

## SELF-SERVICE CENTER

### INSTRUCTIONS: HOW TO FILL OUT THE FORMS TO REQUEST CHILD SUPPORT

TYPE OR PRINT NEATLY IN LARGE CLEAR LETTERS USING BLACK INK.

#### FAMILY COURT / SENSITIVE DATA COVERSHEET:

(All Forms: TYPE OR PRINT IN BLACK INK)

- Write in the information requested about petitioner, respondent, and any children under the age of 18.
- DO NOT INCLUDE MAILING ADDRESS ON THIS FORM IF REQUESTING ADDRESS PROTECTION.
- Case Type: Mark only one box that matches the legal procedure for which you are filing the documents in this packet:  Dissolution (Divorce).
- Interpreter: Check "yes" or "no" to indicate whether an interpreter is needed. If "yes", write in what language(s).

No additional copies needed. Do NOT serve this document on the other party.

#### PETITION TO ESTABLISH CHILD SUPPORT:

- (1) Fill in the name, address, and phone number of the person filing the form. (An attorney must also list the name of the person represented and the attorney's State Bar Number.)
- (2) Fill in the name of the persons shown as "Petitioner" or "Respondent" on any other case filed in the Superior Court of Arizona where custody, support, or paternity of the minor children named here was an issue. If this is the first family court case concerning this Petitioner and Respondent, list the name of the person who is filing these papers as "Petitioner" and the other party as "Respondent."
- (3) Fill in the case number that was assigned for any prior case concerning the custody, support or paternity of the minor children named here was an issue. If there is no prior case, leave this blank; the Clerk of Court will provide a case number.
- (4) Fill in the name and date of birth for each minor child for whom support is requested.
- (5) Check the appropriate box(es) to indicate how paternity was established for the minor child(ren) for whom you are asking the Court to order support. If the choices listed here do not apply, **STOP!** You should not use these forms unless or until paternity has been established or unless an attorney has advised you to proceed.
- (6) Do not sign and date the Request until you are directed to do so by a Clerk of the Superior Court or a Notary Public. Your notarized signature states to the Court that the information you have provided is true and correct to the best of your knowledge, under penalty of law.

#### COMPLETE THE PARENTS WORKSHEET FOR CHILD SUPPORT.

Refer to the separate instructions and the Arizona Child Support Guidelines to complete that form, or you may substitute a printout of the worksheet produced by the Superior Court's **online** Child Support Calculator at:

<http://superiorcourt.maricopa.gov/ezcourtforms>

**WHEN YOU HAVE COMPLETED ALL FORMS: go to the "PROCEDURES" page** (the last document in this packet) and follow the instructions on what to do next.