

# CHILD SUPPORT

# 3

## THE COURT ORDER

### Part 3: Forms and Instructions

SELF-SERVICE CENTER  
CHILD SUPPORT  
**THE COURT ORDER**

CHECKLIST

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

- ✓ You already filed court papers to get a first court order for child support, AND
- ✓ You already served the papers, AND
- ✓ You want a court order to establish child support BUT **NOT** child custody\* or parenting time (at this time).

\*now known in Arizona as “legal decision making”

**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](http://www.superiorcourt.maricopa.gov/SSC)

**SELF-SERVICE CENTER**

**CHILD SUPPORT**

**THE COURT ORDER**

**Part 3: The Order and Other Court Papers**

**(FORMS AND INSTRUCTIONS)**

This packet contains court forms and instructions to take to a court hearing for Child Support. 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.

Order	File Number	Title	# Pages
1	DRES8k	Checklist: <i>You may use these forms if . . .</i>	1
2	DRES8t	Table of Contents (this page)	1
3	DRS81i	Instructions to complete " <b>Child Support Order</b> "	1
4	DRS81f	<b>"Child Support Order"</b>	4

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.

SELF-SERVICE CENTER

INSTRUCTIONS: HOW TO COMPLETE THE  
"CHILD SUPPORT ORDER"

Type or print neatly using **BLACK INK ONLY.**

**CASE CAPTION**

- If you are providing this information to **establish** a child support order, fill in the names and the dates of birth (DOB) of the persons shown as Petitioner and Respondent on the petition to establish child support or to get other relief (divorce, paternity, etc.)
- If you are providing this information to **modify** your current support order, fill in the names and dates of birth (DOB) of the persons shown as Petitioner and Respondent on the order that established the child support.
- Fill in your case number. If you do not have a case number, leave this item blank.
- Fill in your ATLAS number. If you do not have an ATLAS number, leave this item blank.

**NUMBERED INSTRUCTION**

Match the number of the instruction below to the matching number on the first page of the "**Child Support Order.**"

- (1) Fill in the full name of the mother and the father of the minor children who are the subject of this "**Child Support Order.**"

Fill in the full name and birth date of all minor children who are the subject of this "**Child Support Order.**" (Use extra pages if necessary).

**LEAVE THE REST OF THE FORM BLANK. THE JUDGE OR COMMISSIONER WILL COMPLETE THE REST OF THE INFORMATION AND SIGN THE ORDER.**

**SUPERIOR COURT OF ARIZONA  
IN MARICOPA COUNTY**



For Clerk's Use Only

\_\_\_\_\_  
**Petitioner**

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

\_\_\_\_\_  
**Date of Birth** (Month, Date, Year)

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

\_\_\_\_\_  
**Respondent**

**CHILD SUPPORT ORDER**

**A.R.S. § 25-503**

\_\_\_\_\_  
**Date of Birth** (Month, Date, Year)

**THE COURT FINDS THAT:**

1. Mother: \_\_\_\_\_ and  
 Father: \_\_\_\_\_  
 have a duty to support the following children:

<b>Child(ren)'s Name(s)</b>	<b>Date of Birth</b>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

2. The required financial factors and any discretionary adjustments pursuant to the Arizona Child Support Guidelines are as set forth in the Parent's Worksheet for Child Support Amount, attached and incorporated by reference.

3.  **Mother**  **Father** is obligated to pay support to: \_\_\_\_\_  
 In the amount of: \$ \_\_\_\_\_ per month

**4. Deviation (only in applicable cases)**

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

The child support amount before deviation is: \$ \_\_\_\_\_

The child support amount after deviation is: \$ \_\_\_\_\_

The Court finds the guidelines amount is inappropriate or unjust because:

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

The attached written agreement is made part of this order by reference

Other Reasons for Deviation from Guideline Amount:

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

**Arrears**

Child support arrears exist in the amount of: \$ \_\_\_\_\_

For the period of: \_\_\_\_\_ to \_\_\_\_\_

**Interest**

Interest in the amount of: \$ \_\_\_\_\_

For the period of: \_\_\_\_\_ to \_\_\_\_\_

**Past Care and Support**

A judgment for past care and support should be entered in the amount of: \$ \_\_\_\_\_

For the period of: \_\_\_\_\_ to \_\_\_\_\_

**IT IS ORDERED THAT:**

1.  Mother  Father shall pay child support in the amount of: \$ \_\_\_\_\_

per month, to: \_\_\_\_\_

First payment is due on the 1<sup>st</sup> day of: \_\_\_\_\_

2.  **Mother**  **Father** owes child support arrears in the amount of: \$ \_\_\_\_\_

For the period of: \_\_\_\_\_ to \_\_\_\_\_

Judgment is ordered in favor of: \_\_\_\_\_

and against: \_\_\_\_\_

In the principal amount of: \$ \_\_\_\_\_

**Mother**  **Father** shall pay \$ \_\_\_\_\_ per month toward child support arrears until paid in full, OR

Arrears not addressed.

3.  **Mother**  **Father** owes past care and support in the amount of: \$ \_\_\_\_\_

For the period of: \_\_\_\_\_ to \_\_\_\_\_

Judgment is ordered in favor of: \_\_\_\_\_

and against: \_\_\_\_\_

In the principal amount of: \$ \_\_\_\_\_

**Mother**  **Father** shall pay \$ \_\_\_\_\_ per month toward the past care and support amount until paid in full, OR

Past care and support not addressed.

4. All payments shall be made through the Support Payment Clearinghouse pursuant to an Income Withholding Order signed this date. Any time the full amount of support ordered is not withheld, the person obligated to pay (the obligor) remains responsible for the full monthly amount ordered. Payments not made directly through the Support Payment Clearinghouse may be considered a *gift* unless you have a notarized affidavit signed by the other party agreeing that he or she received the payment and that it was for child support. All payments not made by Order of Assignment shall be made payable to and mailed directly to:

**Support Payment Clearinghouse**  
**P.O. Box 52107**  
**Phoenix, AZ 85072-2107**

**Payments must include the payor's name, ATLAS number or Social Security Number.**

5. Pursuant to A.R.S. § 25-322, the parties shall submit current address information in writing to the Clerk of the Superior Court and the Support Clearinghouse immediately. The payor shall within 10 days, submit the names and addresses of employers or other persons or organizations from which he or she is entitled to receive payment.

6. **The parties shall submit address changes within 10 days of the change.**

7. **MEDICAL, DENTAL, VISION CARE INSURANCE FOR MINOR CHILDREN**

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

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

8. The costs of medical/dental/vision care expenses not paid by insurance shall be shared as follows:  
**Mother** \_\_\_\_\_ % **Father** \_\_\_\_\_%.  
 Request for payment or reimbursement must be provided to the obligated parent(s) within 180 days after the services occurred. The obligated parent must pay or make payment arrangements within 45 days after receipt of the request.
9. The costs of travel related to parenting time over 100 miles one way shall be shared as follows:  
**Mother** \_\_\_\_\_ % **Father** \_\_\_\_\_%
10. The parties shall exchange financial information such as copies of tax returns, earnings statements, a Parent's Worksheet for Child Support Amount, residential addresses and the names and addresses of their employers every 24 months.
11. The court allocates the federal tax exemption(s) for the dependent child(ren) as follows:

Child's Name	Date of Birth (Month, Day, Year)	Parent Entitled to Deduction	For Calendar Year
		<input type="checkbox"/> <b>Mother</b> <input type="checkbox"/> <b>Father</b>	
		<input type="checkbox"/> <b>Mother</b> <input type="checkbox"/> <b>Father</b>	
		<input type="checkbox"/> <b>Mother</b> <input type="checkbox"/> <b>Father</b>	
		<input type="checkbox"/> <b>Mother</b> <input type="checkbox"/> <b>Father</b>	

For years following those listed above while this Child Support Order remains in effect, the parties shall repeat the pattern above of claiming deductions for each child.

**Each year, the person obligated to make payments (the obligor) may claim these exemptions only if the obligor has paid all child support and arrears ordered for the year by December 31 of that year.**

If this is a modification of child support, all other prior orders of this Court not modified remain in full force and effect.

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

\_\_\_\_\_  
Date

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