

TO ESTABLISH
CHILD SUPPORT

Do not copy
or file this page

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To Get The First Court Order

Part 1: Completing and Filing the Court Papers
(Forms Packet)

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

ESTABLISH THE FIRST COURT ORDER FOR CHILD SUPPORT

CHECKLIST

You may use the forms and instructions in this packet if . . .

- ✓ **You want a court order to establish child support** *and do not already have one, AND*
- ✓ You already have or do not need to establish an order for child custody (now called “legal decision making” in Arizona) or parenting time (*visitation*) *at this time, AND*
- ✓ You are the natural or adoptive parent, the legal guardian, or have a court order awarding you custody of the child or children, **OR**
- ✓ You are providing support for or have physical custody (possession) of the child(ren) of the other party, **OR**
- ✓ You are legally married to the other parent and you understand that using this packet will **NOT** result in a court order for legal decision making (custody), parenting time, or spousal maintenance (and you can only request a court order for **all** of the above as part of a legal separation or divorce), **OR**
- ✓ You are not married to the other parent and are seeking support from the father **and paternity has been *legally established*** by either:
 - A court order establishing paternity, **OR**
 - The father’s name is on the child’s birth certificate because, at the time the child was born or afterwards, **both parents signed** an affidavit acknowledging paternity; **AND**
- ✓ You know the name and address of the other party or where the person can be found, so the court papers can be personally served on him or her.

WARNING: If someone *other than you* has court-ordered legal decision making (custody) or if there is an existing child support order involving the same children for whom you are now trying to establish support, you may need to file papers to modify that order instead.

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 at www.superiorcourt.maricopa.gov/SSC

SELF-SERVICE CENTER

PETITION TO ESTABLISH CHILD SUPPORT

PART 1 – COMPLETING AND FILING THE COURT PAPERS (Forms Only)

This packet contains court-approved forms to file to obtain a Court Order for Child Support *when paternity has already been established*. The documents should appear in order as listed below. Items listed in **BOLD** are forms that you will need to file with the Court. Do **NOT** copy or file *non*-bold items. Note that you will need the separately stapled INSTRUCTIONS to complete these forms.

Order	File Number	Title	No. Pages
1	DRES1k	Checklist: <i>You may use these forms if . . .</i>	1
2	DRES1ft	Table of Contents (this page)	1
3	DRSDS10f-c	“Family Court/Sensitive Data Cover Sheet - in Cases With Minor Children”	1
4	DRES11f	“Petition to Establish Child Support”	1
5	DRS12f	“Parent’s Worksheet for Child Support”	1

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.

Do not type in ALL CAPS

Name:

Representing: Self Petitioner Respondent

(If Attorney) State Bar Number:

FOR CLERK'S USE ONLY

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 ARFLAP 43(G)(1).

A. Personal Information:	Petitioner		Respondent	
Name				
Gender	Male or	Female	Male or	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 No.	Child Date of Birth	
	Male	Female		

C. Type of Case being filed - Check only one category.	Interpreter Needed:
<i>*Check only if no other category applies</i>	Yes No
Dissolution (Divorce)	Paternity
Legal Separation	*Custody/Visitation
Annulment	*Child Support
Order of Protection	Other
	If yes, what language?

DO NOT COPY OR FILE THIS DOCUMENT AND DO NOT SERVE A COPY TO THE OTHER PARTY.

Name of Person Filing:	
In this case I am:	<input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent
In this case I am:	<input type="checkbox"/> Representing Myself (No Attorney), or
If Represented by Attorney, Bar Number:	
My Address (if not protected):	
City, State, Zip Code:	
Telephone Numbers:	

For Clerk's Use Only

SUPERIOR COURT OF ARIZONA IN MARICOPA COUNTY

_____ (2) CASE NO. _____ (3)
Petitioner

vs.

_____ (2) **PETITION TO ESTABLISH**
Respondent **CHILD SUPPORT**

I am providing support for or have physical custody of the following child(ren):

(4) <u>Name (first, middle, last)</u>	<u>Date of Birth</u>
_____	_____
_____	_____
_____	_____

The other party is the natural or adoptive parent of the child(ren) listed above and has a legal duty to provide support pursuant to A.R.S. § 25-501.

(5) Paternity for the above-named minor child(ren) common to the above parties was established by:

- Court Order from this county or previously transferred to this county. (A.R.S. § 25-502(c))
- Affidavit of Acknowledgment filed on or after July 21, 1996 in accordance with A.R.S. § 25-812-814, or § 36-334).
- Parties were legally married when child(ren) was (were) born, conceived, or adopted.

WHEREFORE, I request that the court take any or all of the following actions.

- A. Order the other party to pay Child Support according to the Basic Child Support Obligation Guidelines and provide other relief as requested in the attached Parent's Worksheet.
- B. Order payment of costs and attorney fees, if appropriate.
- C. Order such other relief as deemed necessary and appropriate by the court.

I have read the foregoing document and the facts therein are true and correct to the best of my knowledge.

Do not sign until directed to do so by a Notary Public or a Clerk of the Superior Court.

(6) _____
Requesting Party

STATE OF ARIZONA)
COUNTY OF _____)

Subscribed and sworn or affirmed and acknowledged before me this date

by _____
Notary Public or Clerk

My commission expires:

(1) Name of Person Filing : _____
 Phone Number(s): _____ / _____
 In this case I am Petitioner or Respondent Or represented by Attorney
 (IF) Attorney, Name: _____ Bar No.: _____
 Atty. Email: _____ Atty. Phone: _____

For Clerk's Use Only

**SUPERIOR COURT OF ARIZONA
 IN MARICOPA(2) COUNTY**

PARENT'S WORKSHEET FOR CHILD SUPPORT

(3) Petitioner _____ (4) Case No. _____

(3) Respondent _____ (4) ATLAS _____

(5) Total Number of Children: _____

(6) Parent with Primary Custody: Father Mother

(7) Parent who is filing this form: Father Mother

(8) Gross Income figures for the OTHER PARENT are:

- ACTUAL**, with proof, such as a recent W2 or pay stub attached, or other party's signed statement.
- ESTIMATED**, based on facts or knowledge of pay before promotion or of others in similar job.
- ATTRIBUTED**, based on what other party could and should be earning (see Guidelines 5e).

	FATHER		MOTHER
Gross Income (Pre-Tax Income. Before deductions.)	\$ _____	(9)	\$ _____
Spousal Maintenance Paid	\$ -	(10)	\$ -
Spousal Maintenance Received	\$ +	(11)	\$ +
Child Support Paid/Contributed	\$ -	(12)	\$ -
Other Support of Children Paid	\$ -	(13)	\$ -
Adjusted Gross Income	\$ _____	(14)	\$ _____
Combined Adjusted Gross Income	(15)	\$	_____
Basic Child Support Obligation	(16)	\$	_____
Plus Costs for:			
Medical/Dental/Vision Insurance	\$ _____	(17)	\$ _____
Childcare	\$ _____	(18)	\$ _____
Education Expenses	\$ _____	(19)	\$ _____
Extraordinary/Special Needs Child Expenses	\$ _____	(20)	\$ _____
No. of Children Age 12 or Over _____ Adjustment _____ %	(21)	\$	_____
Total Adjustments for Costs	(22)		_____
Total Child Support Obligation	(23)	\$	_____

