k) Taking a child for the purpose of prostitution as prescribed in section 13-3206.
- (l) Child prostitution as prescribed in section 13-3212.
- (m) Involving or using minors in drug offenses.
- (n) Continuous sexual abuse of a child.
- (o) Attempted first degree murder.
- (p) Sex trafficking.
- (q) Manufacturing methamphetamine under circumstances that cause physical injury to a minor.
- (r) Bestiality as prescribed in section 13-1411, subsection A, paragraph 2.
- (s) Luring a minor for sexual exploitation.
- (t) Aggravated luring a minor for sexual exploitation.
- (u) Unlawful age misrepresentation.

**PART 3 SIGNATURE OF ONE OR BOTH PARTIES** (as instructed on page 1)

**I/We have read, understand, and agree to abide by the requirements of A.R.S. § 25-403.05 concerning notification of other parent or custodian if someone convicted of dangerous crime against children may have access to the child.**

Signature of Mother: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Father: \_\_\_\_\_ Date: \_\_\_\_\_

**PART 4: JOINT LEGAL DECISION MAKING (CUSTODY) AGREEMENT**

(IF APPLICABLE):

**A. DOMESTIC VIOLENCE:** Arizona Law (A.R.S. § 25-403.03) states that joint legal decision-making authority (custody) shall NOT be awarded if there has been "a history of significant domestic violence".

- Domestic Violence has **not** occurred between the parties, **OR**
- Domestic Violence **has** occurred but it has not been "significant" or has been committed by both parties.\*

**B. DUI or DRUG CONVICTIONS:**

- Neither party has been convicted of driving under the influence or a drug offense within the past 12 months, OR
- One of the parties HAS been convicted of driving under the influence or a drug offense within the past 12 months but the parties feel Joint Legal Decision-Making (Custody) is in the best interest of the children.\*

**\* IF THERE HAS BEEN DOMESTIC VIOLENCE OR A DUI OR DRUG CONVICTION:  
Attach an extra page explaining why Joint Legal Decision-Making (Custody) is still in the  
best interest of the children.**

**C. JOINT LEGAL DECISION MAKING (CUSTODY) AGREEMENT:** If the parents have agreed to joint legal decision making (custody), the following will apply, subject to approval by the Judge:

1. **REVIEW:** The parents agree to review the terms of this agreement and make any necessary or desired changes every \_\_\_\_\_ month(s) from the date of this document.
2. **CRITERIA.** Our joint legal decision making (custody) agreement meets the criteria required by Arizona law A.R.S. § 25-403.02, as listed below:
  - a. The best interests of the minor children are served;
  - b. Each parent's rights and responsibilities for personal care of the minor children and for decisions in education, health care and religious training are designated in this Plan;
  - c. A practical schedule of the parenting time for the minor children, including holidays and school vacations is included in the Plan;
  - d. A procedure for the exchange(s) of the child(ren) including location and responsibility for transportation.
  - e. The Plan includes a procedure for periodic review;
  - f. The Plan includes a procedure by which proposed changes, including relocation of where a child resides with either parent pursuant to A.R.S. §25-408, disputes and alleged breaches may be mediated or resolved.
  - g. A procedure for communicating with each other about the child, including methods and frequency.

**PART 4 SIGNATURES OF BOTH PARENTS REQUESTING JOINT LEGAL DECISION MAKING AUTHORITY (CUSTODY)** (as instructed on page 1)

Signature of Mother: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Father: \_\_\_\_\_

Date: \_\_\_\_\_

## Schedule of Basic Support Obligations

Combined Adjusted Gross Income	One Child	Two Children	Three Children	Four Children	Five Children	Six Children
750	174	255	303	312	372	404
800	185	271	323	360	396	431
850	196	287	341	381	419	456
900	206	301	358	399	439	478
950	216	315	374	418	460	500
1000	225	329	391	436	480	522
1050	235	343	407	455	500	544
1100	245	357	424	473	521	566
1150	255	371	440	492	541	588
1200	264	385	457	510	561	610
1250	274	399	473	528	581	632
1300	284	414	490	547	602	654
1350	293	428	506	565	622	676
1400	303	442	523	584	642	698
1450	313	456	539	602	662	720
1500	323	470	556	621	683	742
1550	332	484	572	639	703	764
1600	342	498	589	657	723	786
1650	351	511	604	675	742	807
1700	360	524	620	692	761	828
1750	369	537	635	709	780	848
1800	379	551	651	727	799	869
1850	388	564	666	744	818	889
1900	397	577	681	761	837	910
1950	406	590	697	778	856	931
2000	415	603	712	796	875	951
2050	424	616	727	812	894	971
2100	433	629	742	829	912	991
2150	442	641	757	845	930	1011
2200	450	654	772	862	948	1031
2250	459	667	786	878	966	1050
2300	468	679	801	895	984	1070
2350	477	692	816	911	1003	1090
2400	486	705	831	928	1021	1109
2450	495	717	845	944	1039	1129
2500	503	730	860	961	1057	1149
2550	512	742	875	977	1075	1169
2600	521	755	890	994	1093	1188
2650	530	768	905	1010	1111	1208
2700	539	780	919	1027	1130	1228
2750	547	793	934	1043	1148	1248
2800	556	806	949	1060	1166	1267
2850	565	818	964	1076	1184	1287
2900	574	831	978	1093	1202	1307
2950	583	844	993	1109	1220	1326
3000	592	857	1008	1126	1239	1347
3050	601	870	1024	1144	1258	1367
3100	610	883	1039	1161	1277	1388

## Schedule of Basic Support Obligations

Combined Adjusted Gross Income	One Child	Two Children	Three Children	Four Children	Five Children	Six Children
3150	619	896	1055	1178	1296	1409
3200	628	909	1070	1195	1315	1429
3250	637	922	1085	1212	1334	1450
3300	646	935	1101	1230	1353	1470
3350	655	948	1116	1247	1372	1491
3400	663	961	1132	1264	1391	1512
3450	672	974	1147	1281	1409	1532
3500	681	987	1163	1299	1428	1553
3550	690	1000	1178	1316	1447	1573
3600	699	1013	1193	1333	1466	1594
3650	708	1026	1209	1350	1485	1614
3700	717	1039	1224	1367	1504	1635
3750	726	1052	1240	1385	1523	1656
3800	735	1065	1255	1402	1542	1676
3850	744	1078	1270	1419	1561	1697
3900	753	1091	1286	1436	1580	1717
3950	760	1101	1297	1449	1594	1733
4000	765	1108	1306	1458	1604	1744
4050	771	1115	1314	1468	1614	1755
4100	776	1123	1322	1477	1625	1766
4150	781	1130	1330	1486	1635	1777
4200	786	1137	1339	1495	1645	1788
4250	791	1144	1347	1504	1655	1799
4300	796	1152	1355	1514	1665	1810
4350	802	1159	1363	1523	1675	1821
4400	807	1166	1371	1532	1685	1832
4450	812	1173	1379	1541	1695	1842
4500	817	1180	1388	1550	1705	1853
4550	822	1188	1396	1559	1715	1864
4600	827	1195	1404	1568	1725	1875
4650	833	1202	1412	1577	1735	1886
4700	838	1209	1420	1586	1745	1897
4750	843	1216	1428	1596	1755	1908
4800	848	1224	1437	1605	1765	1919
4850	853	1231	1445	1614	1775	1930
4900	858	1238	1453	1623	1785	1940
4950	863	1245	1461	1632	1795	1951
5000	869	1252	1469	1641	1805	1962
5050	874	1259	1477	1650	1815	1973
5100	877	1265	1483	1657	1822	1981
5150	881	1270	1489	1664	1830	1989
5200	885	1275	1495	1670	1837	1997
5250	889	1281	1502	1677	1845	2005
5300	892	1286	1508	1684	1852	2014
5350	896	1291	1514	1691	1860	2022
5400	900	1296	1520	1698	1867	2030
5450	903	1302	1526	1704	1875	2038
5500	907	1307	1532	1711	1882	2046

## Schedule of Basic Support Obligations

Combined Adjusted Gross Income	One Child	Two Children	Three Children	Four Children	Five Children	Six Children
5550	911	1312	1538	1718	1890	2054
5600	915	1318	1544	1725	1897	2063
5650	918	1323	1550	1732	1905	2071
5700	922	1328	1556	1739	1912	2079
5750	926	1333	1563	1745	1920	2087
5800	930	1339	1569	1752	1927	2095
5850	933	1344	1575	1759	1935	2103
5900	937	1349	1581	1766	1942	2111
5950	941	1354	1587	1773	1950	2120
6000	944	1360	1593	1779	1957	2128
6050	948	1365	1599	1786	1965	2136
6100	952	1370	1605	1793	1972	2144
6150	956	1376	1611	1800	1980	2152
6200	959	1380	1616	1805	1986	2159
6250	962	1384	1620	1810	1991	2164
6300	965	1388	1625	1815	1996	2170
6350	968	1392	1629	1819	2001	2175
6400	971	1395	1633	1824	2006	2181
6450	973	1399	1637	1828	2011	2186
6500	976	1403	1641	1833	2016	2192
6550	979	1407	1645	1837	2021	2197
6600	982	1411	1649	1842	2026	2203
6650	985	1415	1653	1847	2031	2208
6700	988	1418	1657	1851	2036	2213
6750	991	1422	1661	1856	2041	2219
6800	994	1426	1665	1860	2046	2224
6850	997	1430	1670	1865	2051	2230
6900	1000	1434	1674	1869	2056	2235
6950	1002	1438	1678	1874	2061	2241
7000	1005	1442	1682	1879	2066	2246
7050	1008	1445	1686	1883	2071	2252
7100	1011	1449	1690	1888	2077	2257
7150	1014	1453	1694	1892	2082	2263
7200	1017	1457	1698	1897	2087	2268
7250	1020	1461	1702	1901	2092	2274
7300	1023	1465	1706	1906	2097	2279
7350	1024	1466	1708	1908	2099	2281
7400	1026	1468	1710	1910	2101	2284
7450	1027	1470	1712	1912	2103	2286
7500	1029	1472	1714	1914	2106	2289
7550	1030	1474	1716	1916	2108	2291
7600	1032	1476	1718	1918	2110	2294
7650	1033	1478	1719	1921	2113	2296
7700	1035	1479	1721	1923	2115	2299
7750	1036	1481	1723	1925	2117	2301
7800	1038	1483	1725	1927	2119	2304
7850	1039	1485	1727	1929	2122	2306
7900	1041	1487	1729	1931	2124	2309

## Schedule of Basic Support Obligations

Combined Adjusted Gross Income	One Child	Two Children	Three Children	Four Children	Five Children	Six Children
7950	1042	1489	1731	1933	2126	2311
8000	1044	1491	1732	1935	2129	2314
8050	1045	1492	1734	1937	2131	2316
8100	1047	1494	1736	1939	2133	2319
8150	1048	1496	1738	1941	2136	2321
8200	1050	1498	1740	1943	2138	2324
8250	1051	1500	1742	1946	2140	2326
8300	1053	1502	1744	1948	2142	2329
8350	1054	1504	1745	1950	2145	2331
8400	1055	1505	1747	1952	2147	2333
8450	1058	1509	1751	1956	2152	2339
8500	1063	1516	1759	1965	2161	2349
8550	1068	1522	1767	1973	2171	2360
8600	1072	1529	1774	1982	2180	2370
8650	1077	1536	1782	1991	2190	2380
8700	1082	1543	1790	1999	2199	2391
8750	1087	1549	1798	2008	2209	2401
8800	1092	1556	1806	2017	2218	2411
8850	1096	1563	1813	2025	2228	2422
8900	1101	1570	1821	2034	2238	2432
8950	1106	1576	1829	2043	2247	2443
9000	1111	1583	1837	2051	2257	2453
9050	1116	1590	1844	2060	2266	2463
9100	1120	1597	1852	2069	2276	2474
9150	1125	1603	1860	2077	2285	2484
9200	1130	1610	1868	2086	2295	2494
9250	1134	1616	1874	2093	2302	2503
9300	1137	1620	1879	2099	2309	2509
9350	1140	1624	1884	2104	2315	2516
9400	1143	1629	1889	2110	2321	2523
9450	1146	1633	1894	2116	2327	2530
9500	1149	1637	1899	2121	2334	2537
9550	1152	1642	1904	2127	2340	2543
9600	1155	1646	1909	2133	2346	2550
9650	1158	1650	1914	2138	2352	2557
9700	1161	1655	1920	2144	2358	2564
9750	1164	1659	1925	2150	2365	2570
9800	1168	1664	1930	2156	2372	2578
9850	1171	1669	1936	2162	2379	2585
9900	1174	1674	1941	2169	2385	2593
9950	1178	1678	1947	2175	2392	2600
10000	1181	1683	1953	2181	2399	2608
10050	1185	1688	1958	2187	2406	2615
10100	1188	1693	1964	2194	2413	2623
10150	1191	1698	1969	2200	2420	2630
10200	1195	1703	1975	2206	2427	2638
10250	1198	1707	1981	2212	2434	2645
10300	1202	1712	1986	2219	2441	2653

## Schedule of Basic Support Obligations

Combined Adjusted Gross Income	One Child	Two Children	Three Children	Four Children	Five Children	Six Children
10350	1205	1717	1992	2225	2447	2660
10400	1207	1720	1996	2229	2452	2665
10450	1210	1724	2000	2234	2457	2671
10500	1213	1728	2004	2238	2462	2676
10550	1215	1731	2008	2243	2467	2681
10600	1218	1735	2012	2247	2472	2687
10650	1220	1738	2016	2252	2477	2692
10700	1223	1742	2020	2256	2482	2698
10750	1226	1745	2024	2261	2487	2703
10800	1228	1749	2028	2265	2492	2708
10850	1231	1753	2032	2270	2497	2714
10900	1233	1756	2036	2274	2502	2719
10950	1236	1760	2040	2279	2507	2725
11000	1239	1763	2044	2283	2511	2730
11050	1241	1767	2048	2288	2516	2735
11100	1244	1771	2052	2292	2521	2741
11150	1246	1774	2056	2297	2526	2746
11200	1249	1778	2060	2301	2531	2752
11250	1251	1781	2064	2306	2536	2757
11300	1254	1785	2068	2310	2541	2762
11350	1257	1788	2072	2315	2546	2768
11400	1259	1792	2076	2319	2551	2773
11450	1262	1796	2080	2324	2556	2778
11500	1264	1799	2084	2328	2561	2784
11550	1267	1803	2088	2333	2566	2789
11600	1270	1806	2092	2337	2571	2795
11650	1272	1810	2096	2342	2576	2800
11700	1275	1814	2100	2346	2581	2805
11750	1277	1817	2105	2351	2586	2811
11800	1280	1821	2109	2356	2591	2817
11850	1283	1825	2114	2361	2597	2823
11900	1286	1829	2119	2366	2603	2830
11950	1289	1833	2123	2372	2609	2836
12000	1292	1838	2128	2377	2615	2842
12050	1295	1842	2133	2383	2621	2849
12100	1298	1846	2138	2388	2627	2855
12150	1301	1850	2143	2393	2633	2862
12200	1304	1854	2147	2399	2638	2868
12250	1306	1858	2152	2404	2644	2874
12300	1309	1863	2157	2409	2650	2881
12350	1312	1867	2162	2415	2656	2887
12400	1315	1871	2167	2420	2662	2894
12450	1318	1875	2171	2425	2668	2900
12500	1321	1879	2176	2431	2674	2906
12550	1324	1883	2181	2436	2680	2913
12600	1327	1887	2186	2441	2686	2919
12650	1330	1891	2190	2447	2691	2926
12700	1333	1896	2195	2452	2697	2932

## Schedule of Basic Support Obligations

Combined Adjusted Gross Income	One Child	Two Children	Three Children	Four Children	Five Children	Six Children
12750	1336	1900	2200	2457	2703	2938
12800	1338	1904	2205	2463	2709	2945
12850	1341	1908	2210	2468	2715	2951
12900	1344	1912	2214	2473	2721	2957
12950	1347	1916	2219	2479	2727	2964
13000	1350	1920	2224	2484	2732	2970
13050	1353	1924	2229	2489	2738	2977
13100	1356	1929	2233	2495	2744	2983
13150	1359	1933	2238	2500	2750	2989
13200	1362	1937	2243	2505	2756	2996
13250	1365	1941	2248	2511	2762	3002
13300	1367	1945	2252	2516	2768	3008
13350	1370	1949	2257	2521	2774	3015
13400	1373	1953	2262	2527	2779	3021
13450	1376	1958	2267	2532	2785	3028
13500	1379	1962	2272	2537	2791	3034
13550	1382	1966	2276	2543	2797	3040
13600	1385	1970	2281	2548	2803	3047
13650	1388	1974	2286	2553	2809	3053
13700	1391	1978	2291	2559	2815	3059
13750	1393	1982	2295	2564	2820	3066
13800	1396	1986	2300	2569	2826	3072
13850	1399	1991	2305	2575	2832	3079
13900	1402	1995	2310	2580	2838	3085
13950	1405	1999	2315	2585	2844	3091
14000	1408	2003	2319	2591	2850	3098
14050	1411	2007	2324	2596	2856	3104
14100	1414	2011	2329	2601	2861	3110
14150	1417	2015	2334	2607	2867	3117
14200	1420	2019	2338	2612	2873	3123
14250	1422	2024	2343	2617	2879	3130
14300	1425	2028	2348	2623	2885	3136
14350	1428	2032	2353	2628	2891	3142
14400	1431	2036	2357	2633	2897	3149
14450	1434	2040	2362	2639	2903	3155
14500	1437	2044	2367	2644	2908	3161
14550	1440	2048	2372	2649	2914	3168
14600	1443	2052	2377	2655	2920	3174
14650	1446	2056	2381	2660	2926	3180
14700	1448	2060	2385	2665	2931	3186
14750	1451	2064	2390	2669	2936	3192
14800	1454	2068	2394	2674	2941	3197
14850	1457	2072	2398	2679	2947	3203
14900	1460	2076	2402	2684	2952	3209
14950	1463	2079	2407	2688	2957	3214
15000	1466	2083	2411	2693	2962	3220
15050	1468	2087	2415	2698	2968	3226
15100	1471	2091	2419	2703	2973	3231

## Schedule of Basic Support Obligations

Combined Adjusted Gross Income	One Child	Two Children	Three Children	Four Children	Five Children	Six Children
15150	1474	2095	2424	2707	2978	3237
15200	1477	2099	2428	2712	2983	3243
15250	1480	2102	2432	2717	2988	3248
15300	1483	2106	2436	2722	2994	3254
15350	1485	2110	2441	2726	2999	3260
15400	1488	2114	2445	2731	3004	3266
15450	1491	2118	2449	2736	3009	3271
15500	1494	2122	2453	2741	3015	3277
15550	1497	2125	2458	2745	3020	3283
15600	1500	2129	2462	2750	3025	3288
15650	1502	2133	2466	2755	3030	3294
15700	1505	2137	2471	2760	3036	3300
15750	1508	2141	2475	2764	3041	3305
15800	1511	2145	2479	2769	3046	3311
15850	1514	2148	2483	2774	3051	3317
15900	1517	2152	2488	2779	3056	3322
15950	1519	2156	2492	2783	3062	3328
16000	1522	2160	2496	2788	3067	3334
16050	1525	2164	2500	2793	3072	3339
16100	1528	2168	2505	2798	3077	3345
16150	1531	2171	2509	2802	3083	3351
16200	1534	2175	2513	2807	3088	3356
16250	1536	2179	2517	2812	3093	3362
16300	1539	2183	2522	2817	3098	3368
16350	1542	2187	2526	2821	3103	3373
16400	1545	2190	2530	2826	3108	3379
16450	1547	2194	2534	2830	3114	3384
16500	1550	2198	2539	2836	3119	3391
16550	1553	2202	2544	2841	3125	3397
16600	1556	2206	2548	2846	3131	3403
16650	1559	2211	2553	2852	3137	3410
16700	1562	2215	2558	2857	3143	3416
16750	1565	2219	2562	2862	3148	3422
16800	1568	2223	2567	2867	3154	3429
16850	1570	2227	2572	2873	3160	3435
16900	1573	2231	2577	2878	3166	3441
16950	1576	2235	2581	2883	3172	3447
17000	1579	2239	2586	2888	3177	3454
17050	1582	2243	2591	2894	3183	3460
17100	1585	2247	2595	2899	3189	3466
17150	1588	2251	2600	2904	3195	3473
17200	1590	2255	2605	2909	3200	3479
17250	1593	2259	2609	2915	3206	3485
17300	1596	2263	2614	2920	3212	3491
17350	1599	2267	2619	2925	3218	3498
17400	1602	2271	2623	2930	3223	3504
17450	1605	2276	2628	2936	3229	3510
17500	1608	2280	2633	2941	3235	3516

## Schedule of Basic Support Obligations

Combined Adjusted Gross Income	One Child	Two Children	Three Children	Four Children	Five Children	Six Children
17550	1610	2284	2638	2946	3241	3523
17600	1613	2288	2642	2951	3246	3529
17650	1616	2292	2647	2957	3252	3535
17700	1619	2296	2652	2962	3258	3541
17750	1622	2300	2656	2967	3264	3548
17800	1625	2304	2661	2972	3270	3554
17850	1628	2308	2666	2978	3275	3560
17900	1630	2312	2670	2983	3281	3567
17950	1633	2316	2675	2988	3287	3573
18000	1636	2320	2680	2993	3293	3579
18050	1639	2324	2684	2999	3298	3585
18100	1642	2328	2689	3004	3304	3592
18150	1645	2332	2694	3009	3310	3598
18200	1648	2336	2699	3014	3316	3604
18250	1650	2340	2703	3019	3321	3610
18300	1653	2345	2708	3025	3327	3617
18350	1656	2349	2713	3030	3333	3623
18400	1659	2353	2717	3035	3339	3629
18450	1662	2357	2722	3040	3344	3635
18500	1665	2361	2727	3046	3350	3642
18550	1667	2365	2731	3051	3356	3648
18600	1670	2369	2736	3056	3362	3654
18650	1673	2373	2741	3061	3368	3661
18700	1676	2377	2745	3067	3373	3667
18750	1679	2381	2750	3072	3379	3673
18800	1682	2385	2755	3077	3385	3679
18850	1685	2389	2759	3082	3391	3686
18900	1687	2393	2764	3088	3396	3692
18950	1690	2397	2769	3093	3402	3698
19000	1693	2401	2774	3098	3408	3704
19050	1696	2405	2778	3103	3414	3711
19100	1699	2409	2783	3109	3419	3717
19150	1702	2414	2788	3114	3425	3723
19200	1705	2418	2792	3119	3431	3729
19250	1707	2422	2797	3124	3437	3736
19300	1710	2426	2802	3130	3442	3742
19350	1713	2430	2806	3135	3448	3748
19400	1716	2434	2811	3140	3454	3755
19450	1719	2438	2816	3145	3460	3761
19500	1722	2442	2820	3150	3466	3767
19550	1725	2446	2825	3156	3471	3773
19600	1727	2450	2830	3161	3477	3779
19650	1729	2453	2833	3164	3481	3784
19700	1732	2456	2836	3168	3485	3788
19750	1734	2459	2839	3172	3489	3792
19800	1736	2462	2843	3175	3493	3797
19850	1738	2465	2846	3179	3497	3801
19900	1740	2467	2849	3183	3501	3806
19950	1742	2470	2853	3186	3505	3810
20000	1744	2473	2856	3190	3509	3815

## Self-Service Center (SSC)

# HOW TO COMPLETE A PARENTS WORKSHEET FOR CHILD SUPPORT

Use the **FREE** online child support calculator at the Superior Court's Web page to produce the *Parents Worksheet for Child Support* that **MUST** be turned in along with your other court papers.

Using the online calculator is FREE (access to the Internet and a printer required).

If you do not have access to the Internet and/or a printer, you may use the computers at all Superior Court Self-Service Center locations for free and print out the Parents Worksheet produced by the online calculator as well. There is a small, per-page charge for printing.

- Go to the Superior Court's ezcourtform Web page
- Click "**Child Support Calculator**" on right side of the web page.
- Fill in the information requested and print out the Worksheet.

### Advantages of Using the Online Child Support Calculator

- The online calculator is free.
- The online calculator does the math for you
- The online calculator produces a neater, more readable worksheet.
- The online calculator produces a more accurate child support calculation, **AND**
- **You don't have to go through 37 pages of Guidelines and Instructions**

*If you want to perform the calculations yourself*, you will need an additional 39 pages of guidelines, instructions, and the Parents Worksheet itself. These are available for separate purchase from the SSC as part of the "**How to Calculate Child Support**" packet, or may be downloaded for free from the Superior Court's Web page.

You may also attend the free "*How to Complete Papers to Modify Child Support*" workshop described in the flyer that appears at the beginning of this packet.

**You may also call 602-506-3762 for an appointment for assistance (in English or Spanish) at the Phoenix courthouse. Ask for the "Calculations Department". There is a FEE for this service.**

**WHEN YOU HAVE COMPLETED ALL NEEDED FORMS, GO TO THE "PROCEDURES" PAGE AND FOLLOW THE STEPS LISTED THERE.**

## PARENT'S WORKSHEET INSTRUCTIONS

This worksheet provides the information the court needs to determine child support amounts in accordance with Arizona's Child Support Guidelines. You may get a copy of the Child Support Guidelines for a fee from any of the four Self-Service Center or you can download it free from the Internet.

### COMPLETE THIS WORKSHEET IF:

- You are a party to a court action to establish child support **or** to modify an existing order for child support.

**Need help with calculations? Use the free Online Child Support Calculator at the Superior Court's website to perform the calculations for you. Click "Child Support Calculator and Worksheet" (on the right side of the page). You may print and use the worksheet produced by the calculator in place of the form included in this packet.**

**You may also call 602-506-3762 for an appointment for assistance (in English or Spanish) at the Phoenix courthouse location. Ask for the "Calculations Department". There is a fee for this service.**

### TO COMPLETE THIS WORKSHEET YOU WILL NEED TO KNOW:

- Your case number.
- Your monthly gross income and that of the other parent.
- The monthly cost of medical insurance for the minor children who are the subject of this action.
- Monthly childcare amounts paid to others.
- The number of days the minor child(ren) spend with the non-primary residential (custodial) parent.
- Monthly obligations of yourself and the other parent for child support or court-ordered spousal maintenance/support.

**FOLLOW THESE INSTRUCTIONS WHICH ARE NUMBERED TO MATCH THE IDENTIFYING NUMBERS IN PARENTHESES ON THE FORM. TYPE OR PRINT NEATLY USING BLACK INK.** The number *in brackets* after the instructions tells you where to look in the **Guidelines** for this item, for example, [Guidelines 5].

### BASIC INFORMATION

- (1) Type or print the information requested at top left for the person who is filing this form. Check the appropriate box to indicate whether you are the Petitioner or Respondent in this case, and also whether you are represented by an attorney. (The spaces marked "for Attorney Name", "Bar No.", etc, are used **only** if an attorney is preparing this form.)
- (2) Type or print the name of the county in which this worksheet is being filed. (This may already be printed on the form.)
- (3) Type or print the name of the persons shown as the Petitioner and the Respondent on the original petition to establish support or on the Order that established support.
- (4) Type or print your case number and the ATLAS number. If you do not have a case number, leave this item blank. If you do not have an ATLAS number, leave this item blank.

- (5) Enter the number of minor children from this relationship for whom support is being sought in this court action.
- (6) Check the box to indicate which parent is the "primary residential parent". If not stated directly in a Court Order, who does (do) the minor children) live with most of the time?
- (7) Check the box to indicate which parent is completing this form.
- (8) Where did you get the figures you are supplying for the other party? Check the box to indicate whether those numbers are Actual, Estimated or Attributed. [See Guidelines 5.E.] Examples of ESTIMATED income: He was promoted to supervisor and I know that position pays more; she has the same job as my sister, who works at the same place and makes this amount. Example of ATTRIBUTED income: My ex-wife was a secretary earning \$1500/month. Now she has remarried and is staying home as a homemaker.

### **MONTHLY GROSS INCOME**

- 
- Terms such as "gross income" and "adjusted gross income" as used here do not have the same meaning as when they are used for tax purposes.
  - "Gross Income" is not your "take home pay", it is the higher amount shown before any deductions are taken out of your check.
  - If you are converting a weekly "gross income" figure to a "monthly gross income" figure, multiply the weekly amount by 4.33 (52 weeks divided by 12 months = 4.33 average weeks in a month).
- 

- (9) Type or print the total amount of your Gross Income each month. Gross income means the amount before taxes and other deductions are taken out. For income from self-employment, rent, royalties, proprietorship of a business, joint ownership of a partnership or closely held corporation, gross income means gross receipts minus ordinary and necessary expenses required to produce income. What you include as "ordinary and necessary expenses" may be adjusted by the court, if deemed inappropriate for determining gross income for child support. Ordinary and necessary expenses include one-half of the self-employment tax actually paid.

#### **Gross Income includes monies from:**

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Salaries</li> <li>• Bonuses</li> <li>• Worker's Compensation Benefits</li> <li>• Wages</li> <li>• Dividends</li> <li>• Disability Insurance (including Social Security disability)</li> <li>• Annuities</li> <li>• Royalties</li> <li>• Commissions</li> <li>• Capital Gains</li> <li>• Interest</li> </ul> | <ul style="list-style-type: none"> <li>• Self-employment</li> <li>• Severance Pay</li> <li>• Unemployment Insurance Benefits</li> <li>• Income from a Business</li> <li>• Pensions</li> <li>• Rental Income</li> <li>• Prizes</li> <li>• Social Security Benefits</li> <li>• Trust Income</li> <li>• Recurring Gifts</li> <li>• Spousal Maintenance (alimony) (Item 11)</li> </ul> |
|--|--|

Gross Income **does not include** benefits from public assistance programs such as Temporary Assistance for Needy Families (TANF), Supplemental Social Security Income (SSI), Nutrition Assistance (food stamps/EBT or WIC), and General Assistance (GA); and, it **does not include** child support payments received.

Also type or print the total monthly gross income for the other parent, to the best of your knowledge. If a parent is unemployed or underemployed, you may ask the court to attribute income to that parent by entering the amount of what you think that parent would be earning if he or she worked at full earning capacity. The court shall presume, in the absence of contrary testimony, that a non-primary residential parent (custodial parent) is capable of full-time employment at least at the federal adult minimum wage. [Guidelines 5.E.] This

presumption **does not** apply to non-primary residential parents under the age of eighteen who are attending high school. If gross income is attributed to the parent receiving support, appropriate childcare expenses may also be attributed at Item 18.

If you are completing this Parent's Worksheet as part of a modification proceeding and your income is different from the court's most recent findings, you must attach documentation to verify your current income. The documentation should include: your most recent tax return, W-2, or 1099 forms and your most recent paycheck stub showing year-to-date information. If these are not available, provide other documentation such as a statement of earnings from your employer showing year-to-date income.

If you are completing this Parent's Worksheet as part of a modification proceeding and the income you show for the other party is different from that listed on the court's most recent findings regarding income of that parent, you must attach documentation of the amount or mark the box in Item 8 to show that the income amount is estimated or attributed and explain the basis for the amount shown.

### **ADJUSTMENTS TO MONTHLY GROSS INCOME**

- (10-11) Type or print the total monthly amount of court-ordered spousal maintenance/alimony you and/or the other parent actually **pay to** a former spouse **or receive from** a former spouse. Also, the amount that is paid or received or *will be* paid or received in this court case each month. Spousal maintenance/alimony paid is a deduction from gross income. Spousal maintenance/alimony received is an addition to gross income. [Guidelines 2.C. and 6.A.]
- (12) Type or print the total amount of court-ordered child support you and/or the other parent actually pay [Guidelines 6.B.] each month for children of other relationships, And/Or, if you and/or the other parent are the primary residential parent of minor child(ren) of other relationships, based on a "simplified application of the Guidelines", determine an adjustment to enter based on the amount of court-ordered child support you "contribute". [Guidelines 6.C.] Court-ordered *arrearage* payments are not included in either case.

#### **EXAMPLE** (copied directly from the Guidelines):

A parent having gross monthly income of \$2,000 supports a natural or adopted minor child who is not the subject of the child support case before the court and for whom no child support order exists. To use the Simplified Application of the Guidelines, locate \$2,000 in the Combined Adjusted Gross Income column of the Schedule. Select the amount in the column for one child, \$415. The parent's income may be reduced up to \$415, resulting in an Adjusted Gross Income of \$1,585.

- (13) You may ask the court to consider the financial obligation you have to support other natural or adopted minor children for whom there is no court order requiring you to pay support. If you choose to do this, the adjustment amount you may request is determined by a "simplified application of the guidelines". On the Schedule of Basic Child Support Obligations, find the amount that is closest to the adjusted gross income amount of the parent requesting an adjustment. Go to the column for the number of children in question. Enter the amount shown there in Item 13. [Guidelines 6.D.]
- (14) **Adjusted Gross Income.** For each parent, add or subtract the numbers in Items 10 through 13 from the number in Item 9. Write the results for each parent on the line in Item 14. This is the Adjusted Monthly Gross Income for each parent. [Guidelines 7]

### **COMBINED ADJUSTED MONTHLY GROSS INCOME**

- (15) Add the two numbers in Item 14 together (the one for the father and the one for the mother). This total is the Combined Adjusted Monthly Gross Income.

**BASIC CHILD SUPPORT OBLIGATION** You **MUST** view the "*Schedule of Basic Child Support Obligations*" in order to answer (16). You can download the entire document free from our website.

**OR you can use the online child support calculator to calculate the amount for you automatically.**

The online calculator can be found at the Superior Court's [ezcourtforms Web page](#) OR you can call 602-506-3762 for an appointment to have someone help you calculate child support. There is a fee for this service.

- (16) On the "**Schedule of Basic Child Support Obligations**" locate the amount that is closest to the Combined Adjusted Monthly Gross Income listed in Item 15. Go to the column for the number of minor children listed in Item 5. This amount is your Basic Child Support Obligation; enter this amount for Item 16. [Guidelines 8]

**PLUS COSTS FOR NECESSARY EXPENSES**

Place in the column for the parent paying the expenses.

- (17) Type or print the monthly dollar amount of that portion of the insurance premium that is or will be paid for court-ordered medical, dental and/or vision care insurance for the minor child(ren) who is/are the subject(s) of this order. [Guidelines 9.A.]
- (18) If the parent with primary residential parent status is working or if you have attributed income to that parent in Item 9, type or print the monthly cost of work-related child care that parent pays. If these costs vary throughout the year, add the amounts for each month together and divide by 12 to annualize the cost. [Guidelines 9.B.1.] (See Guidelines for rules and chart concerning income).
- If the non-primary residential parent pays for work-related childcare, during periods of physical custody, the amount paid by that parent may also be included here (each month's amount added together and divided by 12 to annualize the cost)..
- (19) Type or print the monthly costs of reasonable and necessary expenses for special or private schools and special educational activities. These expenses must be agreed upon by both parents or ordered by the court. [Guidelines 9.B.2.]
- (20) If any of the children for whom support is being ordered are gifted or handicapped and have special needs that are not recognized elsewhere, the additional monthly cost of meeting those needs should be entered here. [Guidelines 9.B.3.]
- (21) **MINOR CHILDREN 12 AND OVER.** If there are no minor children 12 or over, enter "0" or "N/A" and SKIP to Item 22. Average expenditures for minor children age 12 or older are approximately 10% higher than those for younger children, therefore the Guidelines call for an adjustment of up to a maximum of 10% to account for these higher costs. If support is being determined for minor children 12 or older, in the first blank, enter the number of minor children 12 or older. In the next blank enter how many percent (one, to a maximum of ten percent) you think the amount of child support should be adjusted (increased) due to the child or children being 12 or older.

**If all minor children are 12 or over:**

- Multiply the dollar amount from (16), the Basic Child Support Obligation, by the (up to 10) percent increase, which results in the monthly dollar amount of increase.
- Enter this amount for Item 21. The highest possible increase would be 10% of the basic child support obligation. [Guidelines 9.B.4.]

**If at least one, but not all minor children are 12 or older:**

- Divide the basic support obligation (Item 16) by the total number of children.
- Multiply that figure by the number of minor children 12 or over.
- Then multiply the result by the adjustment percentage (up to 10%), and enter this amount for Item 21. [Guidelines 9.B.4.]

**EXAMPLE A: All minor children 12 or older, Basic Child Support Obligation \$300, and 10% Adjustment:**  
Multiply Basic Child Support Obligation by % Adjustment:  $\$300 \times .10 = \$30.00$

**EXAMPLE B: Three children, Two 12 or older, Basic Child Support Obligation \$300, 10% Adjustment:**  
Divide Basic Child Support Obligation by total number of children:  $\$300 / 3 = \$100$   
Multiply answer by the number of children 12 and older:  $\$100 \times 2 = \$200$   
Multiply result by the Adjustment Percentage:  $\$200 \times .10 = \$20.00$

- (22) Add the amounts from Items 17, 18, 19, 20 and 21, including both the amounts for you and the amounts for the other parent. Enter the total amount on the line in Item 22.

**TOTAL CHILD SUPPORT OBLIGATION**

- (23) Add the amounts from Items 16 and 22. Enter the total amount on the line in Item 23. This is the Total Child Support Obligation amount.

**EACH PARENT'S PERCENTAGE (%) OF COMBINED INCOME** [Guidelines 10]

- (24) For each parent, *divide* the amount written in Item 14 (Adjusted Gross Income) by the amount written in Item 15 (Combined Adjusted Gross Income). This will probably give you a decimal point answer less than 100%. However, if one parent earns all of the income for the family, this number will be 100%.

EXAMPLE: Item 14 = \$600  
Item 15 = \$1000      \$600 divided by \$1,000 = .60 or 60%

**EACH PARENT'S SHARE OF THE TOTAL CHILD SUPPORT OBLIGATION**

- (25) For each parent, multiply the number in Item 23 by the number for that parent in Item 24. This equals the dollar amount of each parent's share of the total child support obligation.

EXAMPLE: Item 23 = \$189  
Item 24 = 60% \$189 x .60 = \$113.40

**ADJUSTMENT FOR COSTS ASSOCIATED WITH PARENTING TIME (VISITATION) (for NON-Primary Residential Parent)**

- (26) If time with each parent is essentially equal, *neither* party receives a parenting time adjustment and you may SKIP to Item 27. [Guidelines 11, 12]

Based on the information below, check the box to indicate whether "Parenting Time Table A" or "Parenting Time Table B" applies to the situation regarding the parent who does not have PRIMARY RESIDENTIAL PARENT, that is, the parent that the children do **NOT** live with – or live with the LEAST amount of time.

To adjust for costs associated with parenting time, first determine the total number of parenting time days indicated in a court order or parenting plan or by the expectation or past practice of the parents. Using the definitions below, add together each block of parenting time to arrive at the total number of parenting time days *per year*. Only the time spent by a child with the non-primary residential parent is considered. Time that the child is in school or in childcare is not considered.

For purposes of calculating parenting time/visitation days: [Guidelines 11.C]

- A. A period of 12 hours or more counts as one day.
- B. A period of 6 to 11 hours counts as a half-day.
- C. A period of 3 to 5 hours counts as a quarter day.
- D. Periods of less than 3 hours may count as a quarter day if, during those hours, the non-primary residential parent pays for routine expenses of the child, such as meals.

"**Parenting Time Table A**" assumes that as the number of visitation days approaches equal time sharing (143 days and above), certain costs usually incurred only in the custodial household are assumed to be substantially or equally shared by both parents. These costs are for items such as the child's clothing and personal care items, entertainment, and reading materials.

PARENTING TIME TABLE A			
Number of Visitation Days	Adjustment Percentage	Number of Visitation Days	Adjustment Percentage
0 - 3	0	116 - 129	.195
4 - 20	.012	130 - 142	.253
21 - 38	.031	143 - 152	.307
39 - 57	.050	153 - 162	.362
58 - 72	.085	163 - 172	.422
73 - 87	.105	173 - 182	.486
88 - 115	.161		

**Parenting Time Table B:** If, however, the assumption that such costs are duplicated and shared nearly equally by both parents, is proved *incorrect*, use “**Parenting Time Table B**” to calculate the visitation adjustment for this range of days (and check the box for “Table B” for item (26).

PARENTING TIME TABLE B	
Number of Visitation Days	Adjustment Percentage
143 - 152	.275
153 - 162	.293
163 - 172	.312
173 - 182	.331

(27)

- For *your* entry for Item (27), add up the total parenting time days for the non-primary residential parent.
- Determine whether Table A or Table B applies.
- Look at the appropriate table (“A” or “B”) and find the “Percentage Adjustment” that applies to the number of parenting time days.
- Multiply that percentage by the amount listed for Item (16)

**EXAMPLE:**

If the total amount of parenting time for the NON-PRIMARY RESIDENTIAL PARENT amounts to 75 days and Table A applies, and the amount listed for Item (16), the Basic Child Support Obligation, is \$1000: Look at Table A to see where “75” fits in. “75” falls between 73 and 87 days, and the Adjustment Percentage listed for that range of numbers is .105. You would then take the dollar amount listed for Item (16), and multiply it by that percentage.

In this example that would be:	Amount from Item (16)	\$1000
	<u>x Adjustment Percent from Table</u>	<u>x .105</u>
	Answer for Item (27)	105.00 or \$105.00

This is the amount you would enter as your answer for Item (27) for either the Father *or* the Mother (ONLY), whichever parent the children **don't** live with the majority of the time.

**MEDICAL INSURANCE PREMIUM ADJUSTMENT**

(28) If the parent who will be ordered to make the child support payment is the same parent who will pay the minor children's health, dental and/or vision care insurance premiums, enter the amount from Item 17 here.

**NON-CUSTODIAL CHILD CARE ADJUSTMENT**

(29) If the parent who will be ordered to make the child support payments pays for work-related child-care during periods of visitation, enter the amount from Item 18.

**EXTRA EDUCATION ADJUSTMENT**

(30) If the parent who will be ordered to make the child support payment is the same parent who will pay the children's reasonable and necessary expenses for attending private or special schools, enter the amount from Item 19 here.

**EXTRAORDINARY/SPECIAL NEEDS CHILD**

(31) If the parent who will be ordered to make the child support payment is the same parent who will pay the special needs of gifted or handicapped child(ren), enter the amount from Item 20 here.

**ADJUSTMENTS SUBTOTAL**

(32) For the non-primary residential parent, add the amounts entered in Items 27, 28, 29, 30 and 31. Enter the total in Item 32.

**PRELIMINARY CHILD SUPPORT AMOUNT**

(33) For non-primary residential parent: Subtract the amount in Item 32 from Item 25.  
 For primary residential parent: Write in the amount from Item 25 for that parent.

**SELF SUPPORT RESERVE TEST for Parent Who Will Pay Support**

- (34) To calculate the amount to enter in the column for this item:
- Enter *the paying parent's* adjusted gross income from Item 14.
  - Subtract **\$1115** (the self-support reserve amount).
  - Enter the remainder in the appropriate column for either the Father or the Mother, for Item 34. [Guidelines 15]

If the resulting amount is less than the preliminary child support amount, the court may reduce the current child support order to the resulting amount after first considering the financial impact the reduction would have on the primary residential parent household. The test applies only to the current support obligation, but does not prohibit an additional amount to be ordered to reduce an obligor's (the person obligated to pay) arrears. Absent a deviation, the preliminary child support amount or the result of the self-support reserve test is the amount of the child support to be ordered in Item 35  
 [Guidelines 15]

Payor's Adjusted Gross Income from Item 14: \_\_\_\_\_

**SUBTRACT** the Self Support Reserve Test Amount of \$903: **- \$ 1115.00**

Enter the number remaining as your answer for Item 34: \_\_\_\_\_

**(35) Who pays and how much?** Check the appropriate box to indicate which parent should be ordered to pay child support. If the amount shown in Item 33 is *less than* the amount shown in Item 34, write in the amount shown for Item 33. **OR**, If the amount shown in 33 is *greater than* the amount from 34, you may write in the amount from 34 *if you believe child support should be ordered for the smaller amount.*

### **RESPONSIBILITY FOR VISITATION-RELATED TRAVEL EXPENSES**

**(36)** For this Item, list the percentage you think each parent should pay toward the travel/transportation costs for expenses involving travel of more than 100 miles, one-way. The court will decide how to allocate the expense, but you may use the percentages listed in Item 24 for each parent's share of combined income as a guide. The allocation of expense does not change the amount of the support ordered in Item 35. [Guidelines 18]

### **RESPONSIBILITY FOR MEDICAL EXPENSES NOT PAID BY INSURANCE**

**(37)** For this Item, list the percentage you think each parent should pay toward uninsured medical, dental and/or vision care expenses for the minor children. The court will decide how to allocate the expense, but you may use the percentages listed in Item 24 for each parent's share of combined income as a guide. [Guidelines 9.A.]

### **WHEN YOU HAVE COMPLETED THIS WORKSHEET:**

If you have completed this worksheet to **establish** a child support obligation:

- Make a copy of the worksheet for your records;
- Make a copy to send or deliver to the other party and/or the state prior to the hearing;
- Take the original to court at the time of your hearing; and
- Take financial documentation to provide proof of the numbers you have given.

If you have completed this worksheet to **modify** a child support obligation:

- Attach any documentation required;
- Make a copy of the worksheet for your records;
- Make a copy of the worksheet to serve on the other party and/or the state; and
- Attach the original worksheet to the Request for Modification of Child Support and file it with the Clerk of Superior Court.

### **NOTE: DEVIATION FROM THE GUIDELINES AMOUNT**

If you believe the amount of child support shown by this worksheet is too low or too high, the Court has the power to deviate from the guidelines (order support in a different amount), if an order would be unjust or inappropriate. A deviation can only be ordered if the court makes appropriate findings based upon evidence presented by either party *or* agreement of the parties. [Guidelines 20]

### **SIGN THE DOCUMENT BEFORE FILING IT**