

## SELF-SERVICE CENTER

# PROCEDURES: WHAT TO DO AFTER YOU HAVE COMPLETED ALL DOCUMENTS TO ENFORCE A SUPPORT ORDER

### STEP 1. MAKE THREE (3) COPIES (4, IF DES/DCSS is involved\*) OF THE:

- “Petition to Enforce a Support Order”
- Attachment A (if required)

### STEP 2. Separate your papers into 3 sets (4, if DES / DCSS are involved).

<b>SET 1 - ORIGINALS FOR CLERK OF COURT</b> <ul style="list-style-type: none"><li>• “Petition to Enforce a Support Order”</li><li>• Attachment A – if required</li></ul>	<b>SET 2 - COPIES FOR FAMILY COURT CONFERENCE CENTER</b> <ul style="list-style-type: none"><li>• “Petition to Enforce a Support Order”</li><li>• Attachment A – if required</li></ul>
<b>SET 3 - COPIES FOR OTHER PARTY</b> <ul style="list-style-type: none"><li>• “Petition to Enforce a Support Order”</li><li>• Attachment A – if required</li></ul>	<b>SET 4 - COPIES FOR YOU</b> <ul style="list-style-type: none"><li>• “Petition to Enforce a Support Order”</li><li>• Attachment A – if required</li></ul>

\* If DES or DCSS is involved you will also need an extra copy of the *Petition*, any *Attachments* and the *Order to Appear* to serve on the State as described 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** (now called “conformed”) copies to you.

You may file your papers from 8:00 am to 5:00 pm, Monday through Friday, at 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:** There are fees for filing petitions, responses, requests, motions, objections, and various forms with the Court. Cash, AMEX/VISA/MasterCard debit or credit cards, money order, or check made payable to the “Clerk of Superior Court” are acceptable forms of payment.

Go online to <http://clerkofcourt.maricopa.gov/fees.asp>  
or the Self-Service Center for a list of current fees.

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 SET 2 OF THE CLERK-STAMPED COPIES and  
PICK UP AN "ORDER TO APPEAR".**

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.

**THE DATE, TIME, AND LOCATION OF THE CONFERENCE/HEARING WILL BE LISTED ON THE "ORDER TO APPEAR." Make 1 copies (2, if DES involved) of the Order to Appear.**

- Serve **Set 3** and the original **Order to Appear** on the other party.
- Keep **Set 4** and a copy of the **Order to Appear** for your records.
- Serve **Set 5** and a copy of the **Order to Appear** on the State, **if required** (see # 5).

**STEP 5. SERVE THE PAPERS ON THE OTHER PARTY.** The papers may be delivered by the Sheriff's Department, a licensed private process server, commercial delivery service or mail by which you can obtain an original or copy of the other party's signature confirming delivery or by "**Acceptance of Service**" as described in the "SERVICE" packet available from the Self-Service Center or the internet at:

<http://www.superiorcourt.maricopa.gov/SuperiorCourt/Self-ServiceCenter/forms/>

**The State of Arizona may be involved** if any party received public assistance for the children or used the services of the State in establishing or collecting child support. If either party already has a case with the Division of Child Support Services (**DCSS**), 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.**

**SERVING PAPERS ON THE STATE** (if required). The Office of the Attorney General (the "**AG**") will accept service by signing an "**Acceptance of Service**" form (part of the Self-Service Center's "SERVICE" packet) and returning the form for you to file with the Court. **There are no court fees for serving the State as described below:**

- (a) You may mail or personally deliver a copy of the "**Petition to Enforce**", "**Order to Appear**", **Attachment A** (if required), along with an "**Acceptance of Service**" **and** a **self-addressed, stamped envelope** (addressed back to you), to the Office of the Attorney General, CSES, assigned to your case. A list of addresses for the individual CSES offices is available from the Self-Service Center or from the Internet at:  
[www.superiorcourt.maricopa.gov/sscDocs/pdf/gniv-d.pdf](http://www.superiorcourt.maricopa.gov/sscDocs/pdf/gniv-d.pdf)
- (b) There may also be a "drop-box" in the Clerk of Court's filing counter area at which you may leave the above listed documents and the envelope for the AG. Ask the clerk at the filing counter, **or**
- (c) You may mail all listed documents *and the envelope* to:

**Office of the Attorney General  
Child Support Enforcement Section  
P. O. Box 6123, Site Code 775  
Phoenix, Arizona 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. Do not bring children to court.**