

## SELF-SERVICE CENTER

### PROCEDURES: WHAT TO DO AFTER YOU HAVE COMPLETED ALL DOCUMENTS TO ESTABLISH CHILD SUPPORT

**STEP 1.** Complete the *“Family Court / Sensitive Data Coversheet”*. Do not make copies of this document.

**MAKE 3 COPIES\* OF THE FOLLOWING DOCUMENTS:**

- *“Petition to Establish Child Support”*
- *“Parent’s Worksheet for Child Support”*

**STEP 2.** SEPARATE YOUR DOCUMENTS INTO FOUR (4)\* SETS:

<b>SET 1 – ORIGINALS FOR CLERK OF COURT</b> <ul style="list-style-type: none"><li>• <i>“Family Court / Sensitive Data Coversheet”</i> (do not copy)</li><li>• <i>“Petition to Establish Child Support”</i></li><li>• <i>“Parents Worksheet for Child Support”</i></li></ul>	<b>SET 2 – COPIES FOR OTHER PARTY</b> <ul style="list-style-type: none"><li>• <i>“Petition to Establish Child Support”</i></li><li>• <i>“Parents Worksheet for Child Support”</i></li></ul>
<b>SET 3 – COPIES FOR YOU</b> <ul style="list-style-type: none"><li>• <i>“Petition to Establish Child Support”</i></li><li>• <i>“Parents Worksheet for Child Support”</i></li></ul>	<b>SET 4 – Copies for Family Court Conference Center</b> (formerly “Expedited Services”) <ul style="list-style-type: none"><li>• <i>“Petition to Establish Child Support”</i></li><li>• <i>“Parents Worksheet for Child Support”</i></li></ul>

\* *If either party already has a DES case involving the same children, make another set (4 copies instead of 3; a 5<sup>th</sup> set) of copies for service on the Attorney General as instructed in STEP 5 on next page.*

**STEP 3.** FILE THE PAPERS AT THE COURT:

**GO TO THE CLERK OF THE COURT’S FILING COUNTER:** Hand over the originals and all three sets of copies to the Clerk at the filing counter **and pay the filing fee**. The Clerk will keep the originals, stamp the extra copies to show that these are copies of papers you have filed with the Court, **and return the stamped copies to you**. These stamped sets of copies are now called “conformed” copies. The Court is open from 8 a.m. to 5 p.m., Monday through Friday.

You may file your papers at any of the following Superior Court locations:

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

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

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

**Northeast Court Complex**  
18380 North 40<sup>th</sup> Street  
Phoenix, Arizona 85032

**FEES:** . A list of current fees is available from the Self Service Center and from the Clerk of Court’s website at: <http://www.clerkofcourt.maricopa.gov/>.

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

**STEP 4. GO TO “FAMILY COURT CONFERENCE CENTER”** (formerly “Expedited Services”)

**Central Court Building**  
201 West Jefferson, 3rd floor  
Phoenix, Arizona 85003

**Southeast Court Complex**  
222 East Javelina Avenue, Suite 1300  
Mesa, Arizona 85210

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

**Northeast Court Complex**  
Family Court Administration  
18380 North 40<sup>th</sup> Street  
Phoenix, Arizona 85032

**DELIVER ONE SET OF CLERK-STAMPED COPIES and  
PICK UP AN “ORDER TO APPEAR”.**

**THE DATE, TIME, AND LOCATION OF THE CONFERENCE/HEARING WILL BE LISTED ON THE “ORDER TO APPEAR.”** Make copies of the “*Order to Appear*” as needed to:

- Serve the “*Order to Appear*” (and other papers) on the other party.
- Serve the “*Order to Appear*” (and other papers) on the state (*if required*: see # 5).
- Keep a copy of the “*Order to Appear*” for your own records.

The Family Court Conference Center will schedule a conference and hearing. You and the other party will meet with a conference officer to talk about the case to try to reach agreement on as many issues as possible. For those matters on which you are unable to reach full agreement, a hearing will be held just after your conference to decide the case.

**STEP 5. SERVE THE PAPERS ON THE OTHER PARTY.** The papers may be delivered by the Sheriff’s Department, by a licensed private process server, or by one of the other methods described in the “SERVICE” packet available for purchase from the Self-Service Center or **for free** from the internet at: [www.superiorcourt.maricopa.gov/SuperiorCourt/Self-ServiceCenter/Forms/FamilyCourt/fc\\_qn2.asp](http://www.superiorcourt.maricopa.gov/SuperiorCourt/Self-ServiceCenter/Forms/FamilyCourt/fc_qn2.asp)

**SERVING PAPERS ON THE STATE:** *If either party already has a case with the Department of Economic Security (DES), involving the same children as in this case, notice of this action must also be given to the Office of the Attorney General, Child Support Enforcement Division.*

You may mail or personally deliver a copy of the “*Petition*”, the “*Parent’s Worksheet*”, “*Order to Appear*”, and an “*Acceptance of Service*” to the Office of the Attorney General (AG) assigned to your case. The AG staff will accept service by signing the “*Acceptance*” and returning or sending it back to you. You will not be required to pay any fees for service by this method. If you do not know what office your case is assigned to, you may send it to:

**Office of the Attorney General  
Child Support Enforcement Section  
PO Box 6023 – Site Code 775C  
Phoenix, AZ 85005**

**STEP 6. GO TO THE COURT CONFERENCE/HEARING.** If a conference and hearing have been scheduled, be sure to write down the date, time and place of the court hearing, and come to the hearing.

- **Be on time.**
- **Dress neatly.**
- **Be prepared to tell the judge why the order for support should be changed.**
- **Do not bring children to court.**